



ASSIGNMENT DESCRIPTIONS

- **Event Set-up & Signage - (Command Central in Falcon Hall)** – assist in the placement of signage throughout the venue including parking signs, directional signs and other informational posters and lawn signs.
- **Exhibitor Check-in**– facilitate the check-in process for all Exhibitors and Sponsor representatives, directing them to the location of their booth or exhibitor space. Handing out their Lanyard Passes and collecting Lanyard Passes from those who leave, so the next person coming in to staff an exhibit can use it.
 - **Falcon Hall**
 - **Command Central & Volunteer Check in at the Ticket Sales Tent**
- **Exhibitor Load-in & Support** - support all Exhibitor and Sponsor representatives with unloading and moving supplies to the Exhibitors booth or display space.
 - **Falcon Hall**
 - **Drumlin Hall**
- **Event Support** – (primarily floaters) providing breaks to other volunteers, delivering supplies, filling in vacant volunteer posts and crowd control support as needed.
- **Door Greeters** - Greet people, make sure they have wristbands or Lanyard Passes and offer directions to exhibitors and attractions. Make pedestrians aware of traffic and help with crowd control. Hand out stickers to kids with Treasure Maps and tell them to make sure to place their entry in the box for entries at either Command Central at the Ticket Sales Tent or the box at Falcon Hall before they leave and they could win tickets to the Hudson Valley Balloon Fest or the Crayola Experience.
- **Information Booth (Lot D Bus Depot)** - support all volunteers, attendees, performers and other guests with event schedule, shuttle information, venue maps, directions, and other inquiries as needed.
- **Parking Lot A Gate for Touch-A-Truck, Food Trucks & Exhibitors** (Falcon Hall) - monitor and control access to Lot A Parking lot. This parking lot is designated for use only by Touch-A-Truck and Food Trucks during the event. Once Falcon Hall Exhibitors have unloaded they must move their vehicles to D Lot to park. No exhibitors can park in Lot A.
- **Touch-A-Truck (Lot A)** - check-in Exhibitor trucks, assist them with parking and departure, and monitor guest wristbands.
- **Parking Lot Monitors** – monitor and control access to additional parking lots if and when needed. If not needed, you will be asked to help out elsewhere.
- **Performance Captains (Dutchess Hall)** - ensure that all performers have arrived, are assisted with loading in and anything they need to start on-time in the Theater at Dutchess Hall
- **Ticket Sales & Scanning**- scan pre-paid tickets, sell tickets for cash and credit. All guests will receive a wristband to move around the event.
- **Touch-A-Truck (Lot A)** - check-in Exhibitor trucks, assist them with parking and departure, and monitor guest wristbands.
- **Roaming Railroad & Support (Lot A)** - assist the Roaming Railroad attraction with loading and unloading guests at pick-up and drop-off locations
- **Check-in (Volunteer/Exhibitor/Entertainment) & Support** - check-in and support all event Volunteers, distribute T-shirts, water and other support and direct to their location. Maintain communication with Falcon, Dutchess, Drumlin Hall as well as Lot D Check-in and Information Booths.