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**global
green**

EXPO 2008

Liberty State Park
Historic Central Railroad Terminal
Jersey City, NJ
April 25 to 27, 2008

volunteer guide





Global Green Expo 2008 Volunteer Guide

Thank you for volunteering at Think Green, a Global Green Expo! This amazing event would not be possible without our volunteers. We hope that the opportunity to see how the event runs and to help attendees make the connection between each of our individual actions and saving the earth is a truly rewarding and memorable one!

Who can volunteer?

Anyone 16 years or older and in good health is welcome to volunteer.

How do I volunteer?

Please fill out the volunteer application form (it can be downloaded from the Volunteer web page) then return it either by fax at 908.349.3080 or e-mail it to thinkgreenvolunteer@gmail.com. Our volunteer coordinator will be in contact with you soon!

If you have any questions - did you receive my application? when and where am I volunteering? etc. - please e-mail them to thinkgreenvolunteer@gmail.com.

When are volunteers are needed?

Volunteers are primarily needed starting the day before the Expo through the following Monday:

Thursday, April 24th (set up)
Friday, April 25th
Saturday, April 26th
Sunday, April 27th
Monday, April 28th (tear down)

Shifts are 5 hours long.

There will be a need for a few volunteers in the weeks leading up to the show. If you are interested in helping at this time please indicate on the application.

You and a guest get free admission to the Expo!

All of our volunteers receive free admission for all three days of the Expo (even if you only work on one day) plus a one day pass for a guest. When you check in for your

volunteer shift you will receive a three day badge. If you wish to attend the Expo before your first shift, go to Volunteer Registration where you will receive a day pass.

What should I do when I have a volunteer shift?

- Plan to arrive at least 15-20 minutes early (30 minute before your first shift).
- Check in at Volunteer Registration (see exact location with directions) before each of your shifts.
- At your first shift you'll receive a Volunteer t-shirt. Please wear this only while you are "on duty" to avoid any confusion. Make sure to dress appropriately. The weather in late April can be unpredictable and although the Expo is taking place under covered conditions you may be asked to go in and outside. Most jobs require you to be on your feet so be sure to wear comfortable shoes!
- At your first check in you'll receive the name and cell phone number of your coordinator. If you have any problems while on your shift, you should call this person immediately.
- If you need to leave your post for any reason please make sure you tell your coordinator or another volunteer on your same duty.

Volunteer Jobs:

Expo Setup

Greeters: Greeters will be stationed around the event and are there primarily to help guests find their way to and around the Expo. It's important that greeters arrive enough ahead of their shift to familiarize themselves with the layout and schedule.

Runners: Runners are there to facilitate information/supplies/goods getting from one place or person to another. Greeters/Runners should expect to be on their feet a lot!

Attendee Registration: Attendees who have pre-registered will be bringing e-mail confirmation. They will bring this to their box office line to receive their pass (1 day, 2 day or 3 day) and the designated green "gift". Attendees who have not pre-registered will be paying at the door. Volunteers in this area will be making sure that we get our guests through registration and into the Expo as quickly as possible.

Exhibitor Registration: All of the Expo exhibitors need to check in before they can enter the Concourse or South Lawn area. Volunteers in this job will be verifying paperwork and providing badges. You'll also be helping exhibitors find their booths and answering questions.

Think Green Store

Speaker Hospitality Area

Volunteer Hospitality & Check-In Area

GECKO Volunteer

Miscellaneous

Teardown