



Volunteer Handbook

EcoFair360

July 16-18, 2010

Walworth County Fairgrounds

411 East Court Street

Elkhorn, WI 53121

Please consider the environment before printing this handbook,
read it online instead!

Welcome

Hello and thank you for playing such a critical role in supporting this year's EcoFair360. The Fair is in its first year in Elkhorn! Your involvement makes it all possible. EcoFair360 could not survive without each and every one of you. ***Thank you so much for your dedication to supporting the movement towards a socially just and sustainable economy!***

Please be flexible. Like any large event, at the EcoFair360, things are constantly changing. We ask that you are flexible during your shift, as we may have to place you somewhere other than where you were scheduled if a new need arises. If you are uncomfortable with the task assigned to you, please let us know.

Contact

Kate Allen, Volunteer Coordinator
262-248-0970
support@ecofair360.com

Event Dates and Hours:

Thursday, July 15 (set up) 12pm-7pm
Friday, July 16 9am-7pm -**EVENT**
Saturday, July 17 9am-7pm-**EVENT**
Sunday, July 18 9am-4pm-**EVENT** (4pm-11pm clean-up)

About EcoFair360

EcoFair360, a production of the Eco-Vision Sustainable Learning Center in Delavan, WI, will bring together hundreds of exhibitors, teachers and vendors and thousands of attendees on July 16-18, 2010, in a three-day celebration of all things green at the Walworth County Fairgrounds in Elkhorn, Wisconsin.

From the experienced green builder looking to catch up on the latest technology to the new parent looking to raise a more environmentally aware child, EcoFair360 will offer every attendee a space to learn, to enjoy, and to be inspired. Workshops and exhibits will cover subjects ranging from the basics of solar power to new trends in low-impact living, sustainable materials, wise use practices, alternative fuels, organic gardening and landscaping, alternative health, green government and buying local.

Free Festival Admission for Volunteers

Volunteers receive free admission for 1-day on the day volunteered for if only volunteering for 1 shift. If volunteering for two or more shifts, volunteers will receive free admission to the entire event, all weekend.

Important Information

- **Please arrive 30 minutes early for your volunteer shifts!** It's a good idea to give yourself plenty of time to get to the county fairgrounds. You never know when you'll hit traffic or you can't find a parking space.
- **Please bring your own water container.**
- **\$5 parking fee (carbon footprint price) will be charged to all volunteers.**
- Please make sure you check in at volunteer registration before each shift, which is located at the Main Gate in the Hospitality Lounge.

- Please tell Kate Allen, Volunteer Coordinator, if you need a break. Please do not leave your area without letting Kate Allen know that you need a break.
- **Please return to volunteer registration if you can't find your volunteer area of assignment! We'll help you get there.**
- We're really counting on you. If you've signed up for one or more shift, please show up for those shifts. We can't have a successful event without each and every one of you!
- If you are not volunteering for one of the breakdown shifts on Sunday night (Green Team or Breakdown), you must leave the County Fairgrounds at the closing of the fair at 4pm on Sunday night. Thank you for your cooperation.
- **If you can not make it to your scheduled volunteer shift for any reason please notify us immediately. If before July 15th e-mail support@ecofair360.com or call 262-248-0970. If on or after July 15th please call 262-707-1683.**

Address/Directions/Parking: Walworth County Fairgrounds

Walworth County Fairgrounds
411 East Court Street
Elkhorn, WI 53121

Directions, parking and maps: <http://www.ecofair360.com/directions>

Volunteer Registration/Where to Check-In?

Please check-in at the Main Gate in the Hospitality Headquarters.

Volunteer Check-In

Upon arrival, we will check you in, provide you with your volunteer t-shirt and badge, and direct you to your position.

Volunteer Job Descriptions

Bike Valet

Volunteers will be working with the Bike Valet Coordinator to manage the bike valet operation and safeguarding bikes throughout the event. Volunteers will also maintain a secure and clean bike valet area.

Breakdown

Breakdown consists of assisting EcoFair360 staff with breaking down the box office, food court, lounges, signage, stores and other show management areas of the festival on Sunday evening. A large part of breakdown is assisting with the Green Team and ensuring that we reach our sustainability goals. Helping to lift heavy items can be involved. Thank you for helping us late into the night!

Registration

Volunteers working in registration must be well organized, patient, and good-humored, customer-service-oriented individuals. All exhibitors, speakers, and media are required to check in before entering the event space and to register before setting up their booth.

Kid's Zone Assistant

The recycled materials will be on hand, you just need to bring a desire to share ideas and a gentle hand to keep kids in line. Parents are required to be on hand, so this is just another set of watchful eyes to make sure every one is safe and friendly.

Requirements: A love and children and no aversion to messiness.

Green Team - Please see pages 5-6 for a complete description. Training will be provided.

Greeters

These volunteers will receive a bit of training on the layout of the Fair, a few programs to distribute as needed, and a smile to pass along. Answering questions, pointing people in the right direction, and finding the necessary staff, are the duties.

Requirements: A sunny disposition.

Miscellaneous

Are you flexible and willing to help wherever we are in a pinch? Volunteers scheduled as miscellaneous will assist Green Festival staff where needed, and must be very flexible and ready to do anything! Please be prepared to run errands or fill in wherever we need volunteers at the time.

Setup

Please note that setup often involves heavy lifting! Setup volunteers will assist staff with preparing for the event on Thursday and Friday. Tasks include creating and placing signage (includes the use of some simple tools), setting up registration areas, distributing event magazines and materials for partners, setting up greening stations and signage, and preparing different areas in the event hall. If you are not comfortable with heavy lifting, you should choose another volunteer position.

Volunteer Benefits

1 Short Shift (3-4 hours)

* Free admission to EcoFair360 on the day you volunteer

*Exclusive volunteer t-shirt

2+ Full Shifts (6-8+ hours)

*Exclusive volunteer t-shirt

*Free admission to EcoFair360 for the weekend

*1 meal voucher for each shift worked

If you have any questions or concerns, please e-mail Kate Allen at support@ecofair360.com or call 262-248-0970.

In gratitude,

Kate Allen

Volunteer Coordinator

Important Green Team Information

In an effort to prepare you for your shift on the Green Team, we've prepared some information for you below. Please take a moment to read it if you are volunteering on the Green Team so that you can become familiar with our greening process. Thank you!

If you are volunteering on the Green Team, please make sure you wear good, slip resistant shoes and pants that you don't mind getting dirty. Please plan to wear clothing that is appropriate for the weather and dress accordingly.

Green Team volunteers who are sorting will be provided with gloves, hand sanitizer and a hand washing station.

What is resource recovery?

- The collection, sorting, and diversion of all 'resources,' such as compostable, recyclable, and reusable items from the landfill. At the EcoFair360, 'resources' are items that serve another purpose other than typically being considered 'trash or landfill.' These items are an asset and resource to people and to the planet.

Why does the Green Festival do this?

- To minimize our impact on the landfill from the event by maximizing resource recovery.

What is *my* job?

- Green Team members help educate EcoFair360's attendees about what we are doing and why we are doing it. You are critical in the communication line and in making sure that each can (compost, recycling, mixed paper, and landfill) stay 100% uncontaminated. You are here to make sure everything goes in the proper can, therefore ensuring a high resource recovery rate and to reduce sorting in the back-of-the-house.

Recycling

- Plastics #1 - #7 (#7 that is not PLA, cornstarch, biodegradable, compostable)
- Aluminum foil, cans and trays, metal caps and lids from cans and jars, empty and dry paint cans, empty spray cans, steel cans
- Glass (all colors)
- Mixed paper (non-soiled)

Composting

- Food waste, compostable cups, cutlery, plates, bowls (all food service products are compostable. You can verify by looking on the bottom, they are often labeled biodegradable, compostable, nature or earth friendly, PLA and generally #7).
- Napkins and paper towels, soiled paper and cardboard, soil, plants or plant materials, wood.
- Note: please put liquids in the provided liquids buckets!
- Grease DOES NOT go into compost bins or into the debris box!

Cardboard

- All cardboard should be broken down at your station and neatly stacked behind the station or placed between cans neatly. Thanks for keeping your station looking GREAT!

- Clean paper should go into the recycling can. Soiled paper should go into the compost can.

Miscellaneous Recyclables

- Please place all miscellaneous recyclables in a bag behind your station.
- We found a home for a variety of miscellaneous recycling items that would otherwise be put into the landfill. These items include:
 - Shrink Wrap
 - Clif Bar Wrappers
 - Corks
 - Honest Tea Drink Pouches

Landfill

- Tetrapaks (containers that are both foil and paper, like a soy milk carton or boxed soup carton)
- Styrofoam
- Any other material or item that cannot be composted or recycled

E-waste

- E-waste we can collect includes: CD's, cell phones, batteries, lap tops, light bulbs, and hand-held electronics.
- E-waste is generally collected at the main e-waste collection station located in the Hospitality Lounge at the Main Gate.
- If someone brings e-waste to your station, you may take it. Place it in your miscellaneous recyclables bag behind your station.