Vendor Committee Volunteer Job Descriptions

Vendor Check-in:

- **Check each Vendor off the list**
- **Provide Vendor with Welcome Packet (name tags, etc.)**
- **Collect the 3 business cards that will be used for door prizes**
- **Ensure that no more than 3 vendors pull into loading dock at one time (if more than 3 arrive, ask vendors to wait while other quickly unload)**
- **If needed, show the vendor the location of their booth**
- **Volunteers are NOT expected to help the vendors set up.**

Vendor Helpers

- **Wear a large flower corsage so vendors can easily spot you**
- **Walk throughout the vendor area &**
    - **Offer to watch the vendor's booth for a restroom/lunch break (Just watch the booth, do NOT conduct transactions.)**
    - **Offer to get water from the Vendor Break Room and/or lunch from concession if needed**

For any questions regarding these job duties please contact Chair:
Deborah Ciarla: phone 916 402-2959 or email at guildmaildmc@gmail.com