



**ALL BREEDS EQUINE EMPORIUM**  
"FOR THE LOVE OF HORSES"

# VOLUNTEER JOB DESCRIPTIONS

**Can-Am Equine Marketing Inc.**  
**Ross Millar Group**  
Phone: 416.587.0003  
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347345 15th Sideroad,  
Orangeville, Ontario  
L9W 2Y8

## **SETUP AND MOVE IN (ADULT/YOUTH)**

Preceding Can-Am is a setup and "move in" day for exhibitors, clinicians, vendors, etc. Volunteers provide support in many areas: General trade show set up (such as erecting signage, décor and exhibits), Arena Gate for exhibitors in open practice; Information Booth; and Runners. See individual job descriptions to see what each of these entails.

## **HORSE SECURITY (ADULT/YOUTH)**

When the general public is present, each horse or group of horses must be accompanied from their stall(s) to the arena or demo area, and back again. You are responsible for keeping the public a safe distance from the horse(s), by following the horse(s) and may be asked by the handler for assistance.

## **INFORMATION BOOTH (ADULT/YOUTH)**

In the booth, there are materials to help you answer the most commonly asked questions by visitors. Usually schedules of clinicians, demo times, and breed/vendor locations in the barn. Also, you will have a program available and emergency phone numbers, should someone need them. We also sell programs out of the Information Booth.

## **RUNNERS (ADULT/YOUTH)**

Runners work out of the Volunteer Office. They may be asked to take a message somewhere in the building or perhaps to fill-in on a job where someone did not show up or is late. Basically, each job is on an "as needed" basis.

## **ENTRANCE/TICKET GATE (ADULT)**

Volunteers will be in charge of the Entrance/Ticket Gate. This is the entrance to the show in the Lobby. We are using wristbands for admission. You are responsible for ensuring each person is wearing their wristband before entering the facility. Once a wristband has been secured to their wrist, the wristband will designate a liability waiver is accepted and under stood.

## **RING CREW (ADULT/YOUTH)**

Responsible for assisting the Arena Gate & Door crew and moving props into and out of the arena as required.

## **COAT CHECK (ADULT/YOUTH)**

Hanging up patrons coat and/or parcels, making change for coat check fee, handing patrons their coat check ticket and retrieving their coat for them when they are leaving.

## **PATROL (ADULT)**

Patrol walks the perimeter of the building and ensures that no one is walking in for free. That is the main duty. Patrol may also be asked to provide escort for horses, etc., from the barn through visitors/crowds.

## **SUNDAY TEAR DOWN AND MOVE OUT (ADULT/YOUTH)**

Following Can-Am is Tear Down and "move out" days for exhibitors, clinicians, vendors, etc. Volunteers provide support in many areas to remove signage, equipment and displays from the facility.

**\*\* Responsibilities can be changed or amended by management as necessary \*\***

**\*\* FAILURE TO COMPLY WITH CAN-AM REGULATIONS WILL RESULT IN WITHDRAWAL OF WRISTBAND \*\***



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We would like to thank you in advance for investing your time to make the Can-Am All Breed Equine Emporium a success. Your contribution is greatly appreciated and is an integral part of making the Can-Am All Breed Equine Emporium run smoothly. Please remember, if you accept a position as a Volunteer, we are counting on you to do the assigned job and to fulfill all the days you signed up for.

**FILL OUT BOTH PAGES AND RETURN BY FEBRUARY 15TH TO THE ADDRESS LISTED ABOVE**

If you are coming to the Can-Am All Breed Equine Emporium and would like to earn your way in, we could certainly use the help. We require a minimum of a four-hour shift per person. One four hour shift equals one-day wristband in. Some volunteer areas fill up quickly, so please send your form back early. The jobs will be filled on a "first come first served" basis. However, job revisions and parameters are not completed until February 12th. Therefore, normally you will not hear from us prior to that date and a job description, map of the Agriplex, and a tentative schedule may not be sent out until February 19th. All volunteers are required to wear a hat and vest (provided by Can-Am) that shall be returned at the end of each shift. All job schedules for 2010 will be final on March 5th, 2010. Minimum age is 16.

## PLEASE PRINT:

Name: \_\_\_\_\_

Date of birth (if under 18 years old): \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Signature (if under 18 years old): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**NOTE: THIS IS A 2 PAGE FORM - REMEMBER TO FILL OUT BOTH PAGES**



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The Can-Am All Breed Equine Emporium "move in" is all day Thursday (starting at 7:30 a.m.) and "move out" is the evening of Sunday (after 5:30 p.m. until midnight). The Can-Am All Breed Equine Emporium is at the Agriplex, Western Fair Entertainment Centre, London, Ontario.

Please indicate which day(s) you will be available and the jobs you prefer. Write a number "1" on the line of your first choice job, "2" on your second choice, etc., and mark the days you are available.

#	JOB	THURS	FRI	SAT	SUN
	<b>SET UP &amp; MOVE IN</b>		<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
	<b>HORSE SECURITY</b>	<b>N/A</b>			
	<b>INFO BOOTH</b>	<b>N/A</b>			
	<b>RUNNER</b>				
	<b>ENTRANCE/TICKET GATE</b>	<b>N/A</b>			
	<b>RING CREW</b>	<b>N/A</b>			
	<b>EXTRAVAGANZA TICKET DOOR CREW (½ HOUR PRIOR TO ½ HOUR POST EVENT)</b>	<b>N/A</b>			
	<b>COAT CHECK</b>	<b>N/A</b>			
	<b>PATROL</b>	<b>N/A</b>			
	<b>TEAR DOWN AND MOVE OUT</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	

If you wish to be scheduled with someone, please fill out the following: (we will try our best to accommodate your request, but this is not guaranteed)

I would like to work with: \_\_\_\_\_

or

I would like to work the same shift time as: \_\_\_\_\_

Name of person and day (s) \_\_\_\_\_

Waiver: Please PRINT your name: I, \_\_\_\_\_ assume all risks from any incident at the Can-Am All Breeds Equine Emporium and agrees that all participants, sanctioning bodies, employees, volunteers, agents, officers, directors, vendors, sponsors and advertisers of the Can-Am All Breeds Equine Emporium are hereby released from any and all claims arising from the event.

Signature of Volunteer: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_  
 (if under 18 years old):