

Wiki Wiki time chart

Sunday December 4, 2011

5:30 Clyde arrives with ice.

1. Arrive with car and van to the Blaisdell.
2. Enter Blaisdell parking lot with card. Cart stuff to either in the alcove next to the main entrance or in the rooms if possible.

6:30am Greg Hunt & Jodie arrive.

1. Send Jodie to watch the parking loop. Give her scratch pad and pen.

7 a.m. Leburta, & Rachel arrive.

1. Hopefully the room will be ready. If so, have Leburta and Rachel set up badge table with tablecloth, signs for ID, stapler and water cooler with cups.
2. Check to see if carts have arrived. Call tech if they have not been delivered. Have someone in charge of the carts, probably Jeff or Leburta.
3. Place sign for Ward ave entrance that says "pick up badges at Main entrance around the corner."
4. Marion arrives with cases. Have Clyde help him unload and distribute them.

7:30am Sayo arrives.

1. Sayo starts unpacking Ilene's boxes.

8am Let vendors in. Blaisdell worker arrives.

1. Lay electrical lines.
2. Check on Marion and the cases.
3. Blaisdell workers arrive. Have them watch the front and back doors. Greg roams the floor keeping vendors from touching and buying.
4. Let vendors in and make announcements about no presales until 9 am when the early birds come in. Make announcement about vendors have to move their cars after finish unloading. Check parking loop for congestion. Make sure it's not blocked.
5. Make announcement that setup will continue till 10:30am when show opens. You do not have to sell until 10:30am. Announce Food situation.

8:30am

1. Make no-presale announcements. No touching. Announce the Gingerbread Festival entry and food/bathroom in Ex Hall starts at 9:30am.
2. Have Greg walk around to enforce the no-presale policy.
3. Check that ushers have set up the turnstiles and positioned them correctly.
4. Check early bird line outside.
5. Check parking loop for congestion. Make announcement for vendors to move their cars from loop.
6. Make announcement about GE license & receipts.

8:45am

1. Make announcement that Early birds will be coming in at 9am.
2. Make announcement about escorting the carts at 9am.
3. Give gate people Early bird badges.
4. Make announcement about everything has to be 20 years old or older.

Early Birds

9 a.m.

1. Make announcement that Early Birds are coming in now and that they can continue setting up until 10:30am. Assist vendors with carts.
2. Early birds come in. Announce No re-entry for early bird without a hand stamp.
3. Dealers can buy now.
4. Check parking loop. Have vendors move their cars.
5. Announce bank machine outside.

9:30am.

1. ExHall is now open for food/bathroom.

10:00

1. Put out free publications.
2. Announcements about half hour left before show starts.
3. Check parking loop. Have vendors move their cars.

Show Hours

10:30 a.m.

1. Announce the opening of the show.
2. Show opens. Check that no boxes outside.
3. Check Jodie in the parking loop.

12 noon: Leburta, Rachel, & Jodie leave.

1. Take down badge table outside.
2. Pee break for single sellers.

1pm-2pm-3pm

1. Announce handstamps for re-entry, bank machine outside next to box office. Give bathroom breaks.

4 p.m.

1. Announce half hour left of shopping.
2. Have Clyde in charge of the carts and IDs.

4:30 p.m., Show ends.

1. Announce leave keys in coin cases. Have someone help Marion retrieve cases.
2. Thank Greg, and staff, marion kendrick,
3. Give trash bags to anyone who need them. Tell them to pack boxes flat.
4. Make announcement about recycling badges.
5. Blaisdell workers watch front & back doors until 5:30pm.

5:30 p.m. Greg & Blaisdell workers leave.

1. Take down banner. Take down all signs.
2. Gather trash and leave by trash cans. If lots of trash, then take to dumpster in back lot. Check parking loop for trash.
3. Pick up electrical cords.

7 p.m.

1. Load up our cars and take the stuff home.

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