

Wiki Wiki time chart

Sunday December 8, 2013

5:30am- Clyde arrives

1. Arrive with car and van to the Blaisdell.
2. Enter Blaisdell parking lot with card. Cart stuff to the alcove next to the main entrance. Find security guard to open doors.
3. Place stuff in room.
4. Ilene goes home for second load.
5. Arrange tables.

6:30am Greg Hunt & Jodie arrive.

1. Send Jodie to watch the parking loop. Give her scratch pad and pen.
2. Continue arranging tables. Lay electric lines when tables are set.

7 a.m. Leburta, Sayo, Judy, & Rachel arrive.

1. Lay electricity for tables. Have Judy help.
2. Have Leburta and Rachel set up badge table with tablecloth, signs for ID, stapler and water cooler with cups.
3. Have someone in charge of the carts, probably Leburta or Rasputin.
4. Place sign for Ward ave entrance that says "pick up badges at Main entrance around the corner."
5. Marion arrives with cases. Have someone help him.
6. Check marathon road blockages.

8am Let vendors in. Blaisdell worker arrives.

1. Check on Marion and the cases.
2. Blaisdell workers arrive. Have them watch the doors. Check on their length of stay. Greg roams the floor keeping vendors from buying.
3. 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. Make announcement about 20 year old rule. Check parking loop for congestion. Make sure it's not blocked.
4. 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. Make announcement about everything has to be 20 years old or older.
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. Announce access to Ex Hall for food/bathroom.

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.

10:00

1. Put out free publications.
2. Announcements about half hour left before show starts. Check aisles for encroachment.
3. Check parking loop. Have vendors move their cars.
4. Announce EX HALL for lunch/bathroom.

Show Hours

10:30 a.m.

1. Announce the opening of the show.
2. Show opens. Check that no boxes outside.
3. Check if all vendors are present. If so, call Jodie inside. If not, tell Jodie who to watch for.

12 noon: Leburta, Rachel, Judy, & Jodie leave.

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

1pm-2pm-3pm

1. Announce handstamps for re-entry, bank machine outside. Sayo leaves at 2pm. Give bathroom breaks.

4 p.m.

1. Announce half hour left of shopping.
2. Have Clyde in charge of the carts and IDs.
3. Ready the badge recycle boxes.

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.
6. Play "sayonara" CD.

5:30 p.m. Greg, Clyde, & 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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