

## Stalls Volunteer Briefing – Bump In and Bump Out

### General Brief Stalls Bump In

- Stalls coordinator Kat will be leading stalls bump in on the morning of the event. Stallholders have been given a bump-in time of 7am, 8am or 9am and will arrive into the vehicle bays at this time.
- Wayfinding for all stalls.
- Answering questions from any stallholders and patrons about what stalls are on offer.
- All vehicles without a vehicle pass must be offsite at this time. Site vehicles/forklift must be parked up.
- Bump-in phase runs from 7:00am to 11:00am. Event starts at 11am.

### General Brief Bump Out

- Stalls precinct bumps-out from 5:00pm. Help these groups transfer their items to the pick up area.
- Some groups may leave their items with you to go and retrieve their vehicle from nearby parking.
- Help take down stall signage. Pack up tables, chairs and tidy up.

### This Role Suits

- This is a fast-paced roving and varied role that requires a lot of standing and walking for longer period of times.
- Bending and some lifting will also be required.

### On Arrival

- Go to the Volunteer Tent to sign on, and collect your accreditation and meal ticket.
- Meet up with Volunteer Coordinator at Volunteer tent, who will brief you on your role.

### Sensitivity

- Many people who attend, volunteer or perform at Carnival represent diverse communities which may be at risk or prone to discrimination. Keep watch for anti-social crowd members and call for assistance through your Manager, EOC or Security if required.
- Use gender-neutral pronouns until the person identifies their pronouns.

### At the End of your Shift

- Please come back to the Volunteer Tent and sign out.
- You are then free to enjoy the festival. Please change out of your volunteer t-shirt and accreditation at this time.

