

Volunteers Required

As Volunteer Coordinator, I am keen to hear from stamp collectors and other interested individuals who are prepared to help in the various areas connected to the event. The various roles that need to be filled are outlined below.

About the Show.

The event will be held in the Shannon Room at Randwick Racecourse from Thursday June 14 until Sunday June 17 2007. Opening times to the public will be from 10 am till 6 pm on Friday, till 5 pm on Saturday and 4 pm to Sunday. There will be a need for volunteers for the setting up on Thursday, and for the pulling down on Sunday.

Volunteers.

Volunteers will be needed from about 9 am on Thursday 14 June until about late evening on Sunday 17 June 2007 for a range of tasks. Members of the public will be admitted from Friday to Sunday between 10am and the designated closing times which vary each day.

Whilst the exhibition is open to the public, it is proposed that volunteers offer their services in say two-hour slots with time in between to enjoy the Expo. How many of these slots you are prepared to fill is of course up to you.

There will be an entrance fee to the Expo but of course the volunteers are exempted from paying this fee. We will also aim to supply those who volunteer for longer periods with some means of sustenance.

Volunteer Work:

1. **Meeting and Greeting.** We will have a number of overseas and interstate judges and commissioners who are giving up their time to officiate. It would be courteous if someone from Sydney could meet these folk as and when they arrive and see them safely settled into their accommodation. These will arrive before the Thursday and leave after the Sunday.
2. **Bin Room.** The exhibits need to be properly received into the bin room. The bin room controls all of the exhibits until returned at the closing of the exhibition, including the mounting and dismounting of the exhibits from the frames.
3. **Erecting the frames.** A team of contract workers, under the supervision of the floor manager, who are not part of the volunteer force, will do the actual erecting process. We are thus NOT asking volunteers to do any major physical work but there will be supervision of this erecting process, which will require some volunteers.
4. **Mounting the exhibits.** The mounting of the actual exhibits is a job that needs careful attention to the valuable collections that have been entrusted to our care. It provides the "mounters" who will work teams of 3, with the best opportunity to see the material close up. We intend to have between 400 and 600 frames, which will take most of Thursday June 14 to mount.
5. **Front of house table.** There will be an enquiry table at the front of the function centre and volunteers will run this. These people will have the

important function of directing enquirers to the appropriate area, table or individual. There will also be “products” associated with the Expo available for sale, needing volunteers to act as Sales assistants. (Ticket selling is not part of the volunteer function and APTA will provide personnel for this task).

6. **Literature Space.** There will be a manned space for the literature exhibits that will not be in display frames. A volunteer is needed for this function.
7. **Information and Security.** Special security officers are being employed. While not a formal function we aim to have some volunteers able to explain to the public at the frames what the hobby is all about. At the same time these guides would be expected to keep an eye on the exhibits and the public in general to prevent harm coming to the exhibits.
8. **Dealer liaison.** As dealers will be “stuck” at their stand for most of the time the Expo is open it is a kindness to aid the dealers to have food and drinks brought to them rather than them having to move away from their stands. We would like some volunteers to do this. It is not intended that volunteers man the stand whilst the dealer is elsewhere.
9. **Dismounting exhibits.** There will be a need for a large number of volunteers at the end of the Expo to pull down the exhibits in an orderly manner and return the exhibits to the bin room.
10. **Pulling down the frames.** The same contract labour team that did the erecting will pull down the frames at the completion of the Expo. Volunteers are not required for this physical activity but again supervision will be required.

Expressions of intent.

It is clear from the description of the various duties that the times we need people will to some extent depend on the function. For planning purposes would you please notify me of the time slots you are prepared to fill and the functions you would feel comfortable with performing.

How to contact me.

If you are willing to help then please contact me as early as possible so that I can gauge the size of the team I will have at my disposal. The best means will be by [clicking here](#), downloading the *An Expression of Interest* Form, complete same and mail it to Sydney Stamp Expo 2007, Box 315 Balgowlah 2093

Alternatively you can either email me on eswolf@optusnet.com.au or phone me on (02) 9948 3598, preferably in the evenings.

A letter of acknowledgment will be sent to you. Closer to the Exhibition you will be contacted with your assignment details.

Thanks for your interest in this venture. We aim to have a very enjoyable and memorable time together. **Lets put NSW Philately on the map!!**

Ed Wolf
Volunteer Coordinator.