



## VOLUNTEER INFORMATION

### **We Need You!**

Volunteers are a vital part of Art Fest by the Sea! It is a ton of fun and volunteers meet great people that living in the local community. If you would like to volunteer during the event or year round, please submit your volunteer application today!

### **Art Fest Facts**

Festival Hours:

Saturday March 13: 10 a.m. to 5 p.m.

Sunday March 14: 10 a.m. to 5 p.m.

Attendance: 85,000 people are anticipated over a two-day period. Admission is FREE!

Patron Parking is available at the Florida Power and Light Parking Lot on Universe Boulevard and shuttle service is complimentary.

### **2010 Volunteer Information & Guidelines**

**ATTENDANCE:** We depend on your commitment to participate. Your presence and prompt arrival for your scheduled shifts are absolutely necessary. **VERY IMPORTANT:** If your schedule must change, or if you have an emergency, please contact us immediately!

**T-SHIRTS:** Every volunteer receives the official volunteer t-shirt. This t-shirt must be worn while you are working at the festival. Please do not make any alterations to your t-shirt while you are volunteering.

**DRESS COMFORTABLY** for your work area and the weather. The weather is unpredictable, so dress accordingly. Comfortable shoes are a must. Art Fest will not be cancelled because of rain and we will still need all of our volunteers. If you have questions about the weather please call 746-7111. Bring rain gear to your shift if rain is predicted. Your volunteer T-shirt will be provided to you at check-in, and changing areas are available at volunteer headquarters.

**SAFETY** is always the first priority; this is why we ask that no alcoholic beverages be consumed while volunteering, or while wearing the volunteers t-shirt on event site.

During the festival, Steering Committee Members will be checking volunteer locations to make sure everything is running smoothly. Please let them know of any concerns you may have. We want to make your volunteer experience fun and safe, so let us know what we can do to help.

**PATIENCE** is always a must, Art Fest has 200 devoted volunteers and 85,000 art patrons visit Art Fest during the 2-days.

**REPORT TO THE VOLUNTEER CHECK-IN AREA** at least 30 minutes prior to the start of your work shift. There you will be given your volunteer T-shirt and any last minute instructions. See the map for location of **Volunteer Headquarters**. After your shift, when your replacement has arrived or you have been released from your duties, please check out at Volunteer Headquarters.

**AT THE END OF YOUR SHIFT**, if you have not been relieved, please tell a supervisor and stay in your work area until a replacement comes to relieve you. NO alcoholic beverages are to be consumed by volunteers "on-duty".

**IF YOU VOLUNTEER FOR MORE THAN ONE SHIFT**, remember to wear your volunteer T-shirt for the subsequent shift(s). Only one T-shirt per volunteer.

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Please read the instructions carefully and fill out your application form completely.

1. Please print or type all requested information.
2. Use one form per person. You may photocopy the original or call the office at 561-746-7111 to receive another form. If you want to be scheduled with a friend, you must staple and mail your applications together.
3. Some committees shift times will vary slightly. Please refer to your confirmation letter for your exact shift time. It is preferred that volunteers work two shift times during the weekend.
4. Committee Choice: Review the list of committees and fill in your choice(s) on the application. You are invited to work with more than one committee if you wish.
5. Committee assignments are made on a first come, first served basis, so please mail your application early. You will receive confirmation of your assignment from Art Fest.
6. Please read the release. If you are under 18, a parent or guardian must sign the application form.

# 2010 ART FEST BY THE SEA VOLUNTEER APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Best time to reach me: ( ) Day ( ) Evening

Employer/School \_\_\_\_\_

E-mail address \_\_\_\_\_

I prefer to be contacted via: ( ) E-mail ( ) Postal Service

Sex: ( ) Male ( ) Female

Age: ( ) Under 21 ( ) 22-49 ( ) 50-65 ( ) 66+

Physical limitations (if any) \_\_\_\_\_

New volunteer: ( ) Yes ( ) No

I have previously volunteered with Art Fest \_\_\_\_\_ years in the following areas: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

## ASSIGNMENTS AND SCHEDULING:

Please indicate which committee you would like to work on:

\_\_\_\_\_ Merchandising  
\_\_\_\_\_ Parking / Shuttles  
\_\_\_\_\_ Greeters

Please indicate the date and shift you want to volunteer for Art Fest.

Friday, March 12 **setup:**

\_\_\_\_\_ 9am – 12:30pm  
\_\_\_\_\_ 12:00pm – 3:00pm  
\_\_\_\_\_ 2:30pm – 6:00pm

Saturday, March 13:

\_\_\_\_\_ 9am – 12:30pm  
\_\_\_\_\_ 12:00pm – 3:00pm  
\_\_\_\_\_ 2:30pm – 6:00pm

Sunday, March 14:

\_\_\_\_\_ 9am – 12:30pm  
\_\_\_\_\_ 12:00pm – 3:00pm  
\_\_\_\_\_ 2:30pm – 6:00pm

RELEASE

For good and valuable consideration including Participant being permitted to participate in Art Fest 2010 ("Event") to be held on March 13 & 14, 2010 on A1A in Juno Beach, Florida, and Participant being entitled to free admission to the Event for the entire day on the day of the undersigned's participation in the Event, the undersigned Participant, for myself, and my successors, heirs, assigns, executors, administrators, legal representatives, employees, agents and affiliates (and in the case of a corporation, also its officers, directors and shareholders), (collectively the "Participant") forever releases and discharges the Northern Palm Beach County Chamber of Commerce, the Town of Juno Beach, and Howard Alan Events, Ltd., and each of its officers, directors, employees, agents and affiliates (hereinafter collectively referred to as the "Chamber"), from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, causes of action and judgments whatsoever, in law or in equity, which against any of the foregoing, any or all of the Participant ever had, now has or which they hereinafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever arising out of the Participant's involvement in the Event.

The Participant agrees to and does hereby assume any and all risks of personal injuries to the Participant, including death, and damages and/or losses to Participant's property, caused by or arising out of the Participant's involvement in the Event.

The Participant hereby agrees to defend, indemnify and hold the Chamber harmless from and against all claims, demands, suits, losses, causes of action, damages, liabilities, obligations, costs, expenses, and judgments (including, without limitation, matters related to personal injuries, death and/or damages to property) caused by Participant's acts or omissions and arising out of the Participant's involvement in the Event. The foregoing indemnification shall also include, but not be limited to, costs and attorneys' fees at and before the trial and appellate levels and post judgment proceedings and whether or not any action may be instituted.

The Participant has read and understands the foregoing indemnification and has signed it voluntarily.

I have read the 2010 Volunteer Information and Registration brochure. I agree to attend the orientation and to adhere to the policies and guidelines regarding volunteer work for Art Fest.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Signature of Parent/Guardian if volunteer is under age 18)

Remember: If you want to work together, we need you to mail your applications stapled together.

You will receive a confirmation of your assigned committee(s) and shift(s) in February via email.

**Return via fax or mail to:**

Northern Palm Beach County Chamber of Commerce | 800 N US Highway One | Jupiter, FL 33477  
561.746.7111 | 561.745.7519 fax | [www.npbchamber.com](http://www.npbchamber.com) | [www.artfestival.com](http://www.artfestival.com)