Exhibit Host 0802

Purpose: Handles Exhibitor check in, set up, operations, tear down, check out, & clean up.

Commitment Level		**Responsibilities**
Conference Week	2 days	Conference
Average per day	See Shift Schedule	
Reports to:		**Works closely with:**
Exhibit Captain		Exhibit Manager Exhibit Captain Exhibitors

Responsibilities pre-Conference:

1. Help recruit team members.
2. Meet with Exhibit Manager and Exhibit Captain prior to exhibitor check in.
3. **Handles Exhibitor check in.**
4. Obtain Exhibit Booth #1 & 2 (if applicable) shift assignment from Exhibit Captain.
5. Pickup conference "pocket guide" tri-fold from conference headquarters

Responsibilities during Conference:

1. Continue checking in Exhibitors and their staff.
2. Minister to exhibitor needs.
3. Assess potential problems; coordinate with Exhibit Captain and/or Manager --then take appropriate action to resolve.
4. Assist with tent tear down, exhibitor check out, and clean up.
5. Debrief with Exhibit Captain.
6. Turn in supplies and materials.

Note: Please maintain a presence at Exhibitor Check In table throughout the conference. Coordinate with the Exhibit Captain should you need to leave temporarily.