

The Canadian Coffee & Tea Show, September 25 & 26, 2016

The International Centre, 6900 Airport Rd.

Volunteer Shifts

Name: _____

Address: _____

Phone: _____ **Email:** _____

Please check the morning and afternoon shifts you are available for and respond to this email by September 12, 2016. (Deadline subject to change based on availability of time slots)

Bag Stuffing:

Some lifting required, collating inserts for trade show bags.

Please dress comfortably

Day	Morning	Afternoon
Saturday Sept 24	10am – 2pm Check here <input type="checkbox"/>	1pm – 5pm Check here <input type="checkbox"/>

Seminars & Workshop Helpers:

Conference area, i.e set up/clean up coffee/tea cups and other equipment for sampling and cup tasting workshops, filling kettles, assisting the speakers/presenters, help make sure people are in the right sessions, handing out delegate bags.

Please dress smart casual – black pants/white shirt/comfortable shoes

Day	Morning only
Sunday Sept 25	8am – 12pm Check here <input type="checkbox"/>
Monday Sept 26	8am – 12pm Check here <input type="checkbox"/>

Trade Show Floor:

Canadian Barista Championship (B1), Latte Art Competition Stage helpers, Demo Stage helpers, Barista Stage helpers, show floor runners, directional helpers, handing out delegate bags.

Please dress smart casual – black pants/white shirt/comfortable shoes

Day	#1 shift	#2 shift
Sunday Sept 25 Position B1	9am – 1pm check here <input type="checkbox"/>	1pm – 5pm check here <input type="checkbox"/>
Monday Sept 26 Position B1	9am – 1pm check here <input type="checkbox"/>	1pm – 5pm check here
Sunday Sept 25	12pm – 4pm check here <input type="checkbox"/>	n/a
Monday Sept 26	12pm – 4 pm check here	n/a

Saturday Check in: Hall 1, check in at the Registration Counter located in the Show Office.

Sunday & Monday Check in: Hall 1, check in at the Registration Counter located in the Show Office

Personal belongings: You may store items in the Show Office, please keep to a minimum

Age requirement: 16 years +

Forward to a friend!

Kind regards,

Helen Hubbs | Senior Operations Coordinator | Stagnito Business Information + Edgell Communications

2300 Yonge Street, Suite 1510 | Toronto, ON | M4P 1E4

W: 647.557.5079 / 877.687.7321 x1013 | F: 888.889.9522 | hhubbs@stagnitomail.ca