

The Canadian Coffee & Tea Show, September 23 & 25, 2017

The Toronto Congress Centre, 650 Dixon 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 8, 2017. (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 23	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/black shirt/comfortable shoes

Day	Morning only
Sunday Sept 24	7:30am – 12pm Check here <input type="checkbox"/>
Monday Sept 25	7:30am – 12pm Check here <input type="checkbox"/>

Trade Show Floor:

Latte Art Competition Stage helpers, Demo Stage helpers, show floor runners, directional helpers, handing out delegate bags.

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

Day	#1 shift	#2 shift
Sunday Sept 24	9am – 1pm check here <input type="checkbox"/>	1pm – 5pm check here <input type="checkbox"/>
Monday Sept 25	9am – 1pm check here <input type="checkbox"/>	1pm – 5pm check here

Saturday Check in: Check in at the Registration Counter located in the Mirvish Lobby.

Sunday & Monday Check in: Check in at the Registration Counter located in the Mirvish Lobby.

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

Age requirement: 16 years +

Forward to a friend!

Kind regards,

Helen Hubbs

Senior Operations Coordinator | Ensemble IQ

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