

The Canadian Coffee & Tea Show, September 23 & 24, 2018.

The Toronto Congress Centre, South Building, 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 10, 2018. (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 22	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 September 23	9:00am – 1pm Check here <input type="checkbox"/>
Monday September 24	9:00am – 1pm Check here <input type="checkbox"/>

Trade Show Floor:

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 September 23	10am – 2pm check here <input type="checkbox"/>	12pm – 4pm check here <input type="checkbox"/>
Monday September 24	10am – 2pm check here <input type="checkbox"/>	12pm – 4pm check here <input type="checkbox"/>

Saturday Check in: Exhibition Hall AB, make your way to the Show Office.

Sunday & Monday Check in: Conference Entrance Registration Counter

Personal belongings: We will have an area for your personal belongings, please keep to a minimum.

Age requirement: 16 years + Forward to a friend!!

Kind regards,

Helen Hubbs | Senior Operations Coordinator | EnsembleIQ

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