FAQ's for Wellness & Safety Fair 2012 Volunteers

Q. Where do I check in/sign out?
A. Directly inside the ARC to the right of the front desk before the stairs going to the membership desk, there will be a Volunteer Check-In/Sign-Out table. All volunteers must sign in and sign out.

Q. When will Volunteer Assignments be given?
A. Once volunteers are checked-in, assigned tasks will be given with details.

Q. Where can I pick up my Volunteer T-shirt?
A. Volunteers will receive their T-shirts upon check-in. It is important that all volunteers wear their shirts during the entire time of the fair while they volunteer to denote that they are officially part of the Wellness and Safety Fair.

Q. Where can volunteers park?
A. Since the event will be held at the ARC, anyone with valid campus parking permits will be able to park there. For those without permits, there are kiosks available to purchase permits for $2 hourly fee. During fair hours (10:30am-1:30pm), there will be a shuttle running from Aldrich Hall to the ARC directly. There is also always a UCI shuttle running from Lee’s Sandwiches to the ARC. At this time, our program cannot give free daily parking permits to the volunteers, but if individuals have problems getting there, we can work with them on a one-on-one basis.

Q. What tasks need to be done before vendors arrive?
A. Here is a list of things that need to be complete before the vendors arrive include (but are not limited to):
   - Draping the tables
   - Distributing materials that was mailed to us ahead of time need to the correct vendor tables
   - Fair decorations for the Fair both at the ARC and on campus need to be complete

Q. When will vendors arrive?
A. Vendors will begin arriving at 8am. Responsibilities for unloading vendors require assistance in unloading vendor cars and taking items to their respective vendor table. After they park, they will come through the front ARC entrance. Volunteers will help assist the vendors to their booths. (See Vendor FAQs for additional information on Vendor needs)

Q. What do I do if a vendor wants to give me their booth’s raffle prizes?
A. Please take their raffle prizes to the Stage and hand them to Glenn Rodriguez our MC for the event.

Q. Will there be refreshments in the morning?
A. Volunteers and vendors can help themselves to Free coffee and snacks while supply lasts at the ARC Snack Bar. There will also be breakfast pastries and snacks available in the Fair Volunteer Lounge on 2nd floor behind volunteer check-in throughout the day.

Q. Is there a place to take a break?
A. Volunteers can take a brief break in the Fair Volunteer Lounge on the 2nd floor behind volunteer check-in. This will be a quiet place where you can get lunch, water, and additional snacks. IMPORTANT: Please let someone at ‘volunteer check-in’ when you go on a break so that we can find another volunteer to cover you.

Q. Will lunch be provided for volunteers?
A. If you are a UCI employee who has signed-in at registration and received a Fair brochure, you are entitled to all Fair giveaways. KettleKorn, street tacos, and 4” Subway sub coupons can be found in your Fair Brochure and can be redeemed at those booths. Additional lunch items will be in the Fair Volunteer Lounge on the 2nd
floor behind volunteer check-in. Only volunteers wearing a blue volunteer t-shirt are allowed in this room. If you see others individuals who should not be there, politely ask them to leave as these food items are designated ONLY for volunteers.

Q. Will I have time to participate in the Fair?
A. Yes! We want all volunteers to make sure they get to enjoy the Fair and participate in the activities. Please let someone at ‘volunteer check-in’ know when you plan to leave your assignment so that we can have someone to cover your job.

Q. What will be going on outside the ARC?
A. In addition to the Fair, we will be supporting UC Walks. Employees who walk to the event will receive their T-shirt coupon before they walk into the ARC and can redeemed them at the UC Walks Tent on the ARC’s pool deck. Other Vendors outside include, but are not limited to: Campus Rec’s Street Tacos, Kettle Corn, EH&S Fire Safety, ZipCar, and UCI Parking & Transportation.

Q. When will we clean up?
A. Clean-up will begin as soon as the even ends, which is 1:30 p.m. We will first break down and clean up the basketball courts.

Q. What time should we be done?
A. Depending on the number of volunteers available, clean-up will be completed fairly quickly. We expect to be done around 3:00 p.m. If you must leave early, we understand and appreciate all your efforts throughout the day.

Q. Who can I call if I have questions the morning of the Fair or while I’m on my way?
A. If you have general questions or questions about the event, parking, etc., you can contact the ARC Front Desk at (949) 824-1236.

Q. If I have a question during the fair, who can I ask?
A. You can always go to Volunteer Check-in or the Main stage inside the gym. There will be individuals there that should be able to answer your questions and/or will have walky-talkies to get your question answered.

Q. What should I do in case of an emergency?
A. Although we have never had any problems in the past and don’t anticipate any problems, please use your best judgment for the situation. If you believe that it requires 911 emergency attention, do so immediately. UCI Police Department will have a booth at the Fair and will be available for support. Ultimately, please alert the MC, Glenn Rodriguez, at the stage of the emergency.

Again, we are so grateful for each of your support. We cannot put on an event of this size and impact without you. Thank you!

If you have any questions or changes to your schedule please contact:
Hanna Kim
hannajk@uci.edu
or
Dyan Hall
dyhall@uci.edu
(949) 824-5429