

shutterfest¹⁷

GOODIE BAG LOCKUP

ROLE:

Goodie Bag Lockup | 2 Volunteers

HOURS:

4/17/17 | Monday | 2pm-8pm
4/18/17 | Tuesday | 6am-6pm
4/19/17 | Wednesday | 8am-2pm

OVERVIEW:

Goodie Bag Lockup is where attendees will come to get their goodie bag after registration or throughout the conference. See the attached map for your specific location. Goodie bag policy: Only attendees registered with either Union Station or Hilton Ballpark prior to the event can receive a goodie bag. Attendees **MUST** check in with the hotel to receive their voucher before picking up a goodie bag. The first person to check into your room will receive all vouchers for the room. Attendees must present their voucher, show ID, and sign for their bag. ID must match the name on our goodie bag list. 1 person, 1 voucher, 1 bag - NO EXCEPTIONS.

RESPONSIBILITIES:

- Exchange vouchers for goodie bags (with valid ID)

PROCESS:

- Ask attendee for their goodie bag voucher. They must check in with Union Station or Hilton Ballpark to receive a voucher. Only attendees staying with these hotels are eligible to receive a goodie bag.
- Check Attendee's photo ID against the master goodie bag list.
- Highlight their name and have them sign that they have picked up their bag.
- Hand them their **goodie bag, energy drink and flash drive.**

STATION-SPECIFIC NOTES:

- ***The hotel didn't give me a voucher when I checked in.*** Goodie bags are **ONLY** given to attendees that have their name on the hotel room at either Union Station or Hilton Ballpark before April 11th. **NO EXCEPTIONS.**
 - IF the attendee is staying at the host hotels - they will be given a voucher from the hotel when they check in at the front desk. They will need to work with the hotel staff at the front desk to get their voucher. The hotel should have a record of who has received a voucher.
 - IF they don't have the voucher, they **DO NOT** receive a goodie bag.
- ***Can I pick up more than 1 bag if I have multiple vouchers (picking up for a friend)?*** **NO.** 1 person = 1 voucher = 1 bag. Everyone **MUST** show ID & sign when they pick up their bag.
- ***What if they've already picked up a bag?*** Tell them they have already signed for a goodie bag, and there are not enough bags to give them more than 1.



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- **What if they have multiple vouchers?** They can only redeem 1 goodie bag. Give the vouchers to the attendees on their room list so they can pick up their bags.
- **What if they lost their voucher?** Sorry. That sucks. These vouchers are not replaceable if lost or stolen. No voucher, no bag.