

shutterfest¹⁷

MODEL AND VENDOR REGISTRATION

ROLE:

Model and Vendor Registration | 2 Volunteers

HOURS:

4/17/17 | Monday | 10am-6pm in the Grand Hall

4/18/17 | Tuesday | 6am-4pm in the Grand Hall (booth will be broken down and moved 1pm-2pm take lunch during this time in stages - registration will stay open)

4/19/17 | Wednesday | 8am-12pm in the Grand Hall

OVERVIEW:

The model and vendor registration booth is located in the Grand Hall. Crew members must be friendly, helpful and knowledgeable about the event. Your job is to check in models and vendors, provide them with their badges, model cards, model map and rules and regulations. **IF model is UNDER 18** it is your responsibility to tell guardians that the minor can only use the rent-a-human program if the guardian is present at all times. Then, you will direct them towards the trade show floor. Point out where the help desk is located. Familiarize yourself with SITE MAP, and Schedule. **Registration Policy: Tickets are non transferable. If the name on the ID does not match the list, they can NOT register.**

Models 18 and under are allowed one parent/guardian with them on the trade show floor. Models 19 or older will not be permitted any guests because of limited space in the model prep area at the event. If they would like access, they would need to buy a ticket for Shutterfest. The price of a ticket is \$199 - direct them to Alissa or Alicia to purchase their ticket.

RESPONSIBILITIES:

2 Volunteers total

- Collect the attendees photo ID, locate their name on the Vendor/Model Registration List
- Collect model release form and file it
 - IF they do not have their model release, hand them a copy to fill out and advise them to get back in line once they have filled it out.
- Hand out badges, model cards, model maps, rules and regulations and direct them to the trade show floor and the rent-a-human area.



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PROCESS FOR MODELS OVER 18:

- Ask model for model release form
 - IF they do not have their model release, hand them a copy to fill out and advise them to get back in line once they have filled it out.
- File model release form alphabetically by model last name
- Collect model's photo ID
- Highlight name on Model Registration List
- Give model badge, model card, model map, and rules & regulations
- Tell model that the rent-a-human station is located on the trade show floor in the back right corner. Rent-a-human will be open on Tuesday and Wednesday.

PROCESS FOR MODELS UNDER 18:

- Ask model for model release form
 - IF they do not have their model release, hand them a copy to fill out and advise them to get back in line once they have filled it out.
- File model release form alphabetically by model last name
- Ask for model's name
- Highlight name on Model Registration List
- Write down guardian's full name and phone # on Registration List
- Explain to the guardian that the minor can only participate in rent-a-human if they are present at all times.
- Give model badge, ONE guardian badge, model card, model map, and rules & regulations
- Tell model that the rent-a-human station is located on the trade show floor in the back right corner. Rent-a-human will be open on Tuesday and Wednesday.

VENDOR PROCESS:

- Ask for Name of Company
- Highlight company name on Vendor Registration List
- Have representative print their name and sign
- Give vendor badges for entire team
- Give model badge, ONE guardian badge, model card, model map, and rules & regulations
- Direct vendors to the trade show floor. Let them know it is open to set up and they will only be able to access the floor if they have their badge.

STATION-SPECIFIC NOTES:

What if a model's name is not on the list? Any Model not on the list did not confirm their attendance and will not be allowed into the event. If they insist they did confirm, Contact Krystal 636-399-1818

What if an under age model does not have their guardian present? They cannot register at that time. Advise them to come back with their guardian to register.

What if a vendor asks for extra badges than is listed on the vendor registration list? Write down the number of extra badges on Vendor Registration List. Give vendor extra blank badges.

What if a model's name is on the registration list, but we do not have a badge for them? Lead- write "no badge" on model registration list. Give model blank badge and follow process.



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What if a model does not have their model release form? Hand them a form to fill out and tell them to get back in line once it's completed.

Can I check in my husband/roommate/friend? No, every attendee must come to the registration booth with photo ID in order to be officially registered for the event.

In the event a parent or guardian is upset because they cannot attend the event with their child, or the child is upset that their parent/guardian cannot accompany them: Per the rules of the event that was communicated in the original e-mails, for models 19 and over we cannot permit any guests because of limited space in the model prep area and at the event.

- They can accompany their child/friend outdoors on shoots, but they cannot access the event or the trade show floor.

- If they would like access to the event and tradeshow floor, they would need to buy a ticket for Shutterfest. The price of a Shutterfest ticket is \$199 - direct them to Alissa or Alicia to purchase their ticket at the main registration stand.

Where can I pick up my pre-purchased t-shirt? Direct them to Swag Station located in the lobby next to the left of the bar.

Where can I purchase a t-shirt? You can purchase your t-shirt at the swag station located on the trade show floor which will be open on Tuesday & Wednesday.

If you do not know the answer: Connect with Alissa or Alicia.