

San Diego  
FESTIVAL OF  
SCIENCE &  
ENGINEERING

# EXPO DAY

## VOLUNTEER MANUAL

A PROGRAM OF BIOCOM INSTITUTE



Saturday, March 7, 2020

10:00 AM - 5:00 PM



Dear EXPO DAY Volunteer,

It is with tremendous gratitude that we welcome you to the STEM EXPO Day Festival team. With over 125 exhibitors and over 25,000 attendees, the Festival needs YOU.

This comprehensive Volunteer Manual includes all information you should need to be successful throughout the day, including parking, job descriptions, what to wear, etc.

We look forward to having you a part of the Festival Team at San Diego's largest celebration of science, offering thousands of students and their families the opportunity to "excite their minds" with over 100 hands-on interactive science experiences.

If you have any questions or concerns or need any additional assistance, please contact Heather Zimkin at [hzimkin@biocom.org](mailto:hzimkin@biocom.org).

## What to Wear?

Your Volunteer T-shirt. Your volunteer shirt will be provided to you when you arrive at EXPO Day.

- **Load In Volunteers** should go to the gate they have been assigned and will receive their shirts there.
- **Info Booth Volunteers** should go to the Info Booth they are assigned for their shirt.
- **All other volunteers** may pick up their shirts at the Merchandise Booth located at Park in the Park.

Dress in layers as the mornings can be quite chilly. Tennis shoes or other comfortable shoes are highly recommended. Remember to wear sunscreen.

## Can I Bring in Food and Drink?

PETCO Park permits guests to bring food into the Park for individual consumption. All food items should be wrapped, bagged, or left inside a container to avoid spillage. Food containers must be soft-sided and small enough to fit under a ballpark seat. Factory-sealed, bottled water that is twenty (20) ounces or less and soft-sided single juice and milk containers are the only outside beverages permitted into Petco Park. Guests with disabilities may bring factory-sealed plastic or paper containers containing liquids required for medical reasons into the ballpark.

## Who Do I Contact if I have a Question?

### Volunteer Coordinators:

**Julie Lupo (619-277-8354) and Heather Zimkin (619-977-5544)**

Your time and commitment is valued. Please use these phone numbers to communicate if an issue arises in which you cannot make your assignment. This allows for a back-up to be put into place.

## Where Do I Park?

Each volunteer will be emailed one Parking Pass. Please make sure to print the pass and place on your dashboard. Park at the MTS Building located at 1255 Imperial Avenue. After parking in the structure you will want to walk towards the ballpark (west on Imperial) until you approach Park Blvd. The closest gate will be Home Plate Gate. Based on your specific role there may be another gate that would be a better option for you to enter. The YOUR ROLE section will provide you this information.

## When Do I Need to Arrive?

**Please arrive 30 minutes prior** to your shift time to allow time to park, and get to your assigned location.

## How Do I Know Where to Go?

We understand that an event of this size can be intimidating. Information guides and maps will be available at all volunteer locations. We have also provided a map with this information to help assist you with the Gate locations, INFO Booth locations, Merchandise Booth locations, and more.

## How Do I Get Volunteer Hours Signed Off?

If you need volunteer hours signed off please go to the Merchandise Booth and ask for Leandra or go to any of the INFO Booths and ask the Lead Captain to radio Julie or Heather.



# YOUR ROLE

There are many volunteer roles at EXPO Day. This section is designed as a reference to assist in knowing what your role is. Here is a listing of the roles and a short description of them.

## LOAD IN VOLUNTEERS

Load In volunteers are the first to greet our exhibitors. Volunteers help direct people and their materials to their exhibitor space. Maps and a dolly or hand cart will be available to help guide exhibitors. This job requires a moderate amount of physical ability and stamina as there is much walking and movement of materials. Load In Volunteers should check-in at the Gate they have been assigned by 7:00 AM.

- **HOME PLATE LOAD IN** - Located at Park Blvd. and Tony Gwynn Drive. Volunteers for this area will load in exhibitors located in the Omni Premier Club (OP), Home Plate (HP), and Right Field (RF).
- **PARK BLVD LOAD IN** - Located at Park Blvd. and 10th Ave. Volunteers for this area will load in exhibitors located in Park Blvd (PB) and Right Field (RF).
- **EAST VILLAGE LOAD IN** - Located at 10th Ave and K Street. Volunteers for this area will load in exhibitors located in Park at the Park (P) and Power Alley (PA).
- **GASLAMP GATE LOAD IN** - Located at 7th Ave and K Street. Volunteers for this area will load in exhibitors located in Park at the Park (P), Palm Court (PC), Western Metal (WM), and Left Field (LF).

## ASK ME I'M A SCIENTIST/ENGINEER BUTTONS

Distribute Ask Me Buttons to all exhibitors prior to gates opening, working in teams of two. Please check in at the Merchandise Booth at 9:00 AM located in the Park at the Park. Best gate to enter is East Village Gate located on 10th Ave and K Street.

## INFORMATION BOOTH VOLUNTEERS

Volunteers are positioned inside and outside of the Information Booth to welcome guests by providing maps, tips for enjoying EXPO Day, and information about the day's activities. There are 4 **RED** INFO Booths throughout the event and can be found near the gate entrances. Volunteers will give guests basic information about where to find food, drink, bathrooms and specific exhibits. An experienced, lead volunteer will be stationed at every INFO Booth to help you along as well as an event manual to help answer any questions you may have. INFO Booth Volunteers should check in at the INFO Booth they are assigned.

- **HOME PLATE INFO BOOTH** - Located in the Home Plate area near Section 101. Best gate to enter upon arrival is Home Plate Gate at Park Blvd. and Tony Gwynn Dr.
- **PARK BLVD INFO BOOTH** - Located just inside the Park Blvd. Gate Entrance. Best gate to enter upon arrival is Park Blvd Gate located at Park Blvd. and 10th Ave.
- **PARK AT THE PARK INFO BOOTH** - Located in Park at the Park near Bumble Bee Building. Best gate to enter upon arrival is East Village Gate located at 10th Ave and K Street.
- **PALM COURT INFO BOOTH** - Located in Palm Court near the Western Metal Building. Best gate to enter upon arrival is Gaslamp Gate located at 7th Ave and K Street.

## GUEST SERVICE REPRESENTATIVE

Work with Petco Park employees in the Guest Service office. Role is similar to the INFO Booth volunteer role. Assist people with directions, performance times, and activity questions. Check in directly at Guest Services located on the main concourse across from the Omni Premier Club. Best gate to enter is the Home Plate gate located on Park Blvd. and Tony Gwynn Dr.

## YOUR ROLE (CONT'D)

### **PRE K ZONE VOLUNTEER & SAN DIEGO OFFICE OF EDUCATION VOLUNTEER**

Help our young scientists in the Pre K Zone OR the San Diego Office of Education Booth. Help our exhibitors in these areas with their activities. Please check in at the Merchandise Booth (Blue and Yellow tents) located in Park at the Park behind the Wiffle Ball Field. Best gate to enter is the East Village gate located at 10th Ave and K Street.

### **LOAD OUT VOLUNTEERS**

Help our exhibitors load out their materials at the end of the day. Check-in at Festival Merchandise Booth Located at the Park at the Park. Best gate to enter is the East Village gate located at 10th Ave and K Street.

### **THANK YOU!**

Your time and efforts to take part in this wonderful event are greatly appreciated. Thank you for helping our exhibitors, answering questions, and exciting young scientists throughout our community! We are looking forward to an amazing event and your involvement helps to assure that will happen.

Thank you a million times for volunteering your time!