



## Volunteers Needed!

January 24, 25, 26 & 27, 2019

EVENT LOCATION: Empire Polo Club • 81800 Avenue 51 • Corner of Monroe Street & Avenue 51 • Indio CA 92201

### Artist Ambassadors, Yellow Receipt Takers, Cashiers, Greeter & Floater

[Sign Up Today!](#)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE Circle Day(s) & time available:**  
**Thursday · Friday · Saturday · Sunday**  
**9:30 AM - 1:30 PM | 1:15 PM – 5:30 PM | All Day**

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Volunteers receive: 1) 2 Free Admission Ticket 2) 1-day General Parking 3) Keepsake poster/T-Shirt

### **VOLUNTEER JOB DESCRIPTIONS**

**Artist Ambassadors:** This group of volunteers will each be assigned a group of artists. The primary task is to ensure the artists have a pleasant event experience. This includes, but not limited to, offering booth coverage and replacement of sales books. You will also double as a concierge for that area. Please familiarize yourself with the layout and know where the restrooms, First Aid, entertainment, food areas and poster sales are. This position requires walking, greeting and overall a higher level of energy.

**Yellow Receipt Takers:** This group of volunteers are vital to our event. Every yellow ticket is a record of the art sales that day. This is the only way we can in turn charge the artists commission for their sales. This is how we make our revenue. Ticket takers are those volunteers who are not shy about asking for tickets and striking up casual conversation with the exiting attendees. This position requires staying at your post and in a friendly way, collecting and getting the attendees to offer their yellow tickets (not required for food or music cd's). There are only 2 exit gates, one by the front entrance and one by the valet entrance.

**Cashiers:** Cashiering is a very busy position along with multiple responsibilities. This requires periods of sitting and standing in a very active environment. Those with this experience are high encouraged to apply. After you sign in at the volunteer check in, go directly to the main gate for further instructions. The festival team will give you a short overview of all procedures to include:

• Processing Credit Cards • Tickets Accepted • Cash procedures and ticket distribution • Sell posters

**Greeters:** Greeters will welcome our patrons and hand them the program and venue map for the festival. The South Gate Greeters will also encourage the patrons to visit the Concierge Booth to enter the FREE raffle. Please familiarize yourself with the layout and know where the restrooms, First Aid, entertainment and food areas are. Greeters are the "all knowing" group in which many questions and directions are asked of them.

**Floater:** Assigned to where needed.

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**PLEASE RETURN TO:** The Greater Coachella Valley Chamber of Commerce  
Attn: Arianne Harmon, 82-921 Indio Blvd. • Indio CA 92201, 760.347.0676 Ext. 132  
or FAX: 760.347.6069 [www.southwestartsfest.com](http://www.southwestartsfest.com) • [arianne.harmon@gcvcc.org](mailto:arianne.harmon@gcvcc.org)



### **Greater CV Chamber of Commerce Volunteer, Release and Indemnity**

I, the undersigned volunteer, desire and agree to volunteer for The Greater CV Chamber of Commerce for The Southwest Arts Festival ®. I further understand and agree as follows:

1. I am donating my time and services without any compensation and shall at no time be considered an employee or independent contractor of the Greater CV Chamber of Commerce, The Southwest Arts Festival®, the City of Indio or the Empire Polo Club, and insurance coverage will not be provided for me by The Greater CV Chamber of Commerce, The Southwest Arts Festival®, the City of Indio or the Empire Polo Club;
2. I know of no reason, medical or otherwise, that would prevent me from performing the tasks required to participate in this volunteer activity;
3. I assume all risks of participating in this volunteer activity and full responsibility for my conduct and actions, including any injury to myself or others or damage to property that may result while volunteering, and I understand that The Greater CV Chamber of Commerce, The Southwest Arts Festival ®, the City of Indio, the Empire Polo Club are not responsible for conditions that I create myself or those created by other volunteers or participants;
4. I, binding my heirs, executors, administration and assigns, hereby agree to release, hold harmless and indemnify The Greater CV Chamber of Commerce, The Southwest Arts Festival ®, the City of Indio, the Empire Polo Club, it's officers, officials, employees, agents and volunteers from and against any and all loss, damage, expense or cost (including attorney's fees) of any kind for injuries (including but not limited to property damage, personal injury, disability and death) arising out of this volunteer activity, whether caused by the negligence of the Greater CV Chamber of Commerce, the Southwest Arts Festival®, the City of Indio, the Empire Polo Club or otherwise.

I (and parent/legal guardian if volunteer is under 18) have carefully read this release and understand and agree with all of its terms and conditions.

\_\_\_\_\_  
PRINT Name of Volunteer

\_\_\_\_\_  
PRINT Name of Parent/Legal Guardian  
(if volunteer is under age 18)

\_\_\_\_\_  
Signature of Volunteer/Date

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Signature of Parent/Legal Guardian/Date  
(if volunteer is under age 18)