

CSADA JOB DESCRIPTIONS

as of 3/26/2006

Show floor manager

Show Floor Manager Job Description:

The Show Floor Manager (SFM) works with and coordinates his/her efforts with the Show Manager (Chair Person) and Co-Chair in preparing floor charts and in the staging of the exhibition halls. Traditionally, the Chair Person prepares a chart for each of the following: paper color, table orders and booth size (incl. configurations and variations) and the SFM overseas and checks these charts for accuracy and distribution. It is imperative that the SFM obtain from the Chair Person copies of all the dealer contracts to better enable his/her efforts in assisting the Chair Person with the final color paper, booth configuration and table distribution. (Showcase orders are handled exclusively by Doug Supinger). Once the floor charts are finalized the SFM should make five (5) copies of each which are to be distributed as follows: Chair Person, Co-Chair Person, SFM, dealer check-in table and Doug Supinger [consist of booth and color paper charts (sent via US Mail at least six to eight weeks before the show).

Six weeks before the show:

The SFM should three (3) send letters of confirmation to Denny Beallis, Superintendent, Kane County Fairgrounds, Steve Dooley for the porters and MG Investigations, Inc for security services. These letters are maintained on a diskette with the current SFM. The Show Chair Person has a backup copy of the letters of confirmation. The SFM is to sign all the letters and forward copies via email or US Mail to Chair and Co-Chair. Approximately two weeks before the show, follow-up confirmation telephone calls should be made to all parties to confirm receipt of the letters and to handle any last minute details.

Obtaining Volunteer Help For the Show:

Prior to the show the SFM obtains the assistance of no less than two healthy and physically fit dealers to assist him/her in setting up the tables and chairs upon completion of the walls. (The Show Chair will pass around **Sign-Up Volunteer Job Sheet** at the CSADA meeting prior to the show. The sign-up sheet is maintained by the Show Chair Person).

One Day Prior to Dealer Arrival:

- SFM should attempt to be on site when Supinger's wall crew arrives. The SFM is on site initially to answer any question the wall crew may have concerning configuration of the booths.
- The SFM should set all thermostats to 60 degree Fahrenheit. There are three (3) thermostats in the North Room located on the east wall in the corner of booth #1, the west wall behind booth #5 and north wall behind booth #3 and three (3) in the south room located on the east wall (center), south wall left of the main overhead door and the west wall behind booth #10.
- The SFM will check with Fairgrounds Superintendent Beallis to make sure Union Electric has been called to drop the electrical lines.
- The SFM will obtain from Mr. Beallis keys for the main entrance to the exhibition halls and the front gate padlock.
- The SFM and his/her volunteers will assist the wall crew in unloading and distributing the background paper once the walls are put in place.

- The SFM and volunteers will distribute tables as per order by each dealer to their booths. One table will be opened and the other tables are to be stacked on top. Two (2) folding chairs will be left in each booth.
- **(Doug Supinger crew will distribute all showcases).**
- The SFM is to establish a Dealer Check-In Station located on the back south wall of booth #10 located next to the double entry doors in the middle of the west main exhibition hall. The Dealer Check-In Station consists of a six foot table and two (2) folding chairs. Left at this site are a set of floor plans, dealer welcome packets and security badges, porter sign-in sheet and dealer sign-up sheet for the porters.
- Set up two (2) eight foot tables in the main entrance.
- The SFM should make sure all chair/table roller carts are removed and secured in the chair/table garage before leaving the grounds for the night.
- The SFM is **not responsible for closing and securing the exhibition halls and the fairgrounds main gate. The wall crews will close the building and padlock the main gate.**

Setup Day/ Dealer Move-In Day:

SFM to coordinate with Show Chair and Co-Chair in dealing with any problems that come up while dealers are setting up. Periodically the SFM should check the floor to make sure dealers are not encroaching on other dealers and that displays on the aisle walls are within the show guidelines.