



2023 EXPERIENCE ASIA FESTIVAL
September 23, 2023 | Tom Brown Park
Volunteer Packet

We take great pride in having you as part of our Volunteer Staff and feel that your rewards will be many! As event volunteers, the efforts of each and every person are important to the success of Experience Asia 2023. Please note that we are counting on you to arrive early and be prepared to work your shift.

If for any reason you are unable to report for your entire shift, please inform Aurora Hansen at 321-1114 immediately. This will give the festival staff time to get a replacement for your shift. If you are able to get someone to replace you, please give them all the pertinent information that they need for your time slot.

Volunteers are asked that they stay and work in their area during the duration of their time shift. In order to stay on track, please do not sign up for shifts that you are unable to complete.

Emergency Information

In the event of an emergency, contact the staff assigned to the INFORMATION/OPERATIONS AREA. It is important that you report the issue accurately and clearly to the proper officials. Any serious injury should be relayed to the Festival Coordinator or any committee member (identified with ACT shirts). **DO NOT ATTEMPT TO MOVE AN INJURED PERSON.** If the situation involves police or security, report it immediately to the INFORMATION/OPERATIONS AREA.

In the event that there is a life-threatening situation, the directions of the Police Department, Fire Department, and City Services shall take precedence. All area sites have emergency supplies and in addition, any police officer may assist in emergency situations.

Vendor Safety

All vendors must close down their business when the event is closed for an emergency situation. All gas cylinders are to be shut off and tied down according to regulations. Vendors must make sure that all fires are completely out and all **HOT SURFACES** are cool!

In case of fire at any location at the event, the first response is **TO EXTINGUISH**. The next step is to begin evacuation of the public following the evacuation route on the map.

Storm Warning

It is conceivable that the event is closed because of a lightning/storm threat. If this happens, an official announcement will be made from the main performing area.

Communications

Communications will be handled by way of the city's portable transmitters. One hour prior to the event, event staff and volunteers will have an in-service training to include: chain of command, radio frequencies, the use of a fire extinguisher and location of event staff. Discussion will also include evacuation routes to be used if necessary.

Security Guidelines

Only authorized signage will be distributed at the event. Any persons distributing unauthorized material will be asked to leave; No person is allowed to wear or hold a sign promoting a business, a political candidate or organization. Collecting signatures for any petition, and/or wearing or holding any sign any sign promoting a business, a political candidate or organization will be confined to a specific area designated by the festival coordinator. Individuals interested in participating in this venue should sign an exhibitor agreement and pay the exhibitor fees.

Inappropriate Behavior

All persons whose behavior is deemed inappropriate shall be brought to the attention of the security personnel and safety concerns/inappropriate behavior will lead to escort away from the event.

Vehicle Access

All vehicles must have a valid access pass to enter the festival area. Any vehicle without the proper credentials may be towed.

Vendors

(INCLUDES EXHIBITORS, FOOD, ARTS AND CRAFTS, ENTERTAINMENT)

All vendors must display the appropriate credentials during the festival including event-liability insurance and license.

FOR FURTHER INFORMATION, CONTACT AURORA HANSEN AT 321-1114 or email at auroratorreshansen@gmail.com

Completed forms may be mailed to P.O. Box 12781, Tallahassee, FL



For Official use only:
Assigned position(s)

2023 EXPERIENCE ASIA FESTIVAL
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Volunteer Staff Application

FULL NAME:

ORGANIZATION REPRESENTING:

ADDRESS:

STATE:

ZIP:

PHONE:

EMAIL:

PLEASE INDICATE THE HOURS YOU WOULD LIKE TO WORK:

If you have registered through your school or organization representative, please indicate here:

Yes No If yes, organization name: _____

I understand that volunteer positions may include but not limited to, assisting performers and guests, providing maintenance and clean-up, carry and setting up equipment, organizing tables, chairs, tents, decorations, running errands, providing demonstrations, and working at the different booths as needed. I WILL BE ON TIME AND READY TO WORK MY ASSIGNED POSITION FOR THE AMOUNT OF TIME THAT I AGREED TO VOLUNTEER. I ALSO AGREE TO AND HAVE SIGNED A COPY OF THE LIABILITY DISCLAIMER ACCOMPANYING THIS APPLICATION.

Please call 850-321-1114 immediately if you are unable to work your shift. This will give us an immediate replacement.

Attire: Plain white tee-shirts, shorts (as it will be very hot) that are not short shorts, tennis and or sneakers. Remember this is a working environment where you are representing your school your community and the Asian Coalition of Tallahassee

What you need to bring: Water to keep you hydrated, a light snack, your medications (prescriptions). We will need to know about other medical conditions that you may have that may affect your volunteer assignment. Bring extra cash if you need to get extra food.

CALL 850-321-1114 IMMEDIATELY IF YOU CANNOT COME SO THAT WE MAY BE ABLE TO FIND AN IMMEDIATE REPLACEMENT FOR YOUR SLOT. CHECK OUT THE WEBSITE Asiantl.org for further information for volunteers. Have fun! We are so thankful for your help!



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Liability Disclaimer and Hold Harmless Agreement

The Asian Coalition of Tallahassee, Inc. and the City of Tallahassee does not provide insurance for those participating in EXPERIENCE ASIA 2023.

In consideration of participating in Experience Asia 2023, I _____ (*full name*) as an authorized representative of _____ (*organization name*) hereby release and forever discharge the Asian Coalition of Tallahassee inc. and the City of Tallahassee for any and all actions, causes of actions, claims, and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by me or my organization in consequence of participating in EXPERIENCE ASIA 2023 at TOM BROWN PARK.

This release, extended to, covers, and includes all known, unknown, disclosed, unforeseen, unanticipated, and unsuspected injuries, damages, losses and liabilities, and the consequences thereof, notwithstanding the provisions of any state, federal, local or territorial law or statute to the contrary, such provisions and hereby expressly waived.

It is further understood that it is not to be construed as an omission of liability or the assumption of any responsibility of the Asian Coalition of Tallahassee Inc. for the personal acts of omission by me or those of my organization.

I hereby agree on behalf of my heirs, executor, administrators, and assigns to indemnify the Asian Coalition of Tallahassee, Inc., and the City of Tallahassee, and all members and officers of Experience Asia 2023, jointly and severally and hold harmless from and against any and all actions, claims, demands and liabilities, loss, damages and expense of whatever kind of nature, including attorney fees, which may at any time be incurred by reason of my participation in EXPERIENCE ASIA 2023 festival at Tom Brown Park.

Name and Title: _____ Date: _____

Signature: _____ Witness: _____

If the participant is a minor, a parent or guardian must sign the above affidavit.