



AmeriStamp Expo Volunteers

February 15-17, 2019
Mesa Convention Center



Dear Friends,

Save the Date! February 15-17, AmeriStamp Expo/ ARIPEX will be held in Mesa, AZ, the 62nd annual winter meeting of the American Philatelic Society in conjunction with ARIPEX. As you know, this is one of the largest annual philatelic events where stamp collectors, exhibitors, historians and members of the general public gather to socialize, increase philatelic knowledge, and exchange stamps. In order for the show to run smoothly, the support of many volunteers is needed. ***We will need your help!***

Stamp collectors, friends, APS members, and family are welcome – stamp knowledge is not required. Most volunteer activity occurs on-site immediately preceding, during, or following the show. Brief descriptions of volunteer tasks are enclosed with indications of any necessary experience or physical capabilities. Training and written instructions are available for most tasks.

For ease of scheduling, a minimum of a two-hour commitment is preferred. For each day that four or more hours of service are provided, we will reimburse reasonable out-of-pocket costs, such as a public transportation fare, or parking at the show venue. Additionally, if you are able to provide eight hours or more of your time, you will be eligible to receive a free ticket to the awards banquet Saturday evening.

If you are willing to volunteer, or if you have questions, please contact Kathleen Edwards, Shows Assistant. She can be reached at (814) 933-3803 ext. 217, or kedwards@stamps.org. You can also reach our office via fax at (814) 933-6128, or mail: APS StampShow, 100 Match Factory Place, Bellefonte, PA 16823.

Looking forward to seeing you in Mesa, Arizona– and thank you in advance for your help!

Sincerely,

Kathleen Edwards
Shows & Exhibitions Assistant

Enclosure: Volunteer Duties & Description



AmeriStamp Expo/ ARIPEX 2019

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Volunteer Response Form



Name _____ Phone _____

Address _____

City, State, Zip _____

Email _____

APS Member Number _____

Please schedule me for a maximum of _____ hours.

4 or More Hours of Volunteer Work:

- I will be driving to the show and may request that my parking costs be reimbursed.
- I will be taking public transportation to the show and may request reimbursement.

8 or More Hours of Volunteer Work:

- I will provide 8 or more volunteer hours and request a free ticket to Saturday's banquet.
- Banquet dinner choice: _____

Other comments: _____

Please indicate available days / times by marking the below boxes.

	8AM-10AM	10AM-12PM	12PM-2PM	2PM-4PM	4PM-6PM	6PM-8PM
Wed. FEB 13						
Thurs. FEB 14						
Fri. FEB 15						
Sat. FEB 16						
Sun. FEB 17						

Please rank your preferred tasks of interest.

(1 - first choice, 2 - second choice, etc.)

Rank Preferred Tasks

Days* Needed

- _____ Dealer Check-In Thurs PM/Fri AM
- _____ Discovery Cove (Youth Area) Th/Fri/Sat/Sun
- _____ Exhibit Mounting Thurs
- _____ Exhibit Dismounting Sun
- _____ Exhibit Packing Sun
- _____ Frame Preparation Wed
- _____ Jury/Awards Assistance Th/Fri/Sat/Sun
- _____ Meeting/ Seminar Assistance Fri/Sat/Sun
- _____ Registration Th/Fri/Sat/Sun
- _____ Stamps by the Bucket Fri/Sat/Sun
- _____ Other (please specify: _____)

**Please see attached descriptions for more exact times needed.*

AmeriStamp Expo/ ARIPEX Volunteer Duties & Descriptions

Below are the days and times for which we need volunteer assistance.

NOTE: For ease in scheduling, we request assistance in two-hour shifts. The quantity of people needed is per shift.

Please plan to arrive 15 minutes before your shift.

Duty	Qty. People <i>per shift</i>	Description / Skills	Days/Dates Needed	Times (2 hr. shifts <i>preferred</i>)
Dealer Check-In	2-4 people	Welcome dealers. Record their arrival. Hand-out programs and name badges. Record information for additional badges to be made in the show office. Point out booth locations on a floor plan. One or more individuals may also be used to clean the Plexiglas for the dealer tables. <u>Skills:</u> Personable. Patient. Welcoming of dealers who have traveled long distances, and may be tired. Ability to read a floor plan. Basic organizational skills.	Thur. Feb.14 Fri. Feb. 15	12:00 pm -7:00 pm 8:00 am - 10:00 am
Discovery Cove <i>(Youth Area)</i>	2 people	Thursday, help set-up the youth area. <u>Skills:</u> Someone comfortable with ladders and hand tools. Friday-Sunday, monitor youth as they complete planned activities. <u>Skills:</u> Enjoy interacting with children of all ages. Comfortable talking about stamp collecting. Ability to help children identify country of issue of some stamps.	Thur. Feb.14 Fri. Feb. 15 Sat. Feb. 16 Sun. Feb. 17	10:00 am - 12:00 pm 10:00 am - 6:00 pm 10:00 am - 6:00 pm 10:00 am - 4:00 pm
Exhibit Mounting	10-20 people	Assist exhibitors in mounting their exhibits and securing frames (two screws in front of frame and two screws in bottom of frame). Mount exhibits on behalf of individuals not present. <u>Skills:</u> Able-bodied volunteers. Requires use of screwdriver, and bending or kneeling on floor for lower screws. Previous experience as an exhibitor or volunteer at other shows is preferred.	Thur. Feb.14	10:00 am - 8:00 pm
Exhibit Dismounting	10-20 people	Assist exhibitors in removing or 'dismounting' their exhibits in the frames. Also, dismount exhibits on behalf of individuals not present. <u>Skills:</u> Able-bodied volunteers. Requires use of screwdriver, and bending or kneeling on floor for lower screws. Previous experience as an exhibitor or volunteer at other shows is preferred.	Sun. Feb. 17	4:00 pm - 6:00 pm
Exhibit Packing	2-4 people	Preparing exhibits and awards for return by mail and application of estimated postage. <u>Skills:</u> Careful packing of personal exhibit material and awards. Understanding of U.S. Postal Service requirements for various classes of mail.	Sun. Feb. 17	5:00 pm - 7:00 pm
Frame Preparation	4-6 people	Clean Plexiglas. Do minor repairs (replace paper backing). Apply teflon tape where missing (for labels to be placed on). Remove old labels. Apply new labels (frame numbers & exhibit classes). <u>Skills:</u> Able to stand for periods of time. Experience with stamp frames helpful.	Wed. Feb. 13 Thur. Feb.14	4:00 pm - 6:00 pm 10:00 am - 6:00 pm
Jury / Awards Assistance	2-4 people	<ul style="list-style-type: none"> • Arrange Awards Display (1-2 people, Thur.). • Post Award Ribbons (2 people, Fri. evening and/or Sat. morning). • Transport Awards from Show Floor to Banquet (2 people, Sat. afternoon). • Stuff Exhibitor Packets with program, palmares, certificates (1-2 people Sun.). 	Thur. Feb.14 Fri. Feb.15 Sat. Feb.16 Sun. Feb.17	4:00 pm - 6:00 pm 4:00 pm - 8:00 pm 4:00 pm - 6:00 pm 10:00 am - 2:00 pm

Meeting/ Seminar Assistance	1 person	Assisting presenters with A/V equipment in meeting rooms if needed, making sure there is correct signage each day, and taking attendance in each meeting. <u>Skills:</u> knowledge of projectors and laptops	Fri.	Feb.15	10:00 am - 6:00 pm
			Sat.	Feb.16	10:00 am - 6:00 pm
			Sun.	Feb.17	10:00 am - 4:00 pm
Registration	2-6 people	Greet visitors. Answer basic questions (restrooms, entrance, meeting room locations). Distribute show programs, preregistration packets (containing name badges and pre-purchased event tickets). Collect on-site registration forms, hand-out name badge & holder. <u>Skills:</u> Enjoy working with the public; Alphabetization.	Thur.	Feb.14	8:00 am - 7:00 pm
			Fri.	Feb. 15	8:00 am - 6:00 pm
			Sat.	Feb. 16	8:00 am - 6:00 pm
			Sun.	Feb. 17	9:00 am - 4:00 pm
Stamps by the Bucket & Covers by the Container	2 people	Collect money and monitor the Stamps by the Bucket and Covers by the Container area where youth (15 and under) may fill a bucket full of stamps for \$1, and adults for \$5. <u>Skills:</u> Enjoy interaction with adults and kids. Comfortable handling small amounts of cash.	Fri.	Feb. 15	10:00 am - 6:00 pm
			Sat.	Feb. 16	10:00 am - 6:00 pm
			Sun.	Feb. 17	10:00 am - 4:00 pm