

Information Table at the Show

Mission: To help assist our members at the shows, sell pattern books, logo wear or other fundraising items. To help alleviate lines in the show office by assisting exhibitors with questions.

Setup the information table and sign near the show office prior to the show office opening.

Information table hours, busiest times:

Day before show: 4-8pm or same as show office hours

Day 1: 7-10 am

Day 2: 7-9 am

Day 3: 7-9 am and 3-5pm

You will need:

- Tablecloth, table is supplied by facility
- Current PtHA rule book
- Show bill
- Knowledge of the facility (restrooms, wash stalls, showers, etc.)
- Pattern books
- Logo Totes
- Logo wear
- Logo window clings
- Logo tattoos

Pattern Books/Logo Items/Fundraising Items (ie: cookbooks, etc.):

- Have informational signs available
- Fill out spreadsheet for items purchased, you will need exhibitor name and back number for items placed on show invoice. All others mark if paid by cash or check.
- Periodically throughout the show, take the spreadsheet into the show office to have them put the charges on the exhibitors show invoices.
- At the end of the show fill out an income report for the Treasurer and enclose spreadsheet, cash and checks.
- Have the office make a copy of the spreadsheet for the committee/person in charge, so they have a record of the sales.