



## THE BLACK WOMEN'S EXPO 2019

### VOLUNTEER APPLICATION

#### General Information

Title: (Please check one)     Mr.     Mrs.     Miss     Ms.

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

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Skills & Interest

Educational Background: \_\_\_\_\_

Do you speak a foreign language?     Yes     No If yes, which language \_\_\_\_\_

Hobbies, Interest, Skills: \_\_\_\_\_

Previous TBWE Volunteer?     Yes     No    If yes, how many years? \_\_\_\_\_

Current community activities: \_\_\_\_\_

\_\_\_\_\_

List current and previous volunteer work (include brief description of duties and activities, and dates):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your reasons for wanting to volunteer with The Black Women's Expo?

\_\_\_\_\_

City (Please check one):  BWe Chicago  BWe Atlanta  BWe Dallas

### Availability

Date:  Friday      Shift:  9 am – 2 pm       1 pm – 5 pm       4 pm – 7 pm  
 Saturday      Shift:  9 am – 2 pm       1 pm – 5 pm       4 pm – 7 pm  
 Sunday      Shift:  10 am – 3 pm       1 pm – 5 pm       3 pm – 6 pm

**\*\*\*PLEASE NOTE: ALL VOLUNTEERS MUST BE PRESENT 30 MINUTES PRIOR TO SHIFT TIME.**

### VOLUNTEER POSITIONS:

- Front Entrance** – Accept tickets from attendees and monitor access with Expo badges
- Greeters/Event Guides** – Greet guest and distribute Expo Welcome Guides; know the layout of the Convention Center
- Press** – Monitor the Press Room area; Monitor access with Expo Press badges; escort media through show
- Seminar Rooms** – Monitor seminar rooms and floor; Change door signage as required; assist Seminar Producer in speaker needs; Direct traffic-flow to seminar rooms
- Show Office** - Answer show office phones and distribute information and supplies as needed
- Exhibit Floor** – Monitor exhibit booths and floor; Provide information; Inform staff of emergency situations; Report all violations or concerns to Expo staff; know the layout of the Convention Center
- Main Stage** – Monitor Main Stage area; Assist Entertainment Producers
- Exhibitor/Sponsor Door Entrance** – Monitor access by vendors & sponsors with Expo badges only; Direct vendors to their respective aisles; know the layout of the Convention Center
- Runner** – Assist where needed; May include answering telephones, arranging lunches, distributing information, helping to keep areas organized and clean, etc.

**\*\*\*PLEASE NOTE: BY SUBMITTING THIS APPLICATION, YOU UNDERSTAND THAT THIS DOES NOT GUARANTEE YOUR REQUEST TO VOLUNTEER FOR THE BLACK WOMEN'S EXPO CHICAGO. SOME ONE WILL CONTACT YOU WITH AN UPDATE IN RGARDS TO YOUR APPLICATION STATUS.**

## Agreement

\*You must read and sign the below agreement before submitting. If under 18 years of age, a parent or guardian must sign at the bottom.

I have agreed to volunteer and participate in services related to The Black Women's Expo. In consideration of my volunteer efforts, my personal representatives, heirs and assigns, hereby agree to the following:

- **Voluntary Participation** – I understand that my participation is a voluntary act and that I am forbidden to solicit or accept any monetary gratuities in the course of my volunteer activities for The Black Women's Expo and agree not to do so.
- **Physical Condition** - I acknowledge, understand and declare that to the best of my knowledge, I am in good physical condition and have no disease or injury that would be aggravated by participating as a volunteer.
- **Assumption of Risk** – I am aware that participating in this event, I may be exposed to many risks, including illness, personal injury, disability or death, or damage to or theft of my property, which condition might result not only from my actions, but from the actions of others. With knowledge of these risks, I accept any and all risks of illness, personal injury, disability or death, or damage to or theft of my property, and understand that The Black Women's Expo makes no guarantees of my person well-being or property's safety.
- **Waiver and Release** – I release and discharge The Black Women's Expo, its sponsors, employees, agents, representatives, successor or assigns from all claims for any liability, injury, loss, or damage in any way connected with my participation in The Black Women's Expo; whether or not caused in whole or part by the negligence or any liability generating act of any kind or description by The Black Women's Expo. I intend this Assumption, Waiver, Release and Consent shall apply and limit my relatives, personal representatives, heirs, beneficiaries, or assigns who might pursue any legal action or claim for such liability, injury, loss or damage.
- **Consent to Medical Treatment** – I agree and consent that The Black Women's Expo may select, but has no obligation, responsibility or duty, to provide me appropriately trained or qualified medical care provider or health care person, emergency assistance, transportation, or medical services. This consent does not impose a duty or obligation of any type on The Black Women's Expo or release(s) to provide such assistance, transportation or services.
- **Use of Recorded Material** – I consent to The Black Women's Expo's unrestricted and royalty-free use of any photographs, recordings, interviews, videotapes, motion pictures or similar visual or auditory recording created in connection with my volunteering, and I authorize The Black Women's Expo to use my name, biographical data, and visual/audio representation in connection with such use.
- **Knowing and Voluntary Execution:** I have carefully read this agreement and fully understand its contents. I am aware that this is a contract between me and The Black Women's Expo and a release and waiver of liability, and I sign it of my own free will.

**Signature (parent or guardian if under the age of 18):** \_\_\_\_\_ **Date:** \_\_\_\_\_