



2021 Volunteer Manual

ALL VOLUNTEERS WILL RECEIVE:

One ticket to one session of the Powder Keg Beer Festival

An official festival volunteer t-shirt, which will be your uniform during your shift!
(Please Note: You are **NOT** permitted to wear the shirt once your shift is done and you are at the festival as a patron)

Thank you for volunteering at the Powder Keg Beer Festival!

Without the army of volunteers it takes to run an event this size we wouldn't be able to put on a festival. Volunteers are an essential part of the Beerfest's success. We thank you for your willingness to be a part of this great event. Please keep in mind you are representing the Exeter Area Chamber of Commerce and Exeter Parks and Recreation while working. Please be courteous to your fellow volunteers and festival goers.

Please show up 1/2 hour before your shift to check in. The volunteer check-in entrance is on the south side of the festival towards the end of Swasey Parkway close to the admission gate.



We will hold a short orientation at the start of each shift in order to cover NH regulations, server duties, and any other pertinent information. Below are instructions and descriptions that the festival is required to follow please familiarize yourself with them.

Vendor Parking Coordinators

Vendor Parking Coordinators will arrive early and assist with vendor parking and unloading. They should make sure they have their orange safety vests (provided by festival) before beginning their shift. **(4 per shift: 7:30 am- 10:30am)**

Vendor Ambassadors

2021 VENDOR TEAM CAPTAIN: **Bobbi Vandenbulcke**

Vendor ambassadors will direct the non-chili/ non-beer vendors and sponsors the day of the event. They will show them where to set up their table (in the Vendor Zone) referring to the map provided by the Powder Keg Committee. These volunteers **MUST** be outgoing, cheerful, extroverted and knowledgeable about the event. **(3 per shift, 7:30am-11am)**

Tent/Beer Ambassadors

2021 TENT/BEER TEAM CAPTAIN: **Greg Bisson**

The supervisor's main function is to coordinate any assistance between server and ice/keg runners. May relieve servers for bathroom breaks if needed. The PKBF is meant to be an enjoyable experience for all participants, volunteers and staff included. If someone is being obnoxious the servers have no obligation to serve them. One captain will be appointed to coordinate this group. 11 am-1:30 pm, 1:30-4:00 pm (could be combined).

Ice Runners (2-4): Volunteers in this position must be able to lift heavy items. This position will help to bring ice to the booths. 8 am- 11 am. May assist in moving kegs to vendor's locations at delivery. **(AM Shift 8:00 AM - 1:00 PM / DPW PM Shift)**

Keg Runners (5-6): Volunteers in this position must be able to lift heavy items. This position will help to bring kegs and stock to the booths. 8 am- 11 am. Assist in moving kegs to vendor's locations at delivery. (AM Shift 8:00 AM - 1:00 PM / DPW PM Shift)

Admissions

This area has several volunteer positions: Ticket Booth, Ticket Scanner, ID Checker, Wristbands, and Line Control.

2021 ADMISSION TEAM CAPTAIN: Kim Lindquist/Jennifer Wheeler

PLEASE NOTE: THESE JOBS ARE NEEDED FOR EACH SHIFT.

AM SHIFT: 8:00AM-1:00PM | PM SHIFT: 12:30-4:00PM

Greeters: will answer guest questions before the doors open and after the event opens. They will offer program maps to guests waiting in line. These volunteers **MUST** be outgoing, cheerful, talkative, extroverted and knowledgeable about the event. **(2-4 Greeters per shift)**

Information/Ticket Booth(3-4): These volunteers will be answering questions and selling any remaining tickets (if they are available). Volunteers must be outgoing, cheerful, talkative, extroverted and knowledgeable about the event; and be comfortable processing cash and credit card payments.

Ticket Scanner(6-8): Using the Beerfest scanners these volunteers will scan tickets from the patrons in line.

ID Checker(3-4): This Volunteer will check ID's of the patrons coming into the Powder Keg. Patrons must have been born by **10-02-2000** in order to drink at the event.)

Bag Checker (1-4): These volunteers will check any bags coming into the event for any prohibited items. Weapons or Alcohol.

Wristbands(7-8): Assist patrons putting on their wristbands once their ID's have been checked.

Line Control(2-3): Positioned at the head of the admission line to facilitate smooth processing of the line. Reminding patrons to have their tickets and ID's ready. **NO** backpacks into the festival. These volunteers will also assist transitioning attendees out of the festival at the end of the session(s)

Merchandise Sales

2021 MERCHANDISE TEAM CAPTAIN: TBD

This booth will be located at the exit of the festival. Volunteers will be handing out commemorative pint glasses that have been pre-purchased by attendees and selling any remaining glasses to support

the festival. There will be a master list with all the presale names on it. Please do not hand out glasses until attendees are leaving the event (to prevent them from being used during the festival) and cross off the name of anyone who picks up their glass. **(4 per shift)** (AM Shift- 8:00AM-1:00PM; PM Shift 12:30PM-4:00PM)

Sanitation. Waste. And. Trash. (Public Works)

2021 S.W.A.T TEAM CAPTAIN: David Tovey

S.W.A.T. (Public Works)(6-8): Sanitation and Waste is very important to running a great event. There will be a number of garbage cans that will need to be emptied regularly. With an expected crowd of 4,000 plus this will be essential in maintaining a clean and healthy atmosphere. Garbage bags and a dumpster will be provided for disposal of trash. Garbage cans will be placed out prior to the event starting.

Assist the Events staff with preparation for the event. This can include setting up helping beer vendors to their table. Clean-up – Help with some clean up and take down at the end of fest including moving empty kegs, tables, etc.. **AM Shift- 8:00AM- 1:00PM & PM SHIFT 12:30-5:30PM**

Volunteer Tent

2021 Volunteer Tent CAPTAIN: Kim Lindquist/Rep from Kennebunk Savings

Volunteer Tent(2-3): Volunteer tent will be manned by the team captains and a few volunteers. The Team Captain will review all training that needs to be done with each shift of volunteers as well as keep organized any needs for volunteers during the event. Tent Volunteers will help with any question other volunteers have. The volunteers manning this tent will be dispatching volunteers to their locations, distributing their volunteer t-shirts, and giving them their admission ticket to the event before or after their shift. Volunteers at this station must be familiar with the event and worked in the past.

AM Shift: 7:30AM-11:30AM; PM SHIFT: 11:00AM-4:00PM

Frequently Asked Questions

When is the 2021 Exeter Powder Keg Beer Festival?

The 2021 Exeter Powder Keg Beer Festival will be held Saturday, October 2, 2021 from 11:00 – 4:00 p.m. in Swasey Parkway, Exeter, NH. The festival will be broken up into 2 sessions: 11:00am-1:00pm and 2:00-4:00pm.

How much are tickets?

General Admission tickets are \$35 and include unlimited beer samples and live entertainment.

Designated Driver tickets for those who don't or cannot drink any alcohol are also available for \$10. Designated Driver tickets include live entertainment.

All tickets are non-refundable and non-transferrable to another session.

Do you accept credit cards or checks?

We do accept cash or major credit cards, but do not accept personal checks.

Can I get my ticket in advance?

Yes! We strongly encourage you to purchase your ticket in advance. We are selling a limited number of tickets and once they're gone, they're GONE! If tickets are still available the day of the festival, they will also be sold at the gate. Do you really want to risk it?

What should I bring?

ID: If you plan on sampling beer, **don't forget your ID!** You must be 21 years of age or older and provide either a VALID driver's license with a photo from any state; a current passport; a DMV Identification card; or a military card. The state identification card and/or the military card must bear a picture of the person, the person's name, address, date of birth, a physical description and the signature of the person.

Blanket/Chair: The festival will be held outside on the grass so feel free to bring folding chairs and blankets to sit and enjoy the live entertainment.

What should I NOT BRING?

Pets – We're sorry, but we cannot allow pets inside of the festival. We are sad too, our dogs rock, but those are the park rules!

Cigarettes, electronic cigarettes and/or cigars...well, at least not inside the festival.

No coolers or backpacks. Not everyone is as honest as you are!

Beer Glasses from previous beer festivals are NOT permitted.

Will my bag be checked at the gate?

Yes, all bags will be checked by festival staff before entering the festival.

What about food?

Food Trucks and vendors will be on-hand with food available for purchase during your session.

Will there be non-alcoholic beverages served at the festival?

Yes, there will be plenty of water available in the festival and some vendors may sell soda.

Where can I find parking?

Free parking in and around Swasey Parkway located off of Water Street. Free parking is also available in the municipal lot across from the police station and only a short walk away. Parking is also available at Main St School, 40 Main St, Exeter, NH 03833 as well as Lincoln Street School, 25 Lincoln St, Exeter, NH 03833. Please be safe and use a designated driver. If you need a cab please ask any Powder Keg Beer & Chili Festival staff or volunteer and we will help secure one. We promise!

How else can I get to Exeter?

Exeter is one of the many spots on the Downeaster Train. Exeter can be reached from Boston or Portland on this train. The Powder Keg is a short walk from the train station.

Is there a rain date?

NEVER! The Powder Keg Beer & Chili Festival is a rain or shine event but, you'll be having so much fun you probably won't even notice a little rain.

Thank you and...

Don't forget to show up 1/2 hour before your shift to check in.

Please Park in volunteer parking at the Exeter Parks and Recreation Department located on 32 Court St. or the Bungalow Club parking lot in front of the Blue Moon Evolution parking lot (about 15 spots).

Give yourself time to walk from parking to the fest.

Again, thank you for volunteering and have a great time at the PKBF. Cheers!

Questions? Contact Kim Lindquist at 603-969-7040 or Greg Bisson at 603-781-7904