



# 2022 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.

Volunteers are needed in the following areas:

Set Up Support, Vendor Support, Tent/Beer Support, Volunteer & Information Support, Admissions & Ticket Processing, Sanitation Waste and Trash (SWAT), and Break Down Support

**PLEASE NOTE: We will do our best to place you in the area/job for which you signed up, but you may be asked to fill in at a different spot during your shift based on the overall needs of the Festival at any given time. Thank you for your flexibility!**

## Set Up Support

SET UP TEAM CAPTAIN: David Tovey

**Set Up Support:** These volunteers will be asked to arrive early and assist with setting up the festival (tents, check in lines, etc).

## Vendor Support

VENDOR TEAM CAPTAIN: Kim Lindquist

**Parking Assistants:** These volunteers will be asked to 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.

**Vendor Ambassadors:** 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.

## Tent/Beer Support

### 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.

**Ice Runners:** Volunteers in this position must be able to lift heavy items. This position will help to bring ice to the booths.

**Keg Runners:** Volunteers in this position must be able to lift heavy items. This position will help to bring kegs and stock to the booths and assist in moving kegs to vendor's locations at delivery.

## Information & Volunteers

### Information & Volunteers TEAM CAPTAIN: Jennifer Wheeler

**Greeters & Line Control:** These volunteers MUST be outgoing, cheerful, talkative, extroverted and knowledgeable about the event. Positioned at the head of the admission line to facilitate smooth processing of the line. Answering questions while attendees are waiting to enter, and 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)

**Information/Ticket Booth/Merchandise Sales:** 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. Volunteers will also be handing out commemorative pint glasses that have been pre-purchased by attendees and selling any remaining glasses to support the festival. 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.

**Volunteer Support:** These volunteers will assist with dispatching other 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 should be familiar with the event and worked in the past.

## Admissions/Ticket Processing Support

### Admissions TEAM CAPTAIN: Tara Barker (and Beerfest.com Staff on Site)

**Ticket Scanner:** Using the Beerfest scanners these volunteers will scan tickets from the patrons in line.

**ID Checker:** This Volunteer will check ID's of the patrons coming into the Powder Keg. Patrons must have been born by 10-02-2001 in order to drink at the event. )

**Bag Checker:** These volunteers will check any bags coming into the event for any prohibited items. Weapons or Alcohol.

**Wristbands:** Assist patrons putting on their wristbands once their ID's have been checked.

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

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

**S.W.A.T. (Public Works):** 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.

## Break Down

### BREAK DOWN TEAM CAPTAIN: Exeter Parks & Rec Staff

These volunteers will assist as needed in breaking down and cleaning up after the Festival.

## Frequently Asked Questions

### **When is the 2022 Exeter Powder Keg Beer Festival?**

The 2022 Exeter Powder Keg Beer Festival will be held Saturday, October 1, 2022 from 12:00 – 5:00 p.m. in Swasey Parkway, Exeter, NH. The festival will be broken up into 2 sessions: 12:00am-2:00pm and 3:00-5:00pm.

### **How much are tickets?**

General Admission Tickets are \$35 and include unlimited beer and chili samples (while supplies last), and live entertainment. Any remaining tickets will be sold the day of the event for \$45. 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?**

Chili will be available, while supplies last. 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 non-alcoholic beverages and water available in the festival. Some vendors may also 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  
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 Jennifer Wheeler at 603-770-8104 or Greg Bisson at 603-781-7904