

**MCAS BEAUFORT 2011 AIR SHOW  
VOLUNTEERS  
RULES AND REGULATIONS**

1. Volunteers shall be present in their assigned booths from 8:00 until 4:30 each day or until the Air Show has concluded.
2. Volunteers must wear hats, shirts with sleeves and no open-toed shoes.
3. Designated non-food booth Volunteers will receive \$10.00 in food tickets per show for each volunteer *required* by the supplier to staff the concession (i.e., beer booth requires six (6) volunteers, they will receive six (6) \$10.00 in food tickets (\$60.00 value)).
4. Parking passes will be issued for the amount of people required to staff the booth only - NO EXCEPTIONS!
5. Absolutely no beer is to be consumed by booth volunteers or free beer given away to anyone at any time. Violators will be asked to leave and NO MONIES will be awarded to the unit they are attached to.
6. No smoking is allowed in the booths.
7. Volunteers are required to help with booth set-up and breakdown.
8. Booth supervisors and alternates are responsible for product signed for. If inventory figures do not match cash sales, organizations will be charged.
9. Booth supervisor or alternate must sign in with the MCCS Volunteer Check-in (located at the MCCS Compound on each Air Show day). ID card required.
10. Only two (2) people, the Booth supervisor and alternate, will be allowed access to the cash room area. ID cards will be required to pick up change funds. State the name of your command/organization and request by booth or cart number. Sign the "Cash Count Sheet".
11. Change funds, deposit slips and moneybags can be picked up after 7:30 from the cash room at the MCCS compound each morning.

12. Staff changes of entire staff during the event day are not permitted. Booth supervisor and alternate must be present for the entire event day. Relieve and retrain at a rate of two volunteers per two hours if changes are unavoidable.
13. Booth supervisor and alternate listing for each day need to be submitted to Volunteer Coordinator.
14. Upon completion of the final day of the event, booth/cart labor will not be permitted to leave until closing procedures section of the Operating Procedure Guide have been satisfactorily completed. The Vendor Supervisor will inspect and approve each location to ensure compliance to these guidelines.
15. Squadrons/Units or organizations need to provide the exact number of staff (as required by vendor) needed to safely and properly operate the booth location and menu. Shortages will not be tolerated and can result in either financial penalties or forfeiture of the booth and options for future events.

**MANDATORY training for all booth supervisors and alternates will be held the week prior to the event at the MCAS Theater.  
Failure to attend this mandatory training will result in loss of booth.**