

May Show Parking Duties and Checklist:

The most important qualification for this job is the ability to keep track of details and to maintain accurate documentation.

Check the parking and indoor grooming space application in the catalogue before the premium is submitted for publication to be sure the application is up-to-date and contains no inaccuracies or typos

Receive applications and payment (checks or money orders or cash) for camping spaces on the show grounds and indoor grooming spaces in the Kiwanis building

Promptly acknowledge receipt of application and payment via an email message to the sender

Promptly depositing monies in the TVKC May Show Account at McKinley Bank. Complete deposit form and provide form and deposit receipt to May Show Chair

Walk around the grounds a few weeks before the show with the Fairgrounds facilities manager and Ron Davis (who numbers the camping spaces) to see whether any spaces are not usable that year (because of, for example, flooding)

7-10 days before the show, assign final camping space and indoor grooming space numbers and sending the number(s) via email to the person who requested the space(s), along with a map of the camping spaces and/or a map of the indoor grooming spaces attached to the email message

On Thursday evening before the show (during Borealis building setup), or on Friday morning before exhibitors enter the show grounds (whichever is convenient), mark and number the indoor grooming spaces in the Kiwanis building

Be available as exhibitors arrive in case of questions or problems