



# **2022 VOLUNTEER HANDBOOK**

## **ANN ARBOR STREET ART FAIR, THE ORIGINAL**

THURSDAY JULY 21<sup>ST</sup> 10AM – 9PM  
FRIDAY JULY 22<sup>ND</sup> 10AM – 9PM  
SATURDAY JULY 23<sup>RD</sup> 10AM – 8PM

**VOLUNTEERS COORDINATOR: MARCEY TERRIEN**  
**CELL: 480-833-7019**



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## I. INTRODUCTION

### A. GREETINGS

Welcome to the team! Staff, Artists and Volunteers of the Ann Arbor Street Art Fair, the Original, all work together to continue the 60-plus years of tradition of presenting art to our community. However, *VOLUNTEERS* are the face of the Art Fair and you play a vital role. Only a few of the hundreds of thousands of visitors to the Art Fair will interact with the year-round staff, but they *will* interact with you. Simply by being courteous and helpful, you will help visitors remember a good time at the Art Fair.

This handbook is meant to give you a basic understanding of the Street Art Fair and your responsibilities as a Volunteer so you can be confident in your role. Please do not hesitate to ask any questions not addressed in the handbook.

### B. ABOUT THE STREET ART FAIR

Established in 1960, the Ann Arbor Street Art Fair is the original of the three award-winning fairs that make up the Ann Arbor Art Fair:

- \* Ann Arbor Street Art Fair, the Original (1960)
- \* State Street Art Fair (1967)
- \* Ann Arbor Summer Art Fair (1970)

Together, the fairs attract nearly 400,000 visitors from across the nation. They are continually rated as the best in the country.

The Original Art Fair is a 501(c)(3) non-profit arts organization. Our mission is to increase public knowledge and appreciation for contemporary fine arts and fine crafts by creating opportunities that connect artists, the Ann Arbor community and the general public in a mutually beneficial way, including a top quality juried street art fair

The 2022 Street Art Fair is located on North University, E. Washington and Ingalls Mall on the University of Michigan campus. It's surrounded by beautifully landscaped walks and stately architecture, including the landmark Hill Auditorium.

There are 195 artists participating in the 2022 Street Art Fair. The mobile responsive website: [theannarborartfair.com](http://theannarborartfair.com) has links to the artists in all three Fairs.

**C. WHO'S WHO (by shirt color)**

**BLUE – Staff**

Matthew Eggers	Event Intern
Don Gordon	Business Manager
Angela Kline	Executive Director
Jeffrey Beyersdorf	Operations Supervisor
Mo Riley	Artist Coordinator
Marcey Terrien	Volunteers Coordinator

**DESERT SAND – Volunteers**

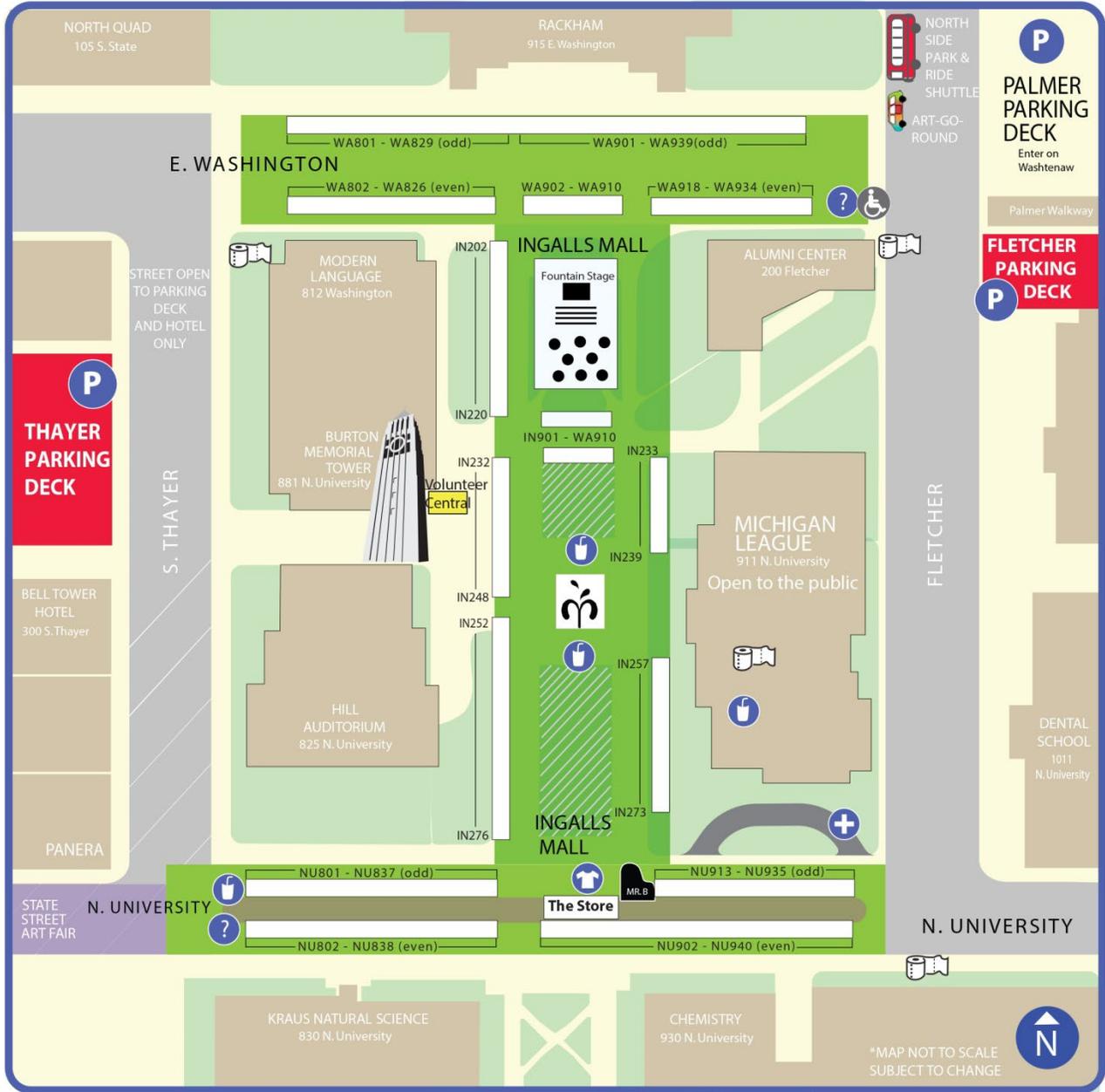
**LIME GREEN – Operations Crew Members**

II. WORKING AT THE ART FAIR  
 A. MAP (see shared screen)



**63rd ANNUAL**  
**ANN ARBOR STREET ART FAIR, THE ORIGINAL**  
**VISITORS' MAP**

July 21-23, 2022 • TH- FRI 10am-9pm SAT 10am-8pm



**LEGEND**

artist booth	wheelchairs	food & beverages
parking	information	souvenirs
souvenirs	HVA first aid	restrooms

**PLUS!**

- + Mr. B's Boogie-Woogie Piano Lounge
- + Music & Dance Performances at the Fountain Stage
- + Food Trucks & Table Seating

Complete schedule at [artfair.org](http://artfair.org)

## B. VOLUNTEER POSITIONS - Art Fair

When you replace someone, *please ask about the position's details.*

1. **Artist Hospitality Tent** - Volunteers are responsible for keeping food and beverages stocked for artists and sponsors as well as maintaining a neat appearance in the tent. At the end of the Fair, Volunteers will help pack up supplies and clean up the area.
2. **Greeter / Barricade** – Volunteers greet fair-goers, verify credentials to access the Art Fair site, assist guest when loading new purchase, answer questions & redirect traffic as appropriate. Friendly folks welcome!
3. **Boothsitter** – Volunteers watch a booth so the Artist can take a break, checking with each Artist to see how he/she wants to handle questions or potential buyers. Upon arrival at Volunteer Central, Volunteers are given a schedule with Booth ID numbers and times. Artist breaks are scheduled in 30-minute increments. It's important to have a team of boothsitters available to deploy as needed for unexpected requests. When not on assignment, boothsitters check with Volunteers Coordinator, then circulate the Art Fair to offer quick breaks, water, etc. to the Artists. Artists will love you!
4. **Floater / Runner** – Floaters are assigned to cover shifts as needed due to unforeseen circumstances. A great spot for an easy-going, flexible Volunteer.
5. **Information Booth @ North University** - Volunteers are the answer-people for Visitors. Clear and friendly information from people who know their way around Ann Arbor helps make Visitors feel welcome.
6. **Information Booth @ Washington Street / Wheelchair** - Volunteers are the answer-people for Visitors. Clear and friendly information from people who know their way around Ann Arbor helps make Visitors feel welcome. Volunteers also monitor check-out & check-in procedures for complimentary wheelchairs to guests. As needed, Volunteers monitor access at Fletcher St barricade.
7. **Site Set-Up** – Following directions from Operations Manager, Volunteers help prepare, set up arrange tables, chairs, signs, etc.

8. **Site Tear-Down** – Volunteers help stack chairs, fold tables, load truck going to storage and any other tasks necessary to restore order to Ingalls Mall.
9. **The Store** – Volunteers help sell Art Fair merchandise and posters and help maintain The Store’s neat appearance. Volunteers do not handle money. At the end of Art Fair, Volunteers help pack up supplies and clean up the area.
10. **The Store (Set-Up)** – Volunteers help unpack, sort, assemble and set up The Store on the day before Art Fair.
11. **The Store (Tear-Down)** – At the end of Art Fair, Volunteers help pack up supplies and clean up the area.
12. **Volunteer Central Tent** – Volunteers assist staff in organizing Volunteer Central: check-in procedures, Volunteer Prize Drawing, replenish snacks, etc.

## C. SUPERVISION

All Volunteers must check in at the Volunteer Central Tent, located at the base of Burton Tower. Your assignment will be confirmed and you will receive more detailed instructions on your duties and location. After checking in, proceed to your location as follows:

- Most Volunteers will go directly to their assigned location to receive further information. *Please ask if information is not given to you.*
- **Boothsitters** will pick up their schedules and go to their assigned booths, *making sure to ask each artist how they would like their booth handled during their absence.*

If you have questions/concerns about any of your shifts, please ask Marcey before you go to your assignment. If you need assistance during your shift, there is always someone at the Volunteer Central Tent. Staff members also can guide you through your assignment.

***At the end of your shift, please communicate the details of your assignment to the Volunteer who replaces you. Remember also to check out at Volunteer Central.***

## D. ATTENDANCE & PROMPTNESS - GETTING THERE

Every shift has a start and end time. Please check in **on time** at Volunteer Central (at base of Burton Tower). There's an overlap in shifts to allow time to get to your assignment before the previous Volunteer leaves. This also helps communication and reassignment of positions if necessary. At the end of your shift, remember also to check **out** at Volunteer Central . . . and to learn if you're a Volunteer Award Drawing winner! (see page 11)

Downtown traffic in Ann Arbor is congested during Art Fair. Allow extra drive time. We recommend taking one of the Art Fair Parking Shuttles (see Brochure and map hand-out for details). If for any reason you cannot make a shift, or if you are running more than 15 minutes late or if you must cancel for illness or other reason, please call: **Marcey: 480-833-7019**

## E. DRESS CODE

You must wear your Volunteer shirt on every shift. This makes you easily visible to visitors and artists – and also recognized by other Volunteers as part of the team! Pending weather, if you wear long sleeves, please wear your Volunteer shirt *over* your other shirt.

Wear comfortable walking shoes. Volunteers are on their feet most of the day during the Art Fair – Be prepared! No one likes blisters!

There is no storage for personal items; please keep belongings with you. We suggest a fanny pack or small sling-style bag rather than a purse. Pants with pockets are a good thing!

## F. VOLUNTEER PARKING

The best place to park is one of the remote parking lots: Briarwood Mall or Huron High School (see Q&A page 10). The Art Fair gives you a complimentary round-trip parking shuttle voucher for each day you work. *Please contact Marcey* ([volunteers@artfair.org](mailto:volunteers@artfair.org)) to make arrangements if you will need a voucher for your first day.

## G. RADIOS

A few positions may require use of a two-way radio. Radios are simple to use, but require specific instruction to use properly. Please make sure you tell Marcey or the person you are replacing that you need instructions.

## H. ART FAIR PUBLICATIONS

Whatever your assignment, as a Volunteer and as the “face of the Art Fair,” you’ll be fielding plenty of questions from visitors. You won’t have to answer all of these questions off the top of your head, but you should know where to find the answers. Your greatest source for Art Fair information is available in print at any of the Information Booths or on line:

1. **Map of all three Fairs**
2. **List of all artists in the three Fairs**
3. **Street Art Fair Map and Directory**

This 8-1/2 x 11 map is specific to the artists and layout of the *Street Art Fair*. It contains a map with booth IDs on one side and the Artist Directory on the other side.

If you are asked a question and don’t know the answer, suggest the visitor pick up one of these publications, available at both Information Booths: North University at Thayer and at E. Washington at Fletcher.

4. **The Ann Arbor Art Fair Website**

This mobile-responsive website offers a wealth of information on all three Fairs. If a visitor has a Smartphone, please suggest they use this feature: <https://www.theannarborartfair.com> If you have a smartphone that you’re willing to use for the cause, please do so!

## III. EMERGENCY INFORMATION

### A. WEATHER

In the event of severe weather, emergency warnings will be issued by City and County officials. If a tornado siren sounds, everyone (visitors, artists, volunteers and staff) is advised to seek shelter. Please help direct others to areas before seeking shelter yourself. *Our three shelters are:*

***Thayer Parking Structure, underground level***

***Fletcher Parking Structure, underground level***

***Michigan League, basement level***

## **B. MEDICAL -- 911**

**Call 911 . . .** immediately for any medical situation at the Art Fair. First responders on bicycles will be dispatched specifically within Art Fair via the 911 emergency system.

**KNOW YOUR LOCATION** when placing an emergency call. Booth numbers coordinate with traditional house or business addresses. Booth numbers use a 2-letter preface code for the street, followed by a number for the individual booth. Also like house numbers, the Booth numbers are assigned according to the side of the street:

**EVEN = South & West**

**ODD = North & East**

The Street Art Fair street codes are as follows:

**NU = North University Avenue**

**IN = Ingalls Mall**

**WA = Washington Street**

All Booth numbers are printed on green cards and are visibly attached to the front and rear of each booth. If you are in sight of that Booth number, tell the dispatcher. Otherwise, try to identify the street or any significant nearby building. Stay with the person until help arrives. Then go immediately to Volunteer Central to alert staff of the incident.

If a visitor needs a band-aid or obviously minor attention, send him/her to the HVA command post at the corner of North University and Fletcher.

## **C. MISSING CHILDREN -- 911**

**Call 911 . . .** to report a child who appears to be lost. Stay with the child and provide comfort. The child may be wearing a safety wristband with the parent/caretaker cell number on the inside. Please wait for a Police Officer, who must be present during reunification and remove the wristband. You may be asked to go to an Information Booth to provide a meeting point for the parent/caretaker.

## D. OTHER EMERGENCIES -- 911

**Call 911.**      *Do not hesitate or try to make a judgment.*      **Call 911**

**\* \* \* WHEN IN DOUBT -- CALL 911 \* \* \***

## E. LOST & FOUND

During Art Fair hours, Lost & Found is at the Information Booth on North University @ Thayer. Unclaimed items are returned to the Art Fair office.

## F. WHEELCHAIRS

Wheelchairs are available on loan to Art Fair visitors. Visitors may check out a wheelchair at the Information Booth located at E. Washington & Fletcher. All wheelchairs must be returned to the Information Booth by 8:30 p.m. Thursday-Friday, and by 7:30 p.m. on Saturday

## IV. ART FAIR WRAP-UP

When you wear the Volunteer t-shirt, you become a representative of the Art Fair. Following are some common questions to expect:

### A. FREQUENTLY ASKED QUESTIONS

**NOTE:** *There are two modes of transportation: a Parking Shuttle Bus which takes visitors from each remote parking lot to designated stops at the combined Art Fair. In addition May Mobility is running four autonomous sedans under the name of "Art Go Round," making a stop at each Fair.*

**Q: Where can I catch the parking shuttle?**

**A:** *Two remote parking lots with shuttles to/from the Art Fair are located at:*

- **Briarwood Mall** -- *with stops at State & Madison and Main & William*
- **Huron High School** – *with stops at Washington & Fletcher and South University & Forest*

**Q: Where are the bathrooms?**

**A:** *Portable facilities at: Washington & Thayer, Washington & Fletcher; North University & Fletcher. Indoor facilities at the Michigan League*

**Q: Where can I find an ATM?**

**A:** *North University between State & Thayer just outside Panera (Comerica).*

**Q: I saw an artist in (newspaper/TV, etc.) but I can't remember his/her name?**

**A:** *Ask if they know any information (such as the artist's medium, hometown, what publication, etc.) to help identify/locate the artist.*

**Q: Can you help me find where I parked my car?**

**A:** *To jog the memory, ask the visitor to slowly recall where they first arrived at the Art Fair. Refer to the map for parking structure locations.*

**Q: Where is a good place to sit down and eat?**

**A:** *Fountain Stage Tent, The League, many local restaurants – or suggest one of your favorites!*

**Q: Is this the original art fair?**

**A:** *Yes it is -- now in its 63<sup>rd</sup> year! (In 2003 it moved from South University to its current location on Ingalls Mall.*

**Q: Where is Zingerman's?**

**A:** *422 Detroit Street (at E. Kingsley Street) in Kerrytown*

## **B. VOLUNTEER RECOGNITION**

We know you're here because you enjoy the Art Fair and want to give back to the community. **THANK YOU** for your donated time and energy! Check out our thanks via the **Volunteer Appreciation Drawing**, below. Also, see back pages of this Handbook for a special coupon offer!

### ***Volunteer Appreciation Drawing***

#### ***Directions:***

1. Your name will be entered at check-in at Volunteer Central.
2. Winner names are posted at check-out at Volunteer Central.
3. If you're a winner, claim your prize! Congratulations!

***Eligibility:*** *Must be Art Fair Volunteer. Limit one prize per Volunteer. You may enter once for every shift worked. If you win a prize your first shift, your name cannot be entered in any subsequent shifts.*

***Many thanks for the donations from local businesses who join us in thanking you for your time at Art Fair!***

*A New Path Financial  
Bellanina Day Spa  
Brown Jug  
Buffalo Wild Wings  
Dominick's*

*Good Time Charley's  
Knight's Downtown  
MDen  
PF Chang's  
Red Hawk Grill*

**FOOD DONATIONS**

*Buegger's Bagels  
Insomnia Cookies  
Trader Joe's*

**C. FINAL TIPS FOR VOLUNTEERS**

**Be Informed.**

When you wear a Volunteer shirt, visitors will come to YOU for information. Check the web site (artfair.org) before you get to the Art Fair to learn as much as you can. Visit [www.theannarborartfair.com](http://www.theannarborartfair.com) for more information on all three fairs.

**Drink Plenty of Water.**

Water is available at Volunteer Central and at the the hydrant on North University. You're encouraged to bring your own water bottle for refills!

**Dress for the Weather.**

Wear sunscreen and bring sunglasses if it's bright. Bring a poncho or umbrella in case of rain.

Weather-appropriate clothing makes for a happy Volunteer. In the unlikely event of cooler weather, please keep your Volunteer t-shirt visible by wearing it over your warmer top.

**Relax & Enjoy.**

Once you complete your shift, you're invited to sit and relax at Volunteer Central. Enjoy a snack while you swap stories with other Volunteers.

**Have Fun & Thank You!**

You're helping art to thrive in our community – YEA!!!  
The Art Fair wouldn't be the same without YOU!

**A BIG thanks to Underground Printing**

**who has our *BACKS* !!!**





VOLUNTEER CHECK-IN:

# Volunteer Central

(at base of Burton Tower)

**VOLUNTEERS COORDINATOR**

**MARCEY TERRIEN**

**CELL: 480-833-7019**