

Merchant Mall Coordinator Job Description

The Chairperson for the merchant mall handles all aspects of the mall before and during the show. It also serves as a conduit of information from the silent auction, program, and door prize committees to the merchants.

This position requires substantial amounts of writing, record keeping, coordination with multiple chairpersons, telephone and email contact with merchants, and the handling of money.

Before the Show

1. This position begins in August when the first wave of invitations are sent to the affiliate members in good standing as of August 1st deadline and merchants that participated in the previous year's show. A second group of invitations are sent afterward to other potential leads. The packet sent includes an invitation, application, and booth location maps.
2. Applications are processed and monies are deposited with the show treasurer.
3. A confirmation packet is sent containing the merchant's booth number and all pertinent show information when all or a substantial amount of booths have been sold.
4. Be available to answer all questions concerning the show that the merchants may have.

Show Time

- **Thursday**-Work with volunteers to measure and tape the floor to denote booth spaces.
- **Friday**-Work with volunteers to register merchants.
- **Saturday and Sunday**-Work with volunteers to help merchants with any problems, offer bathroom breaks, deliver lunches, give out pie on Sunday afternoon, pick up end of show paperwork, and work with the fairground employees with the move out process

Conduit of Information

Collect written information from the silent auction, program and door prize chairpersons that are relevant to their committee's needs and include them in the merchant information packets.