



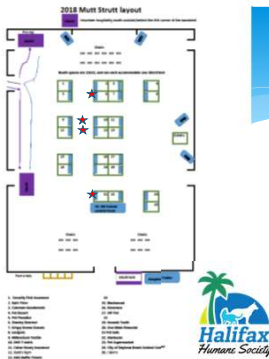
Arrival and parking

- Park at the Ocean Center parking garage – they have \$5 per day rates for us
- **CHECK IN AT THE VOLUNTEER TENT!**
- **Your badge will be at the tent**
- We will have a volunteer hospitality tent/break area this year, behind the band shell . There will be some donuts there – please feel free to bring items to share. If you bring your own chairs for the break area, please make sure you have your name on them.



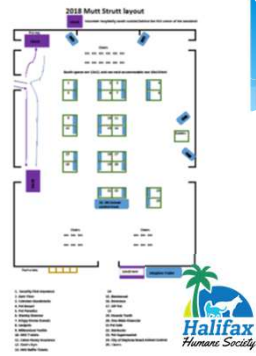
Set up

- Set up begins at 6 a.m.
- Please take a map –
- Each booth area gets a table and two chairs.
- Pre-registration gets 3 tables and 8 chairs
- Registration gets 2 tables and 8 chairs
- These numbers could change!
- The four starred areas are HHS booths: T-shirt sales, raffle and drink tickets, Krispy Kreme and Starbucks. They need our pop-up tents set up – Jen will bring
- The adoption booth area will also get a large tent, and a table and two chairs



Set up

- Signage will need to be placed – a map will be available on the day-of
- Dog splash area need to be set up and the pools filled
- Chairs at the front and back for folks to rest
- Dog water pans set up at every other booth
- The water will need to be checked and refilled through the event
- The dog pools may need to be dumped and refilled at least once



Set up – Vendor concierge

- Set up begins at 6 a.m.
- Vendors will drop off their stuff.
- Several people will take their stuff to their booth number so that the vendor can go park. See next slide for vendor instructions.



VENDOR SET UP 6 a.m. to 7 a.m. Saturday, April 28



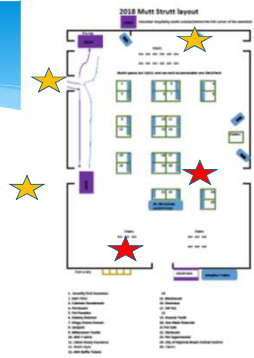
VENDOR SET UP:
Concierge services – drop and park 6 a.m. – 7 a.m.
Follow the arrows to get in. Turn EAST onto the Oak Street ramp, and drive through the Woodburn Ocean Walk Tunnel. Go around the NORTH side of the bandshell. Turn right to go SOUTH once you are at the far east segment of the bandshell.
At the first entrance, stop!
Give the Mutt Volunteer your vendor number.
Unload your stuff, and LEAVE it with the volunteer. (Please bring a wagon or cart if you have one.)
The volunteers will take your stuff to your booth area.

★ Pull up to the wallways south of the bandshell and make a three-point turn – go up the way you came in.
Park at Ocean Center Parking Garage – \$5 for the day.
Volunteers will place your stuff at your table.
DO NOT DRIFT IN THE GRASS! (OH LARRY!) Only one car at a time can pull in, and if you stay, you block everyone up. Drop your stuff and go park. Our volunteers will put your equipment at your booth so you can set up after you park.
We provide a table and two chairs. You don't need to bring those, but you should bring your own tent, hotpot, and other supplies.
Questions or concerns? Help call 360-804-6369 – 360.



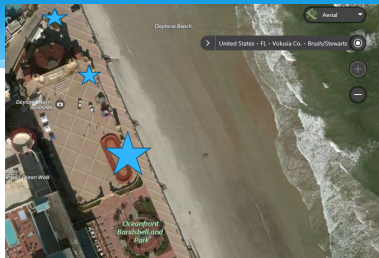
Security and water

- * Cases of water will be delivered to the main exit points with red stars. Security at those points will hand a water bottle to each person exiting the marketplace at the start time.
- * Security or registration assistance is needed at all access points, to make sure that only folks with a lanyard or wristband access the area
- * Guest need to stay in the marketplace until 9 a.m., when our Grand Marshal tells everyone to go down to the beach



Beach set up

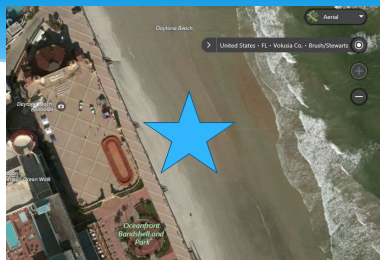
- * At 8 a.m. the beach team will meet beach patrol and set up three points:
- * Start/Finish line
- * Midway water station
- * Turn-around point/water station



NOT TO SCALE! STARS ARE IN ARBITRARY POSITIONS – JUST FOR VISUAL PURPOSES

Starting the race

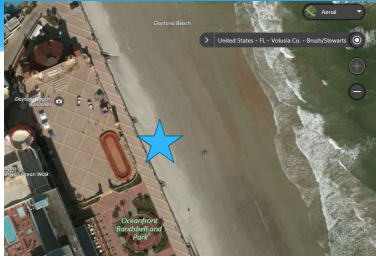
- * When the Grand Marshal says “head to the beach” everyone BUT registration should head to the start line.
- * WE are the start line this year!
- * Please bring pom-poms or flags to wave if you have them



NOT TO SCALE! STARS ARE IN ARBITRARY POSITIONS – JUST FOR VISUAL PURPOSES

Ending the race

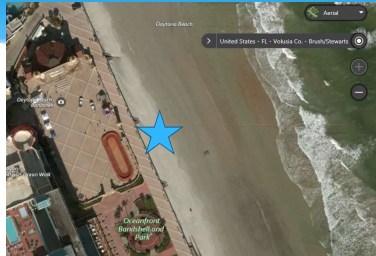
- * One volunteer needs to be the judge
- * The judge writes the name of the first place male and first place female on the certificates when they get back.
- * The judge also marks and confirms the last place person.



NOT TO SCALE! STARS ARE IN ARBITRARY POSITIONS – JUST FOR VISUAL PURPOSES

Ending the race

- * When the last run/walker has done the course, the team needs to get the truck and load up all of the supplies.
- * A clean-up team needs to check the beach – A FEW TIMES – for trash and waste.



NOT TO SCALE! STARS ARE IN ARBITRARY POSITIONS – JUST FOR VISUAL PURPOSES

Pre-registration:

- * Pre-registrations have a waiver on the front. The waiver should get signed and returned.
 - * In the General Admission package:
 - * Wristband.
 - * In the **Registration** package:
 - * Wristband
 - * White drink ticket
 - * Red raffle ticket
 - * T-shirt
- Runners should take the tickets to the HHS booth for a Gatorade, and to enter the raffles – we have GREAT prizes!
- If the runners come wearing the wristband with the waiver signed, take the waiver and direct them to our booths for their Gatorade and Raffle. (This is ideal, as we had a chance for them to come do early-pickup)

On-site registration:

- Greeters with Clipboards will meet guests before they get to registration, and have them sign a waiver.
- Guests take the waiver to the registration table to pay
 - General admission costs \$10, and gets a wristband
 - Registration packages cost \$30 and get:
 - Wristband
 - White drink ticket
 - Red raffle ticket
 - Blue T-shirt ticket – WE CANNOT GUARANTEE SIZES
- Runners should go FAST to the t-shirt booth to redeem their t-shirt ticket. Then to the HHS booth for a Gatorade, and to enter the raffles we have GREAT prizes!



On-site registration:

- We take cash and credit card.
- If a runner pays cash, make change from the cash box
- See square training slides to run a card




Square training

* PAYMENT PROCESSING

- Square allows you to quickly swipe payment cards on a mobile device. The Square magstripe reader is compatible with the latest version of the Square app on any supported device. We provide the square and a tablet, but feel free to download the app to your personal device for the ability to get familiar with the program, especially if you would prefer to use your own device during an event. (We provide wi-fi so you are do not have to use your data.)

1. Open the Square app on your device and select Guest at the login screen. Firmly plug the card reader into the device's headset jack until you hear a click. You may have to remove your device case or cover to fully connect the reader, if using your personal device.


Square training



2.

At the login screen, select Guest.

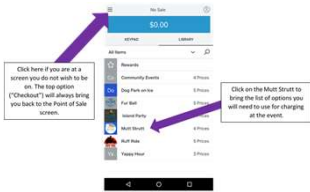





Square training

3.

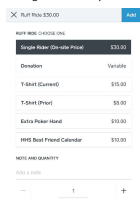
You have now arrived at the Point of Sale home screen:






Square training

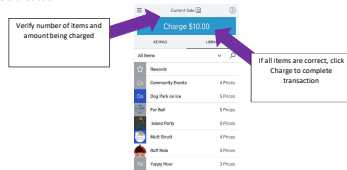
•Add item(s) to the order by selecting the necessary item and adjusting the quantity as needed:





Square training

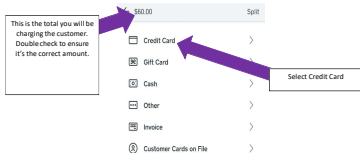
After adding item(s) you will be brought back to the Point of Sale home screen. You'll notice at the top you'll have a count of items in the sale, as well as a total amount to charge. If you need to add more items, add them now. If your total Charge amount is correct, proceed to finish the transaction.



Square training

•Double check your amount to be charged, and select credit card to process the transaction.

DO NOT USE CASH OPTION...we will NOT receive any money if this is selected





Square training

Complete transaction by sliding card through the square. If you slide the card and nothing happens, you may be sliding it in the wrong direction. If you slide the card and you receive an error screen that the card was unable to be read, please slide the card again. At last resort you may manually enter the card information. Please keep in mind we have higher fees associated with manually entered card charges so if you can use the reader, the animals would appreciate it! ☺



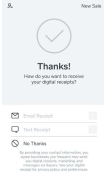
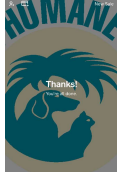

Square training

Have the customer sign anywhere on the screen, then click continue.

Square training

•You will see one of the following two screens. If you see the first screen, ask the customer how they would prefer an e-mail or text receipt. If e-mail or text, give them the device to fill out their information. If they do not prefer a receipt, simply thank them and click No Thanks. If you see the second screen, they have used a square in the past and the receipt will be sent the same way it was historically.

Booth work

- * For T-shirts
 - * We will have two racks – 2018 shirts cost \$15; sweatshirts \$30
 - * All other shirts will cost \$8
 - * Use the square to take money.
- * For the raffle/drink booth
 - * Cash only!
 - * **SELL RED TICKETS! MAKE LOTS OF MONEY!**
 - * If someone gives you a white ticket, give him or her a Gatorade
 - * **THEN SELL THEM A RED TICKET!**

