

**Position Title:** Winter Conference Exhibitor Greeter

**Supervisor:** Committee Chair

**Location:** North Central Woodland Owners Conference

**Purpose:** Prepare exhibit hall and greet exhibitors as they arrive to ensure they feel welcomed and appreciated

**Duties & Responsibilities:**

- Seek out and invite exhibitors who would be relevant and interesting to members
- Label exhibit tables
- Welcome exhibitors and show them to their space
- Ensure speakers who have requested an exhibit table, have one beforehand

**Qualifications & Skills:**

- Organized and reliable
- Professional work ethic
- Good people skills
- Friendly, welcoming, and positive attitude

**Length of commitment:** one-time event

**Days/times volunteer is required:** Fall planning meeting, post meeting follow up, and conference (2nd Saturday in February)

**Benefits to the volunteer:** Meet exhibitors firsthand and help connect attendees with exhibitors who may be good resources for them

**Training provided or other details:** As needed and the day of for set up