

## Event Management & Planning Volunteer Terms and Conditions

The following terms and conditions, enforced by Event Management & Planning (EMP), determine the regulations and circumstances under which volunteers may work at an EMP event. A breach of these guidelines may result in immediate ejection from the event and terminated from the EMP Volunteer Database.

All volunteers participating at an EMP event understand they do so in a volunteer capacity and will not receive any payment in return.

All volunteers must attend a volunteers meeting held by EMP before the event date for each event they are volunteering at.

Completing the Volunteer application form will able you to join the EMP Volunteer Database however will not entitle you to volunteer at EMP events. Before an EMP event an email will be sent to applicants on the database it is up to each applicant to nominate volunteering at that event. Applicants will receive an email confirming if they have successfully been selected to volunteer at that event.

Event Management & Planning or any company or department associated with an EMP event accepts no liability or responsibility for loss, theft, damage or personal injury of any kind suffered by any volunteer who enters the event area. All volunteers participate at Event Management & Planning events at their own risk. At each EMP event an area will be provided for volunteers for their personal belongings, however Event Management & Planning or any company or department associated with the event takes no responsibility or liability for any loss or damage to personal belongings.

Volunteers must follow all directions from EMP Management. Volunteers agree that, at any time while at an EMP event, they will respond cooperatively to any direction given by EMP Management and security.

Volunteers are asked to present positive messages about EMP events and any sponsors associated with an event and their experiences at an event on social media platforms. Negative comments or airing of grievances with Management on social media will result in immediate termination from an event and the Volunteer Database. All grievances can be resolved professionally by other means.

At events Volunteers will not cause any damage, make alterations or additions of any nature to, or carry out any works of any nature to equipment supplied to the event. If any such damage is caused, the costs of any repairs, making good or replacement are borne by the volunteer.

EMP events are a safe place for all stallholders/food trucks, visitors, staff, volunteers and contractors to work, to trade and to visit. Unacceptable behaviour will not be tolerated. EMP seeks to maintain a fun environment for all.

Volunteers will ensure that nothing is done at any EMP event which is illegal, obscene, offensive, dangerous or otherwise creates a nuisance or causes damage, disturbance, annoyance, injury or obstruction to any owner, occupier or user of any nearby land or premises.

Volunteers must not bring, or permit to be brought into any EMP event, anything which may be or become offensive or dangerous, or do anything which, in Management's opinion, may cause annoyance or offence or may constitute a danger to members of the public, vendors or other volunteers.

EMP asks that volunteers treat others with respect, and as they would like to be treated in all their dealings at any event. EMP has a zero tolerance for conflict. Conflict will not be tolerated between volunteers and event visitors, retailers, event management, other volunteers and stallholders/food trucks.

Management will not accept verbal abuse (swearing) at event staff, volunteers, security, visitors or stallholders/food trucks. Physical abuse is not acceptable behaviour under any circumstances. There is no warning system in place for breaching these conditions at any event. If you are found in breach of either of these two conditions, your participation in the event will be terminated immediately and removal from the EMP Volunteer Database.

EMP Management will allocate jobs to each volunteer and provide volunteers with a roster for the event day. Volunteers can only be assigned to the children's areas at events if they have a current children's clearance certificate.

Volunteers will be allocated a variety of jobs at events including but not limited to: surveying attendees; rubbish and cleaning duties; providing information; vendor liaising; promotions; setting and packing up of event sites.

If, on the day of an event, it is brought to the attention of Management that a volunteer is not providing a high-quality service in the area they have been assigned, they will be assigned to another area or asked to leave.

More detailed guidelines for each EMP event will be provided to Volunteers before the event takes place.

EMP's main goal is for everyone to have fun – this includes volunteers.