



## Merchandise Tent Instructions

**Merchandise Tent Attendant Task:** under guidance of Team Leader, display and sell merchandise to riders and guests

**Merchandise Tent Crew** – Ready to receive riders by 1:30pm!

### Instructions for AFTER the truck is unloaded:

- 10 x 10 tent will be assembled by Tent Team

### After all tents are set up

1. Take direction from Team Leader
2. Help set up **3 8' tables** and set out merchandise and information
  - a. Unload box of supplies (e.g. zip-ties, pens scissors, tape)
  - b. Set out Flags and Cowbells for spectators and volunteers
  - c. *Volunteer T-shirts*: for people who need to pick up
3. Sell merchandise according to **Sales Procedures**
  - a. See price sheets
  - b. Add sales tax to non-clothing items
    1. See tax cheat sheet
  - c. Make correct change
  - d. Take CC – **Use Square** or CC Form (as backup)/ **STAPLE CC SLIP TO CORRESPONDING SALES SLIP!**
    1. Complete Sales slip with purchaser's information including name, address and telephone number
  - e. All Sales slips should capture important information
    - (i) Size, style, quantity
    - (ii) Member or non-member price
    - (iii) Personal Checks must have license and phone #

#### For display:

ANNUAL REPORTS

MEMBERSHIP FORMS

VOLUNTEER OPPORTUNITIES /  
APPLICATIONS

BUMPER STICKERS

MERCHANDISE

**Rider Prizes:** If the Rider tent runs out of prizes, they will get more at the merchandise table. **Keep an organized list of what is taken for prizes**

### END of Day:

- 1) Take direction from Team leader
- 2) Put merchandise away into appropriate totes
- 3) Load merchandise and tables into allocated vehicles / Trailer

*Thank you for volunteering at the Buzzards Bay Watershed Ride!*