

**WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.  
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	<b>Flea Market</b>	COMMITTEE #:	<b>320</b>
RESPONSIBLE TO:	2nd Vice President	AREA:	III
EFFECTIVE DATE:	September 2019		

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**RESPONSIBILITY:**

Measure space, draw a floor plan of table set up, maintain a sign up list for tables. Inside Security will set up table and chairs. They will also be at the door to check badges and passes.

**COORDINATE WITH:**

Rally Manager, Sign Shop, Rally Arrival Team, Security

**SPACE ARRANGEMENT:**

Sufficient tables and chairs to accommodate the number of members signed up for the Flea Market

**EQUIPMENT NEEDED:**

Tables and chairs

**SUPPLIES NEEDED:**

Labels, signs, grid paper, blue masking tape, No. 2 pencils, 1 pair of scissors and extra-fine permanent markers.

**COMMITTEE REPORTS:**

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

**GENERAL OPERATING PROCEDURES:**

1. Recruit committee members to assist with setting up and coordinating the flea market activities.
2. Discuss with the Rally Manager the space allocated for the Flea Market.
3. Prepare a plan for the arrangement of tables and chairs and review with the Tables and Chair committee Chair.
4. Number the tables and prepare a diagram of the layout to be used for assigning tables to vendors.
5. Schedule committee members to staff table at Check In for Flea Market sign ups.
6. Give each vendor who signs up 2 stickers with table number on them.
7. Have a map at Check In showing the location of each table and number.
8. Contact Security or Rally Manager for date and time for unlocking doors.
9. Coordinate with Rally Arrival Team chair on assistance with traffic control for members to drop off items for the flea market.
10. Instruct Security on proper identification for vendors. Only persons with correct stickers / color dots are permitted into the area to unload goods. If handicapped, only one extra person permitted in with handicap person.
11. Measure each table **EXACTLY** in half and each vendor gets ½ of table unless otherwise designated on sign-up sheet.
12. Assign committee members to assist with loading and unloading of merchandise.
13. Provide a diagram of numbered tables to committee members to help the sellers find their tables. Each person is assured that he has a designated place and can set up without any problems.
14. Ensure that all vendors remove goods from Flea Market area at the end of the event.