

**WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME: **Trailer Display, New**
RESPONSIBLE TO: 3rd Vice President
EFFECTIVE DATE: February 2019

COMMITTEE #: **445**
AREA: 4

RESPONSIBILITY:

Coordinate space requirements and availability with the rally committee, rally site management and the Airstream Dealer. Provide Dealer with access to space and coordinate the display set up.

COORDINATE WITH:

Rally Manager, Fairgrounds operations manager, Airstream Dealer, Power/electric committee. Sign Shop, Rally Arrival Team, Traffic Control.

SPACE ARRANGEMENTS:

Outdoor or indoor area for trailer display with room for dealer displays. Coordinate the arrival and departure of the dealer trailers, coordinate space for the dealer to accept trade ins

EQUIPMENT NEEDED:

3 Tables and 6 chairs, power cords, barriers for entrance to the dealer display area (if required by the dealer).

SUPPLIES NEEDED:

Masking tape, marking paint, red flags, vests, and hats

COMMITTEE REPORTS:

Provide the Rally Committee Final Report including Cargo Inventory Report to Copy Center by day before end of rally.

GENERAL OPERATING PROCEDURES:

1. Develop with Rally Committee a space appropriate for display of approximately six to twelve new Airstream RVs
2. Coordinate provision of 120vac electrical for Airstreams in the display
3. Coordinate with the displaying dealer a plan for staging and placing the Airstreams.
4. Assist in arranging directional or warning signage appropriate to the display area.