

IAAPA Expo Volunteer Assistant Delegate Program

OBJECTIVE: The purpose of ACE's IAAPA Volunteer Assistant Delegate (VAD) is to provide an incentive and help reward ACE members who volunteer in service to the club throughout the year. **The VAD positions are unpaid with no reimbursement for travel or other expenses.** ACE will provide one (1) complimentary Expo Guest Pass based on the quantity made available to the club. Non-members are excluded from this program. ACE members who are not accepted by the VAD can register to attend the Expo at the IAAPA member rate (ACE is an IAAPA member) at <http://www.IAAPA.org> where additional information about the Expo is also available.

QUALIFICATIONS: To apply to attend the IAAPA Expo in Orlando as a Volunteer Assistant Delegate an ACE member should have a history of volunteering for the club throughout the previous year. Volunteers can fulfill this requirement by acting in local, regional or national positions or actively performing responsibilities in service to club members in any capacity. Writing for an ACE publication, submitting photos, assisting with an event or activity – whatever the individual has done to benefit the club qualifies a member. The member's successful history of volunteer service for the club is the primary prerequisite for acceptance as a part of the VAD.

MINORS: Children attending the Expo must be registered and wear a wristband at all times. Children of VAD participants 12 years of age must be registered in advance and collect wristband on-site to be admitted to the show floor. Children 13 years of age and older must either apply for the VAD program or pay the IAAPA registration fee. Children under 18 must be accompanied by an adult at all times within the Orange County Convention Center and are not allowed on the trade show floor during exhibitor move in or move out.

DUTIES: ACE members accepted into the VAD will be required to represent ACE to the industry at the IAAPA Expo in Orlando. When staffing the booth members will need to abide by the business casual dress code with an ACE logoed polo shirt and casual slacks preferred. Volunteer shifts at the Expo are normally 4 hours from Tuesday through Friday, and will be scheduled at the convenience of the volunteer. VAD participants are not permitted on the show floor before or after normal operating hours, however a limited number can help with setup on Sunday and tear down on Friday.

DELEGATES: Upon appointment from the Executive Committee, other ACE members attend the IAAPA Expo as the official delegation of the club. The VAD supplements the efforts of these individuals to help the official delegates perform their ACE duties while attending the Expo.

APPLICATIONS: Starting August 1, members can apply to be a part of the VAD by submitting a letter to the president detailing the resume of their ACE volunteer history during the past 12 months. In addition, the application should note the day(s) the applicant is available to help staff the ACE booth during the Expo. The application process will close on August 15. Acceptance decisions will be made on or before September 1.

DETERMINATION: ACE will attempt to provide as many opportunities as possible for our volunteers but a limited number of guest passes are available as determined by the IAAPA Expo committee. The review of the applicant qualifications and selection of successful candidates will be made by the President and will be presented to ACE's Executive Committee for approval. If additional positions are later made available these positions will be offered to qualified applicants not already accepted. The decision of the President is final.