

# SWAP MEET PROCEDURES

C.V.M.G. Barrie-Huron

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# SWAP MEET PROCEDURES: pg 1 of 3

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## **Committee Names: 5 People on committee to be elected by cvmg members:**

Chair of committee (to be elected by committee): -

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### **KYBO'S (portable Toilets):**

2 are needed: one for men one for women

Must be delivered and set up the day before Swap meet.

### **Name of volunteer looking after:**

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### **Order Date:**

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### **Under the Big Tent:**

-Selling of C.V.M.G. "T" shirts, Hats, Crests

-Voting slips for best bike showing

-Sign-up sheets with info on bike to show

Bike showings are on driving range "T-off"

-Any raffle tickets that may be for sale

Get all shirts and stuffs at least one week prior to swap meet.

### **Names of volunteers & Time**

8-9am

9-10am

10-11am

11-12

12-1pm

1-2pm

2-3pm

### **Pre cleanup of Concession stand:**

To be done day before swap meet

### **Names of volunteers:**

### **Set up for all club tents:**

To be done day before swap meet

### **Gate shall be set up day before:**

Kirk Rutherford has portable tent and table

Tent, table and chairs, 2 chairs if possible

### **Gate at morning of swap meet:**

-Money box with change and admission tickets

-form for voting for best of show bike

-To be a minimum of 2 volunteer's at one time

-Gate persons shall direct people where to park vehicles

### **Names of volunteers and Time:**

8-9am

9-10am

10-11am

11-12

### **Master of Ceremonies:**

Name:

Contact Info:

# SWAP MEET PROCEDURES Pg 2 of 3

## Gate at morning of swap meet Continued:

- Spectators will park along tree line at North side of property
- Vendors will be directed to George VanDyk who will show them where to park their trailer or car.
- Let people know about concession stand and location of toilets .

## Names of volunteers and Time:

- 12-1pm
- 1-2pm
- 2-3pm

## Advertising of Swap Meet:

- TV stations
- Radio stations
- Motorcycle shops, clubs or repair shops
- Store fronts
- Hydro Poles
- Bulletin boards
- Face Book
- Kijiji
- Factories or businesses

## Volunteer names:

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## SWAP MEET POSTERS TO BE MADE:

**Volunteer Name: order date /received**

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## DIRECTIONAL SIGNS TO SWAP MEET:

**Volunteer Name: order date /received**

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- 
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## BIKE INFORMATION SHOW TAGS: & Pipe cleaners:

**Volunteer Name: order date /received**

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- 
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## MEDALLIONS FOR BEST OF SHOW:

**Volunteer Name: order date /received**

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## Day before or early morning of swap meet

- Directional Signs to be put up to direct people to Swap Meet. To be put on hydro poles (or visible trees) with arrow on poster showing direction of swap meet.
- Block off driveway to Robbie's house with rope or chain

## Volunteer Names:

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## SWAP MEET PROCEDURES Pg 3 of 3

### **NO PARKING SIGNS on road**

To be put on both sides of road in front of Rob's

**Volunteer Names:**

### **CEREMONIAL RIDE OF VINTAGE BIKES:**

To take place in front of concession stand

Riders taking part please give a brief history of motorcycle on registration form.... to be than given to Master of Ceremonies

With someone speaking about motorcycle over PA system

Rider to leave bike in first gear while driving at max speed 15kmp

check to see if Robbie has PA system

### **REGISTRATION FORM FOR SHOW BIKE INFORMATION: Volunteer Name: order date / received**

(Form size 8.5" x 11.0")

Owners Name:

Restorer Name if needed:

Make:

Model:

Year:

Bike Number:

Small history of bike: (To be filled in by owner if doing ceremonial ride)

### **CLEAN UP AFTER SWAP MEET:**

Taking down of tents

Cleaning up of grounds

Signs to be removed ASAP

Whatever other help is needed by Rob Evans

**Volunteer Names:**

### **MONIES TO BE ALOTTED:**

Printing supplies for swap meet posters	\$50.00
Printing supplies for bike registration forms	\$50.00
Printing supplies for show bike tags	\$50.00
Supplies for directional signs	\$50.00
Kybo's (portable toilets)	\$200.00
Swap meet grounds preparation fund ie. Gasoline, equipment rental if needed	\$50.00
Medallions for best of show	\$50.00

One of the things that have to be done regarding the swap meet is to contact the national CVMG organization and get the forms to make this a duly sanctioned event. This brings with it some insurance coverage, etc. etc.

**SEE VOLUNTEER FORMS SEPARATE SHEETS**