

Dear Wonderful Volunteer:

Welcome to New Living Expo, April 24 – 26, 2009. As many of you know New Living Expo is an event that is almost entirely run by volunteer's, **thank you** for your great energy and for volunteering at this year' Expo. Enclosed please find your volunteer schedule. You can now fill out your emergency information online please go to the volunteer page of the website to do so. To access your online schedule you can go to the volunteer page, click edit your schedule – enter your e-mail address and the word password as the password. I will have blank Emergency Information forms available on site for those of you without internet access.

Please review your chosen volunteer schedule and let me know if you are unable to make any of your scheduled volunteer shifts. Your participation at this event is what makes it so wonderful.

On the day(s) that you are volunteering please arrive 30 min before your shift and report to "Volunteer Check-In" located in the main lobby of the Concourse. You will need to check in and out of each shift you work to get credit for your time. This is also where you will go to gain access to the expo each day you are attending the event and not lending a hand. We no longer distribute tickets as it is not the green way to go. ***For our wonderful 8am support team please do not arrive before 8am, as we do not gain access to the building until 8am.***

If you find you are running late please call my Cell Phone **415 259-8258** and let me know when you can be expected. For me your safety comes first. I can be reached at **415 259-8258** from April 22 – 26, 2009. If you are unable to contact me via cell please call the main office at 415 382-8300 this number will forward to the venue and your message will be delivered to me.

Public transportation is available. The "19 Polk" Muni bus is one block from the Civic Center Bart station and drops you very close to the Concourse. If you are driving, there are three parking lots within one block of the Concourse. Parking fees vary from lot to lot

A Volunteer Meeting is scheduled 7pm Thursday, April 23, 2009 at the Concourse Exhibition Center, 8th and Brannan, San Francisco, (635 8th Street). You are cordially invited to attend this meeting and meet the other volunteers and the organizers. The meeting will cover the different job positions, orientation and provide you an opportunity to become familiar with the Concourse. **This is not mandatory**, feel free to save your gas and reduce your carbon footprint..... We will train you for your scheduled job the day of your shift.

Dress code: Smart, casual, comfortable clothes. Suggestions: Men: Slacks, shirt. Women: Skirt, slacks, blouse, pantsuits. Please no advertisements on your shifts and, don't forget comfortable shoes!

What else to bring: water or a water bottle. In an effort to be 98% green we ask that you bring a water bottle. There will be a few refilling stations throughout the venue. Please help us keep the planet green.

Many Blessings!
Michelle

Directions
San Francisco New Living Expo
Concourse Exhibition Center
635 8th St at Brannan
San Francisco, CA 94103

101 GOLDEN GATE BRIDGE
SONOMA ~ NAPA ~ MARIN

- Lombard to Van Ness
- Right on Van Ness
- Left on Golden Gate
- Right on Hyde which turns into 8th St.
- Concourse is on the left at 8th & Brannan.

101 NORTHBOUND SAN MATEO
SAN JOSE ~ SANTA CRUZ

- Exit Vermont Street
- Left on Vermont
- Right on Division
- Around Traffic Circle to 8th
- Concourse at 8th & Brannan

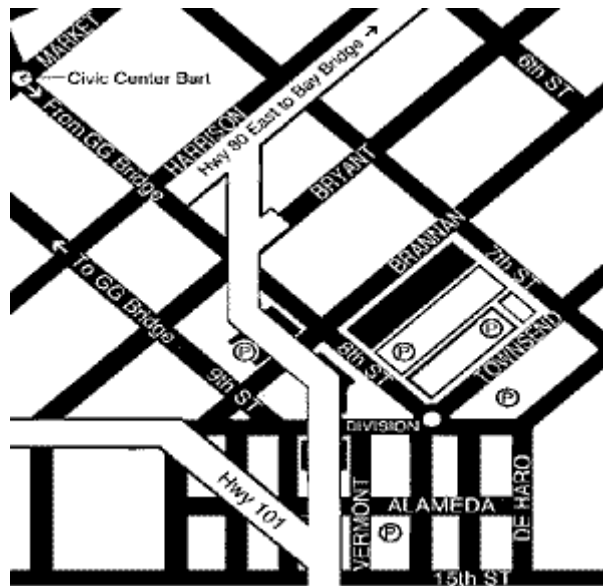
80 BAY BRIDGE OAKLAND
BERKELEY ~ WALNUT CREEK


- Exit 9th Street/Civic Center
- Left on 8th Street
- 2 blocks to Brannan
- Concourse at 8th & Brannan

PUBLIC TRANSIT BART/MUNI
SAN FRANCISCO ~ EAST BAY

- Exit Civic Center Station
- Muni bus #19 Polk down 8th Street
- Concourse at 8th & Brannan

MapQuest Yahoo Maps Direction: [Here](#)



 **Help us make this the greenest New Living Expo ever.**
◆ Find your neighbors and carpool! Carpool to BART!
◆ Offer a guest room, or look for a roommate.
www.spaceshare.com/newliving

Need directions Call 415 382-8300 Running Late call me on my cell phone 415 -259-8258 if you are unable to get us at the main office, Thanks for your support! – In Gratitude Miche