

FACILITIES COMMITTEE

The Facilities Committee shall include Facilities, Floor Plan, Move-In and Move-Out.

There shall be one chairperson (who may or may not be the officer responsible for this committee) to oversee the various division. There shall also be a person or sub-committee responsible for each division.

Facilities Sub-committee or Person

The Sub-committee or responsible person shall:

- A. Contact display companies for materials needed by members for booth set-up and secure a written statement of rental charges for items needed.
- B. Prepare a form listing rental charges and distribute form to member organizations in February to be returned in March.
- C. Coordinate facilities in dressing rooms and storage areas.
- D. Coordinate hours for setup and teardown with Floor Plan chairperson and facility hall management.
- E. Transmit statements to DIFI Treasurer who will invoice member organizations for rental, and electrical charges and other equipment and assessments within 30 days following the festival.
- F. Work in conjunction with the person or sub-committee responsible for the Floor Plan to create paperwork which includes a common legend for each member organization to utilize the plot layout, electrical and equipment rental needs. This form shall be distributed no later than the March meeting and due back no later than the April meeting.
- G. Create a spreadsheet for the contracted display company which tallies the equipment rental needs for each member organization.
- H. Create an electrical spreadsheet for DCC electrician stating each individual electric appliance being used by each member organization including voltage and wattage; confer with individual member organizations when discrepancies show up from year to another; deliver to DCC one week prior to the event.
- I. Work in conjunction with the person or sub-committee responsible for Floor Plan to plot the booth layouts for each individual member organization the common legend on a blown-up layout (supplied by the display company). Each piece of hardware being utilized within the booth space by each individual member organization must be shown or possible shortages of equipment may occur. Confer with individual member organizations when discrepancies show up from one year to another. Deliver to the contracted display company one week prior to the event.

Floor Plan Sub-committee

The sub-committee or responsible person may or may not be the same person responsible for Facilities.

The sub-committee or responsible person shall:

- A. Receive booth requests (size and configuration) from the DIFI Secretary as submitted by the member organizations by the November meeting.
- B. Submit a copy of the overall Floor Plan to the Convention Center Superintendent of Operations for the Fire Marshall approval by January.
- C. Conduct a selection process for booth selection by member organizations based on the DIFI Secretary's records of attendance and their needs during the February meeting.
- D. Work in conjunction with the person or sub-committee responsible for Facilities to plot the exact location of each electrical appliance being utilized by each member organization with that booth space showing wattage on a blown-up version of the layout (supplied by the display company) for the electrician during set up. Confer with individual member organizations when discrepancies show up from one year to the next. Deliver to DCC on week prior to the event.

Move-In and Move-Out

The sub-committee or responsible person shall:

- A. Coordinate hours for set-up and tear-down with facility management, unless otherwise arranged for during contract negotiations.
- B. Prepare a plan for efficient move-in and move-out, and present to the member organizations by the last meeting prior to the festival.

C. Be present to oversee move-in and move-out and be responsible for making any changes necessary as situations arise.

The chairperson of the Facilities Committee shall prepare a written report to present at the next meeting of the Board of Trustees after the festival.