

2025

VOLUNTEER

GUIDE

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I. SLAF STAFF



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Beverage Specialist



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Emerging Artist as
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NIKI TAYLOR
Graphic Design Intern



FIONA FERGUSON
Social Media &
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THEO KRONEMER
Operations & Production
Intern



MORGAN SIROTA
Operations & Production
Intern

THE SAINT LOUIS ART FAIR (SLAF) PRESENTED BY EMERSON

is a not-for-profit corporation. SLAF is governed by a Board of Directors and is supported through corporate sponsorships, foundations, private donations, earned income, and public & private agency grants.

MISSION

Inspire and engage our community with the foremost celebration of exceptional visual art.



II. VOLUNTEER HEADQUARTERS

A. Check-In Location

Le Meridien Plaza Hotel in the Gallery Ballroom on the lower level.

Le Meridien Plaza Hotel
7730 Bonhomme Ave.
Clayton, MO 63105



B. Parking

Free parking is available at the Le Meridien for volunteers during their designated shift. As you enter the garage please take a ticket. Volunteers will need a voucher (provided by SLAF) to exit the garage. Please return to Volunteer HQ after your shift ends to retrieve your parking voucher.

If you find parking on the street, no need to feed the meter. Meter parking is free during the Art Fair weekend.

We encourage our volunteers to take advantage of mass transit. The Clayton MetroLink stop is just a block away from Le Meridien.

C. Check-In/Out

Plan to arrive at least 15 minutes before your scheduled shift. This will allow enough time for parking, volunteer check-in, and to change into your volunteer t-shirt.

Personal items may be checked at Volunteer HQ for safekeeping. Please bring only necessary items with you (no valuables). SLAF is not responsible for items left at Volunteer HQ. Please note that security procedures may require a search of parcels/bags you choose to leave in Volunteer HQ.

After check-in, a member of our Volunteer Ambassador team will direct you to the onsite meeting location. You will be going to 40 South Central Avenue behind the Main Stage. Look for the blue and red "Volunteer Onsite Check-In" flag. Your Event Management Team Leader will meet you there to take you to your shift location.

Once your shift is complete, you will be asked to return to Volunteer Headquarters to **check-out** and get your parking validation voucher.

Our team will do everything in our power to provide you and our guests the best experience possible, but please remember to be flexible and understanding of the nature of organizing an event of this size. More than 1,000 volunteers are involved with the Art Fair's production. Although we strive to avoid them, inevitably there may be some mix-ups and unavoidable delays. We thank you in advance for your patience and understanding should you experience any issues.

D. What to Wear

Volunteers will receive a shirt at check-in to wear during their shift(s). There will be a different volunteer shirt each day, along with a separate Artist Relations shirt.

Sometimes it rains, sometimes it shines—September in Saint Louis is unpredictable! Check the daily weather and be prepared for anything.

A few suggestions:

- Wear comfortable, close-toed shoes.
- Always wear sunscreen.
- A visor or hat can be handy in bright sun.
- In order to properly thank our sponsors, we ask that volunteers refrain from wearing any clothing with company logos.



Friday



Saturday



Sunday



Artist Relations

III. SERVICE STANDARDS



Everyone appreciates good customer service.

As a volunteer, we ask that you do your best to:

- Treat the public, sponsors, and artists as special guests at our event.
- Preserve the safety of our guests and volunteer corps.
- Accomplish tasks efficiently.
- Remember you are a representative of the event.

Everything you do makes a lasting impression!

- HAVE FUN!!

If for any reason you have to cancel your shift during Art Fair weekend please call Volunteer Coordinator Erin Jackson at 239-699-4006 OR use the VolunteerLocal app to message her directly. Prior to Fair weekend, Erin can be reached at erin@saintlouisartfair.com.



We ask that you remain at your volunteer assignment for the entire shift. If your replacement has not arrived at the end of your shift, please notify your Event Management Team Leader and wait until someone arrives.

IV. POLICIES



A. General

SLAF requests that all volunteers adhere to the following guidelines:

- Volunteers must be at least 10 years of age or older. Volunteers 10-14 years of age must be accompanied by an adult (1 adult limited to a maximum of 2 children). Please note that children are not to be left unsupervised at Volunteer HQ.
- Do not ask for free beverages or food from concession booths. There is complimentary water and snacks available at Volunteer HQ. Also, each volunteer station will be equipped with coolers of bottled water.
- Cooperate fully with other volunteers, committee chairpersons, board members and staff.
- Direct any media questions to the Art Fair Guest Relations Booth. They will contact the appropriate ArtFair representative. The Information Booths are located at Meramec & Forsyth and Central & Forsyth.
- Please do not make any statements to the media that may be interpreted as coming from an “Art Fair Spokesperson.”

Volunteering for the Art Fair is a privilege thoroughly enjoyed by many people each year. It is our intention that “one bad apple does not spoil the whole bunch.” If you do not follow Saint Louis Art Fair presented by Emerson volunteer guidelines and policies, you will be asked to leave the event.

B. Support Dogs

No animals will be allowed on the Art Fair site except for support dogs, per City of Clayton Ordinance: Section 210.300. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA.

C. Sexual Harassment

Saint Louis Art Fair presented by Emerson has a ZERO TOLERANCE POLICY for harassment of any kind. At SLAF, we are committed to providing a welcoming and safe environment for everyone, regardless of gender, sexual orientation, disability, gender identity, age, race, or religion.

SLAF is committed to providing an open-minded and safe environment, in which all guests can enjoy an event in an atmosphere of fun, respect, and tolerance, without enabling destructive behaviors and attitudes.

Having a “Safe Space” environment at our event means that each and every guest should feel welcome to participate in activities, services or events free of threats, intimidation harassment, unwanted advances, and the deliberate, or negligent, creation of unsafe conditions.

If a participant engages in harassing behavior, staff members or security may take any action they deem appropriate, including warning of the offender or expulsion from the event.

Every participant including artists, volunteers, staff, sponsors and festival attendees is entitled to be free from discrimination and harassment at the festival, on the basis of age, sex, color, national or ethnic origin, race, religion, marital status, criminal record, disability, sexual orientation, gender identity or expression, language, class or political belief.

We take all feedback seriously. If you have been intimidated, harassed, or made to feel uncomfortable at our event, please inform event security and/or staff immediately. Please contact us at info@saintlouisartfair.com or **314-863-0278** for assistance.

If you experience harassment at the festival event you should contact event staff to discuss the situation and possible responses. Our initial approach is to encourage early and informal resolution and to facilitate a direct conversation which resolves the matter.

V. IN THE EVENT OF AN EMERGENCY



If you are in a position to respond to an accident:

- Report unsafe conditions, situations or guests to an event management team leader or staff member.
- Please remain at the scene until a formal accident report has been completed by City of Clayton and SLAF personnel.

If you see a suspicious package or unusual item of any kind:

- Immediately inform the nearest police officer with a clear description of what the item looks like and where it is located.
- Do Not use a two-way radio.
- Refer to the item as a “suspicious package,” never refer to an item or package as a bomb.

In case of possible serious injury or illness:

- Call 911.
- Do Not attempt to move anyone who may be injured.
- Stay with the individual until help has arrived.

If a crowd has gathered around an accident or injury scene:

- Please cooperate with police and other volunteers to provide the victim adequate space.

For minor injuries:

- The First Aid tent is at the Police and Fire Public Information Tent located at the intersection of Meramec and Forsyth.

In the event of severe weather or other emergencies:

- SLAF will utilize a text message system to keep you updated. You will receive the message from 618-726-8639, it will not say SLAF. Be sure we have your correct phone number on file.

Lost Persons & Objects:

Fire and Police Public Relations Booth manages all lost children/persons. The booth is located on N. Meramec at Forsyth. People who have become separated from their group or parents who lose a child should be encouraged to re-group at that location. If you encounter a lost child, please do not move them from their current location. Send for a police officer or SLAF staff member to address the situation.

Lost and found items should also be taken to the Fire and Police Public Relations Booth. Persons who have lost items should be directed to this location. More information can be found on viewer.mapme.com/2024slafmap

VI. ART FAIR APP



volunteerlocal

The VolunteerLocal App will be the best tool for you to check-in and out of your shifts, check your schedule, or send and receive important messages with your team and the SLAF staff. This app will only work the weekend of the art fair. Download it for free on your iPhone or Android!



MAP KEY

- ACCESSIBLE PARKING & BIKE CHECK
- AERIAL SILKS
- BEVERAGES
- BUDS FLORAL INSTALLATION
- CITY OF CLAYTON
- CREATIVE CASTLE
- EMERGING ARTISTS
- FOOD TRUCKS
- GARDEN SEATING
Sponsored by RubinBrown
- INDEPENDENT ARTIST STAGE
- INFORMATION
- LISTENING LOUNGE
Sponsored by Carmody MacDonald
- MAIN STAGE
Sponsored by enterprise mobility
- MAKERSPACE
Sponsored by NEWGROUND
- MERCH BOOTH
- PERFORMING ARTS STAGE
Organized by the William T. Kemper Foundation
- RECYCLING INFO.
- RESTAURANTS
- RESTROOMS
- STUDIO LOUNGE
Sponsored by FOLSNELLI
- CABLE COVERS
- VIP VIP LOUNGE



FAIR HOURS

- Friday: 5:00PM – 10:00PM
- Saturday: 10:00AM – 9:00PM
- Sunday: 11:00AM – 5:00PM

FOR A MORE DETAILED MAP PLEASE VISIT SAINTLOUISARTFAIR.COM

- No in-line skates, segways, or skateboards.
Per City of Clayton Ordinance: Section §10.030.
- Dog Safety - No animals will be allowed except for support dogs.
Per City of Clayton Ordinance: Section §10.300.
- Backpacks, large bags, and purses are subject to visual search.

WE VALUE YOUR SAFETY

Please stay alert and aware of your surroundings at all times. Watch your step and be mindful of cable covers.

WE ARE CASHLESS

SLAF Merchandise and Beverage booths are cashless. Have your card or mobile pay ready!

PHOTO DISCLAIMER
By entering the Art Fair grounds, guests grant SLAF and its partners the right to collect, image and use your name, likeness, and image in any promotional or advertising materials, or in any live or recorded transmission of the Art Fair.

SAINT LOUIS
ART FAIR

presented by EMERSON.

VIII. VOLUNTEER JOB RESPONSIBILITIES



Artist Relations

EMT Leader: Scott Sarandis

Deliver an overall positive experience for the artists! Artist Registration Volunteers will be the first to greet our exhibiting artists when they arrive. It will be your responsibility to give them their check-in materials and, most importantly, make their first impression of their experience at the Saint Louis Art Fair presented by Emerson a great one!

On Thursday and Friday, artists setting up their booths may need some assistance. Volunteers may be tasked with carrying and lifting items that are 50 lbs or more, please know your limits!

Booth Sitters will sit in Exhibiting Artists' booth for fifteen-minute intervals to give the Artists a break. Artists may give volunteers specific instructions as to how to answer questions and make sales. Some artists will not want volunteers to make sales. If you are not comfortable making a sale, let the artist know. Volunteers will have several booth-sitting assignments in one shift. (If an Artist decides at the last minute that they do not want a booth sitter, they may ask you to return later in which case move on to your next assigned booth and return later.)

Refreshment Delivery volunteers will walk the site with shopping carts filled with drinks and snacks that will be offered to artists, artist assistants and student mentors.

Creative Castle

EMT Leader: Michelle Maue

Assist guests as they create their own masterpieces! Creative Castle is a hands-on activity area for children. Volunteers will be helping families create their own masterpiece with our signature "paper bag hat" project.



CREATIVE CASTLE HOURS:

10:00am – 6:00pm on Saturday

11:00am – 5:00pm on Sunday

Guest Relations

EMT Leader: Alexis Moore

Offer a smiling face and a friendly attitude to our festival patrons! Greeters and Information Booth volunteers will offer assistance when needed, distribute Art Fair Program Guides, answer questions, give directions and, most of all, make our guests feel welcome.



Landscaping

EMT Leader: Kyle Andrews

Add some greenery to complement the art! Landscaping volunteers will be setting up and maintaining the planters that will decorate the grounds of the art fair.

Merchandise

EMT Leader: Emily Dent

Ensure that everyone takes a piece of the festival home! Friendly, customer service oriented volunteers will answer questions about merchandise, make sales, and restock merchandise. The official framer of SLAF, The Great Frame Up, will be located in the Merchandise Booth selling the 2025 Commemorative Print.

Setup/Teardown

EMT Leader: Daniel Lewandowski

Setting up and taking down the Art Fair is no joke...put your muscles to the test! Volunteers will assist SLAF staff with putting up and taking down the many banners, signs, tables, and VIP areas that decorate the event. This role does not include helping artists with setting up and taking down their individual booths.

VIP/Special Events

EMT Leader: Lorna Brown

Greet our VIPs as if you were welcoming them into your home! Oversee the overall cleanliness, appearance and general operations of our VIP/Hospitality area.

Volunteer HQ

EMT Leader: Erin Jackson

Volunteer HQ is fun and sometimes hectic!

Responsibilities include:

- Check in volunteers upon arrival using our database system, VolunteerLocal.
- Distribute volunteer t-shirts.
- Organize and supervise volunteer belongings.
- Stock the snack area.
- Conduct on-site troubleshooting.
- Fill in at locations for vacant volunteer shifts.