

Getting there

Getting to the Alliant Energy Center in Madison

Garden & Landscape Expo takes place at the Alliant Energy Center, 1919 Alliant Energy Center Way, Madison, Wis. If you're coming from out of town, take the Beltline (Hwy. 12/18) and exit at either John Nolen Drive or Rimrock Road. Follow the signs to the Alliant Center. (See reverse for map.)

For additional driving directions and a map go the Garden & Landscape Expo Web site, wigardenexpo.com. At the top of the site, click "Maps and Hotels."

Parking

You will receive a parking pass for each day that you volunteer unless you are scheduled to work at **Exhibitor Check-In** on Thursday or Friday. Parking will be free during those shifts and a pass is not required.

If you are planning to carpool or otherwise won't need a parking pass, we'd appreciate having the pass returned to us by mail (our mailing address is on the back side of this sheet). We purchase parking passes at full price (\$7.00) and can receive a refund if we turn them in before the end of the show.

Handicap Parking Information

Handicap parking is located in front of the Exhibition Hall and in the back of the building near the administrative offices. The Alliant Energy Center is ADA compliant. (See reverse for map.)

By Bus

Madison Metro bus service has regular stops along John Nolen Drive, Olin Avenue and Rimrock Road. Route 13 is the closest bus route to the Alliant

Energy Center and runs about once an hour on both weekdays and weekends. Routes 11 and 12 also serve the Alliant Energy Center, but have limited schedules. Please be sure to check your *Ride Guide* for complete details on schedule times or look online at cityofmadison.com/metro

Entering the Building

Exhibitor Check-In (Thursday & Friday)

If you are scheduled to volunteer at exhibitor check-in, you will need to enter from the loading dock entrance behind the Exhibition Hall. The easiest way to find this entrance is to park in the South Lot. (See enclosed map for exact location.) The exhibitor check-in table will be located just inside the loading dock doors where your captain will meet you for training and orientation.

Early Bird Shifts

(Early bird shifts start before 11 a.m. Friday, 9 a.m. Saturday and 10 a.m. Sunday)

The main visitor entrances will be closed, so you'll need to enter from the loading dock entrance behind the Exhibition Hall. (See above for parking tips.) Walk through the loading area (NOT the regular entrance with glass doors). Look for large signs in the loading dock area to guide you. Make your way through the exhibition floor to the lobby. Take a left and go down the hallway and use the stairs or elevator to locate volunteer check-in on the second floor/mezzanine level.

All Other Shifts

Enter the Exhibition Hall through the main visitor entrances.

Check-In and Training

Volunteer check-in is located on the mezzanine above the lobby. Once you've checked in you will be directed to a table where your captain will meet you. Your captain will either begin training in the volunteer lounge or take you to your work station and train you there.

If you are unable to make it to the mezzanine due to physical limitations, please let us know in advance and we'll make arrangements for your captain to meet you on the main floor.

FAQ

When should I show up?

The enclosed schedule letter shows the time of your job assignment. Training and orientation begin at the start of your shift. Please make your best effort to arrive at volunteer check-in by your scheduled start time.

Is food available?

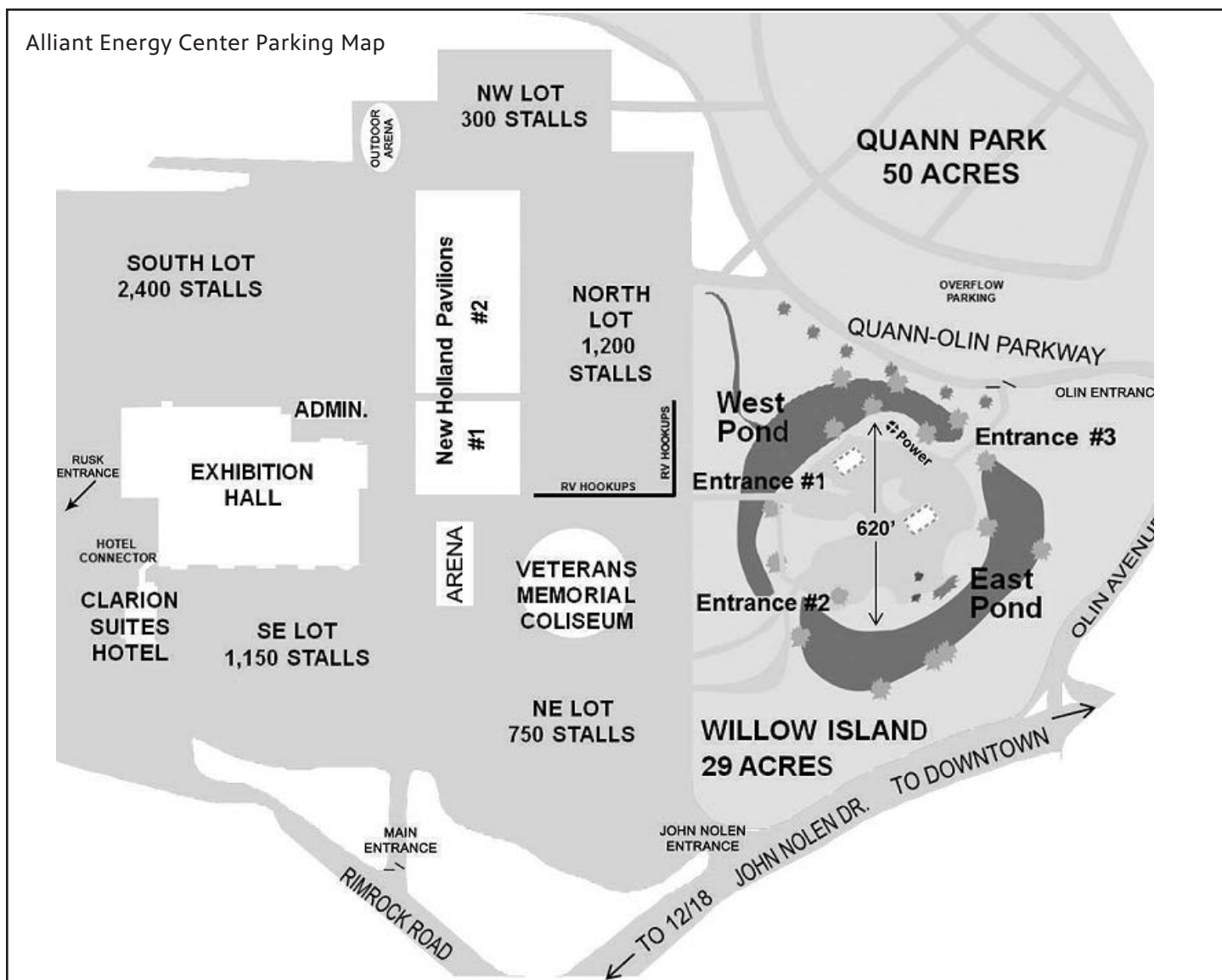
Yes. Beverages and light snacks will be provided in the volunteer lounge on the mezzanine level. Additional food is available for purchase at snack bars and the Bistro in the lobby. The Bistro is open Friday–Sunday and offers hot entrées and comfortable seating. Snack bars located on the exhibition floor offer pizza, hot dogs, wraps and other small snacks.

Where do I leave my things?

We recommend leaving your valuables at home or locked in your car. Volunteer check-in is not staffed throughout the event and is not a safe place to leave your valuables.

Questions? Call the volunteer office at **608-265-4436** or e-mail volunteer@pbswisconsin.org

Alliant Energy Center Parking Map



Additional FAQ

What should I wear?

Dress **casually** and wear **comfortable shoes**. Please **dress warmly** if you're volunteer-ing for one of the following jobs:

Exhibitor Check-in, Greeters, Hand Stampers, Floaters, Raffle & Information Desk, Quilt Expo Info Booth, Ticket Sales, Exhibitor Entrance Attendant, Workshop Assistant.

You will be stationed near the doors and the temperature can get very chilly!

Seminar and Demo Assistants

Please bring a watch! An important part of your job is making sure that sessions begin and end on time. Not every presentation area has a clock.

What if I need to change my schedule?

If you are unable to volunteer or there is an error in your schedule, please contact the PBS Wisconsin Volunteer Office at **608-265-4436** or via e-mail at **volunteer@pbswisconsin.org** at least 24 hours before your shift so a replacement can be scheduled.

If you are unable to come, please return your parking passes and admission ticket to the address listed below.

Volunteer Office
PBS Wisconsin
821 University Ave.
Madison, WI 53706-1497

Can I bring a cell phone?

It is helpful to carry a cell phone with you during your shift. When you check in for your shift you will receive instructions and a phone number to call in case of an emergency. Cell phones and electronic devices should only be used for volunteering purposes during your shift.

Thank You!

 **PBS Wisconsin**