

## Getting there

### Getting to the Alliant Energy Center in Madison

Garden 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 to the Garden Expo Web site, [wigardenexpo.com](http://wigardenexpo.com). On the left hand side, click "Maps and Hotels."

### Parking

You will receive a parking pass for each day that you volunteer unless you are scheduled to work during the following times:

- **Thursday, February 9th:** This is a behind the scenes set up day. Passes are not required.
- **Friday, February 10th** (7 a.m. – 2 p.m.): This is considered set up time. Passes are not required before 2 p.m.

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 (\$6.00) and can receive a refund if we turn them in before February 10.

### 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 [mymetrobus.com](http://mymetrobus.com).

### Entering the Building

**Thursday Shifts and Early Bird Shifts**  
*(Early Bird shifts start before 4 p.m. Friday, 9 a.m. Saturday and 10 a.m. Sunday)*

The main visitor entrances will be closed during these times, so you'll 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 located behind the Exhibition Hall. (See map for exact location.) 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.

Exhibitor Check-In volunteers on Thursday and Friday will find a table located just inside the loading dock doors where staff will meet them for training.

### 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 volunteers will direct you to a table where your captain will meet you. He or she 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 shift(s). 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?

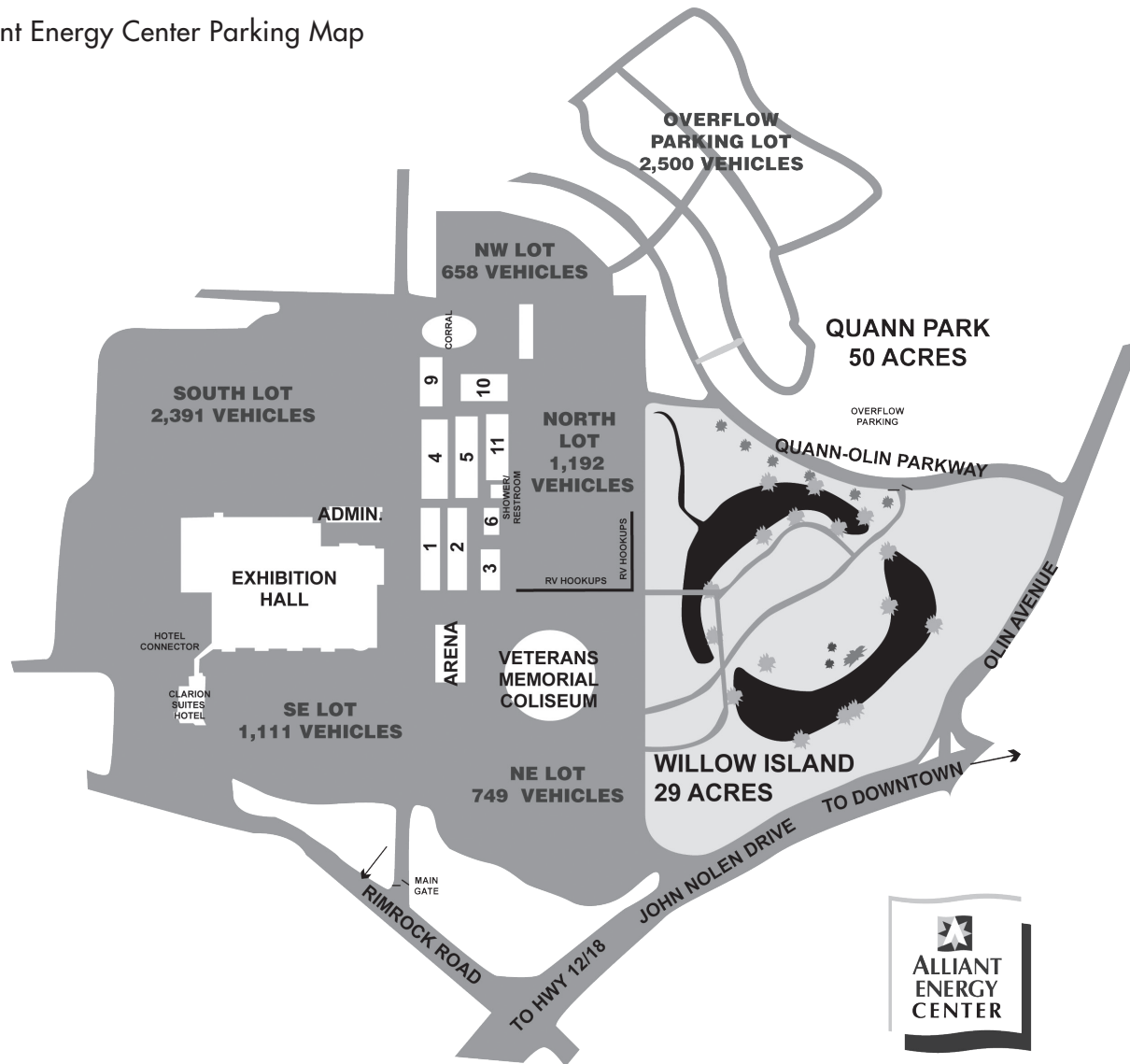
Starting at 4 p.m. Friday, beverages and light snacks will be provided in the volunteer lounge on the mezzanine level. Additional food is available for purchase at snack bars and the Bistro in the lobby. The Bistro is open Friday–Sunday and offers hot entrees and comfortable seating. Snack bars located on the exhibition floor offer pizza, hot dogs, wraps and other small snacks.

### Where do I leave my things?

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

(over for more)

## Alliant Energy Center Parking Map



## Additional FAQ

### What should I wear?

Dress **casually** and wear **comfortable shoes**.

**Please dress warmly** if you're volunteering for one of the jobs on the following list. You will be stationed near the doors and the temperature can get very chilly!

*Exhibitor Check-In, Greeters, Hand stampers, Floaters, Information Booth, Quilt Expo Info Booth, Ticket Sales, Exhibitor Entrance Attendant*

### Attention 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 Wisconsin Public Television Volunteer Office at **608-265-4436** or via e-mail at **volunteer@wpt.org** as soon as possible 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**  
**Wisconsin Public Television**  
**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 if you own one. 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



**Wisconsin Public Television**