



Welcome!

We're thrilled to have you join us as a volunteer! Your incredible energy and dedication are what make this event so special and truly unforgettable for everyone. Thank you for being a vital part of our team and for helping us raise funds for the important work of the Waterford Foundation. Let's make this the best Fair yet!

The Waterford Foundation Team

General Information

Before You Arrive

- **Contacting Your Area Lead:** If you haven't heard from your Area Lead by September 25th, please contact the Fair office.
- **Review the Fair Map:** Take a look at the [Fair map](#) and familiarize yourself with it before you arrive. This will help you find your way around the village easily.
- **Remember Your Parking Spot:** Note the color of your parking lot and reference the Fair map or drop a pin on your phone so you can easily find your car after your shift. All parking lots are in grass fields. ADA parking is available closest to the ticket gates. If you need ADA parking, please let a parking attendant know when you arrive in the field.

Parking Directions: Village streets are closed between 8:30 am and 5:30 pm.

- **Yellow Lot:** Park here if you are volunteering at the Old Mill Shop, Dried Flower Barn, or John Wesley Church. Enter from Route 9 to Old Wheatland Road, or from Lovettsville via Milltown Road. Use the Old Mill address for general gps directions: 40105 Main St. The parking lot entrance is on Old Wheatland to the right of the Phillips Farm pull-off area if you are facing the field.
- **Green Lot:** Park here for the Village Center, Red Barn, and Second Street (e.g., Second Street School or homes on tour). Enter from Route 7/9 to Clarkes Gap Road. Upon entering the village, turn left on Factory Street to Second Street. If Traffic Flaggers motion you to go straight instead of turning onto Factory, let them know you are a volunteer and need to park in the Green Lot.

Contact Us

Fair Office: 540-882-3018 x 0

Volunteer Coordinator: volunteer@waterfordfoundation.org

- **Red Lot:** Park here for all other Fair areas. Enter and exit through the Waterford Elementary School driveway (15513 Loyalty Road). The lot entrance is to the left of the school at the back of the parking area.

The Fair Booklet: The booklet outlines all the Fair's offerings. Grab one at any ticket gate or welcome tent when you arrive, or download it ahead of time at waterfordfairva.org.

Waterford History: Want to learn more about Waterford for yourself or to share with fairgoers? Watch this brief [video](#).

In Case of an Emergency

Follow these step:

- **Life-Threatening Events:** Call **911** immediately. Be sure to mention you are at the Waterford Fair, as Hamilton Fire & Rescue are on-site. Then, notify your Area Lead.
 - **Non-Emergency Events:** For issues like a lost child or a disruptive attendee, contact your Area Lead. If you can't reach them, call the office (540-882-3018, x0).
 - **Severe Weather:** In the event of high winds or lightning, seek shelter until the weather passes. Follow the instructions of your Area Lead, County personnel or Foundation staff to calmly and safely leave or re-enter an area or building.
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Volunteer Terms & Conditions

Please review the items agreed upon when you completed your volunteer sign up.

- **Respect:** Follow the golden rule – treat visitors, residents, staff, and other volunteers with kindness and respect.
- **Accessibility:** Waterford has uneven terrain, and some buildings are not ADA-accessible. If you have special needs, please let your Lead or office staff know in advance.
- **Dress Code:** Please wear family-friendly clothing. Avoid short-shorts, bare midriffs, and inappropriate graphics. Some roles may have specific attire requirements, and your Lead will notify you if needed.
- **Transportation:** You are responsible for your own transportation to and from shifts.
- **Photography:** By volunteering, you agree to be photographed or filmed for promotional use. If you prefer not to be included, please email us 10 days before your shift.

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- **Text Messages:** We may send you text updates or emergency alerts during your shift. You can opt out at any time by replying "STOP."
 - **Shift Termination:** Staff or Leads may end a volunteer's shift at any time if necessary.
 - **Privacy:** Your contact information is kept private and will only be used by the Waterford Foundation.
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Tips for a Great Volunteer Day

- **Check-In:** Arrive early and check in at your assigned area or with your Lead. Giving yourself extra time is especially important if you're arriving after the Fair opens, as you'll be entering with attendees.
 - **Dress for Comfort:** Check the weather and wear comfortable clothing and shoes. The village hills can be a workout. Avoid flip-flops, political buttons/hats, and/or graphic T-shirts.
 - **Stay Hydrated & Fueled:** Feel free to bring your own snacks and drink. Food vendors will also be on-site.
 - **Shuttle Service:** A shuttle is available during Fair hours (10 a.m. to 5:30 p.m.). The routes are on the Fair map. Please prioritize those with mobility issues, especially during busy times.
 - **Ask Questions:** If you're unsure about anything, don't hesitate to ask your Volunteer Lead, a staff member, Welcome Tent staff, or another Fair Lead. We're here to help! Look for us in our blue and white Foundation lanyards/badges.
 - **Embrace the Fun:** Enjoy the unique community and atmosphere of the Fair. Connect with fellow volunteers and artisans, and know that your efforts are making a real difference!
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Complimentary Fair Ticket

As a thank you, you are eligible for a FREE Waterford Fair ticket. Your ticket will be emailed to you by October 2nd. If you do not receive it, please contact the office. You can use it yourself on a non-volunteering day or pass it along to a friend or family member.

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