

Newport Ski Swap

SWAP SETUP

TRAINING

By: Don Meyer

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Overall Process

A. Setup Main Gym – Thursday evening and Friday

1. Volunteer check-in/out area
2. Cover Gym Floor with Vinyl
3. Help Desk area – Tables for drills, signs, instructions
4. Build Ski and Snowboard Racks – Plywood & 2x4s
5. Ski Boot Tables - Rectangular 4x12 rolling cafeteria tables
6. Snowboard Boot Tables – 4x8 foot black stages
7. Size signs - Skis, ski boots, ski poles, snowboard boots, snowboards

B. Setup Gear Check-In Area – Friday Afternoon

1. Setup 2.5x6 foot tables in the south end of the Commons
2. Supplies – tape, rope, zip ties, inventory cards,
3. Signs

C. Setup Gear Registration and Tag Printing Area - Friday afternoon

1. 2.5x6 foot tables in the south end of the Commons
2. Registration Laptops
3. Barcode Reader and printer
4. Signs

D. Setup Outside Gym - Friday

1. Tables and Stages
2. Clothing racks
3. Mirrors
4. Clothing and gear signs
5. Changing Room – $\frac{3}{4}$ plastic tubes and cloth

E. Setup Cashier Area - Friday evening

1. Tables and chairs
2. Power cords
3. Cashier Laptops and barcode scanners - 16
4. Invoice Laptops and printers - 3
5. Tablets and credit card readers
6. Signs

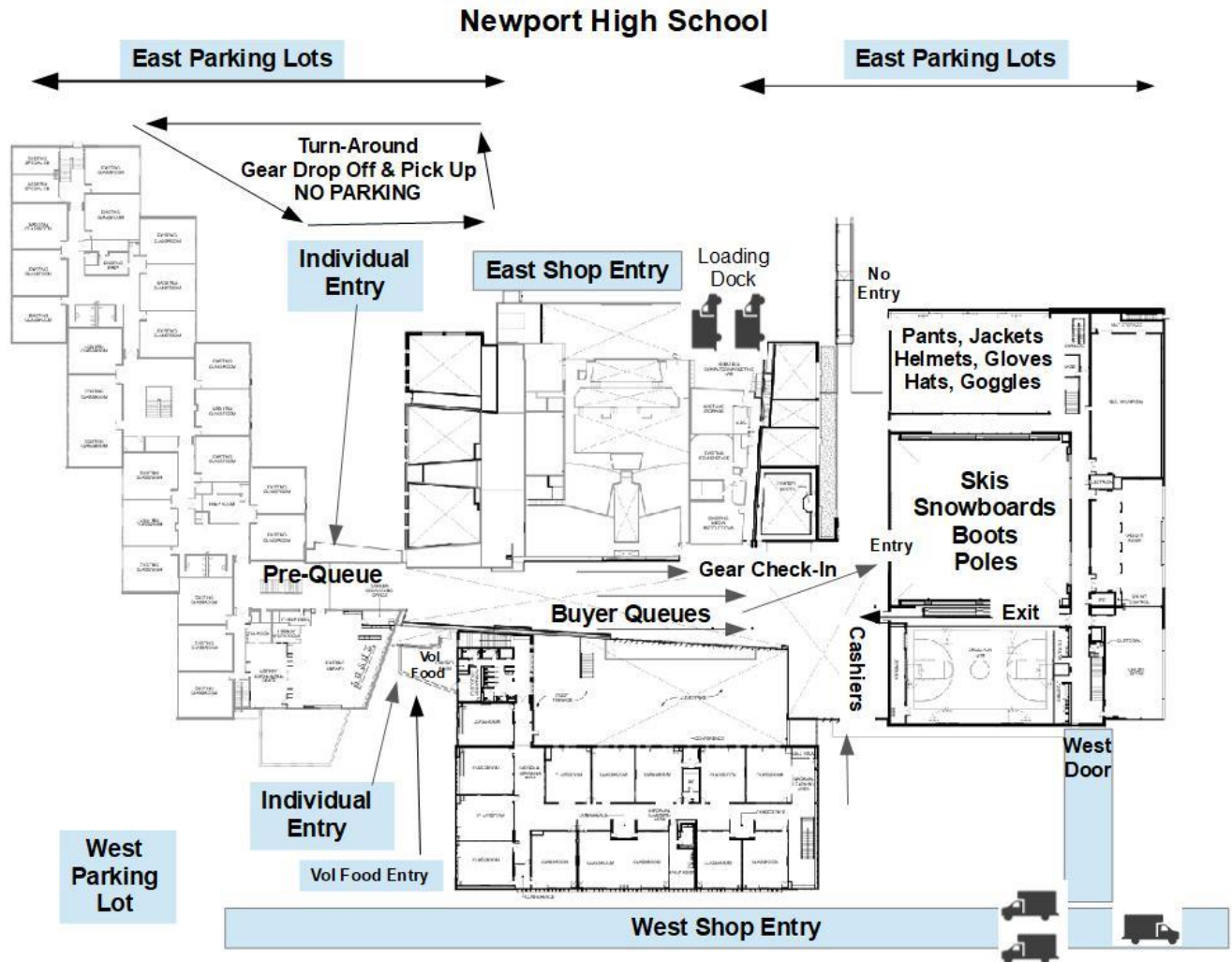
F. Setup Gear Check-Out Areas – Sunday Afternoon

1. Tables and chairs
2. Laptop and printer to lookup and print unsold gear list if customer forgot
3. Laptops and scanners for logging customer gear; Not Found, Picked Up
4. Help, Entrance and Exit Signs

G. Break Down, Clean up – Monday

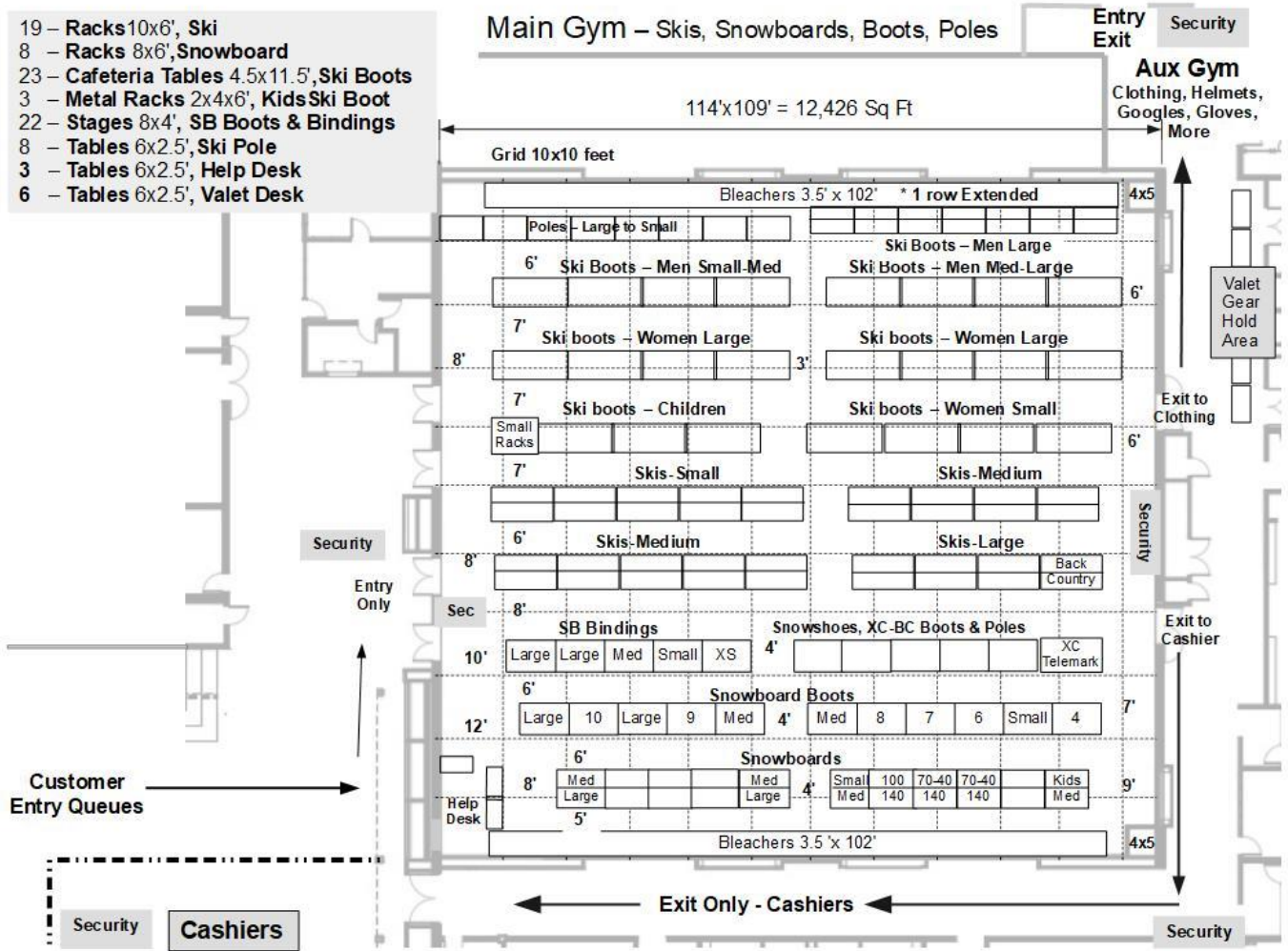
1. Disassemble all racks
2. Move School District Tables to the pickup locations
3. Move school tables and chairs back to Commons
4. Sweep the facility and remove all cardboard and garbage
5. Move swap supplies and remaining gear to storage

SKI SWAP LAYOUT



Main Gym - Floor Equipment Layout

- 19 – Racks 10x6', Ski
- 8 – Racks 8x6', Snowboard
- 23 – Cafeteria Tables 4.5x11.5', Ski Boots
- 3 – Metal Racks 2x4x6', Kids Ski Boot
- 22 – Stages 8x4', SB Boots & Bindings
- 8 – Tables 6x2.5', Ski Pole
- 3 – Tables 6x2.5', Help Desk
- 6 – Tables 6x2.5', Valet Desk



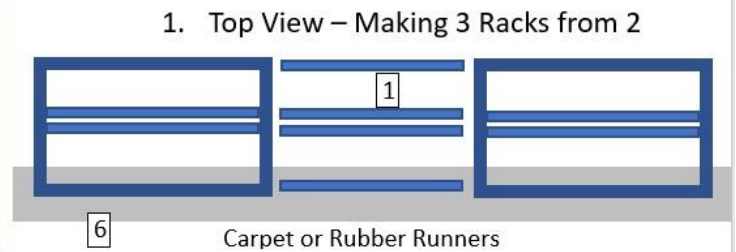
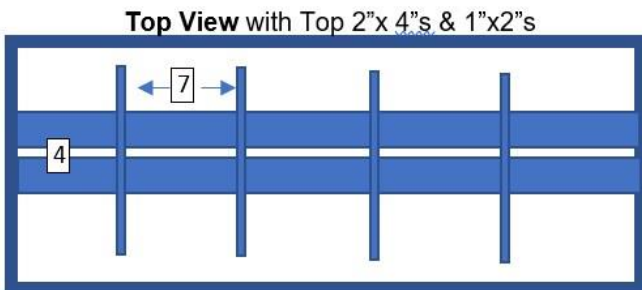
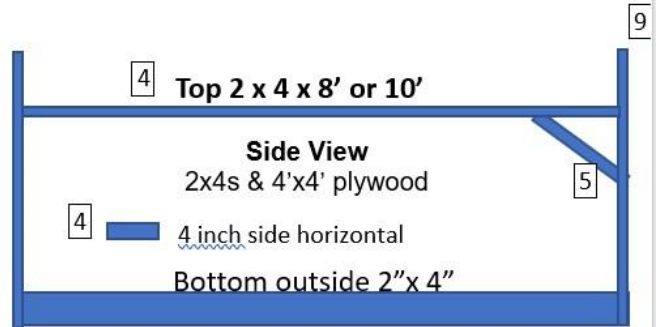
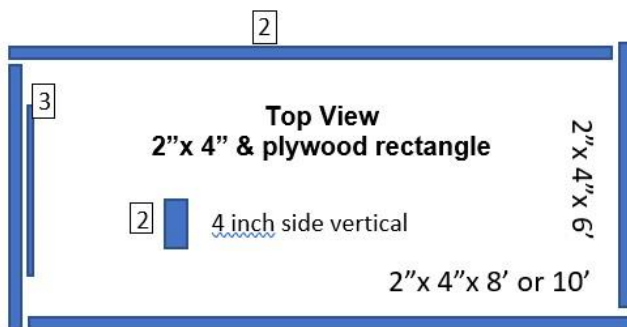
Main Gym – Ski and Snowboard Racks



Main Gym - Ski/Snowboard Rack Setup

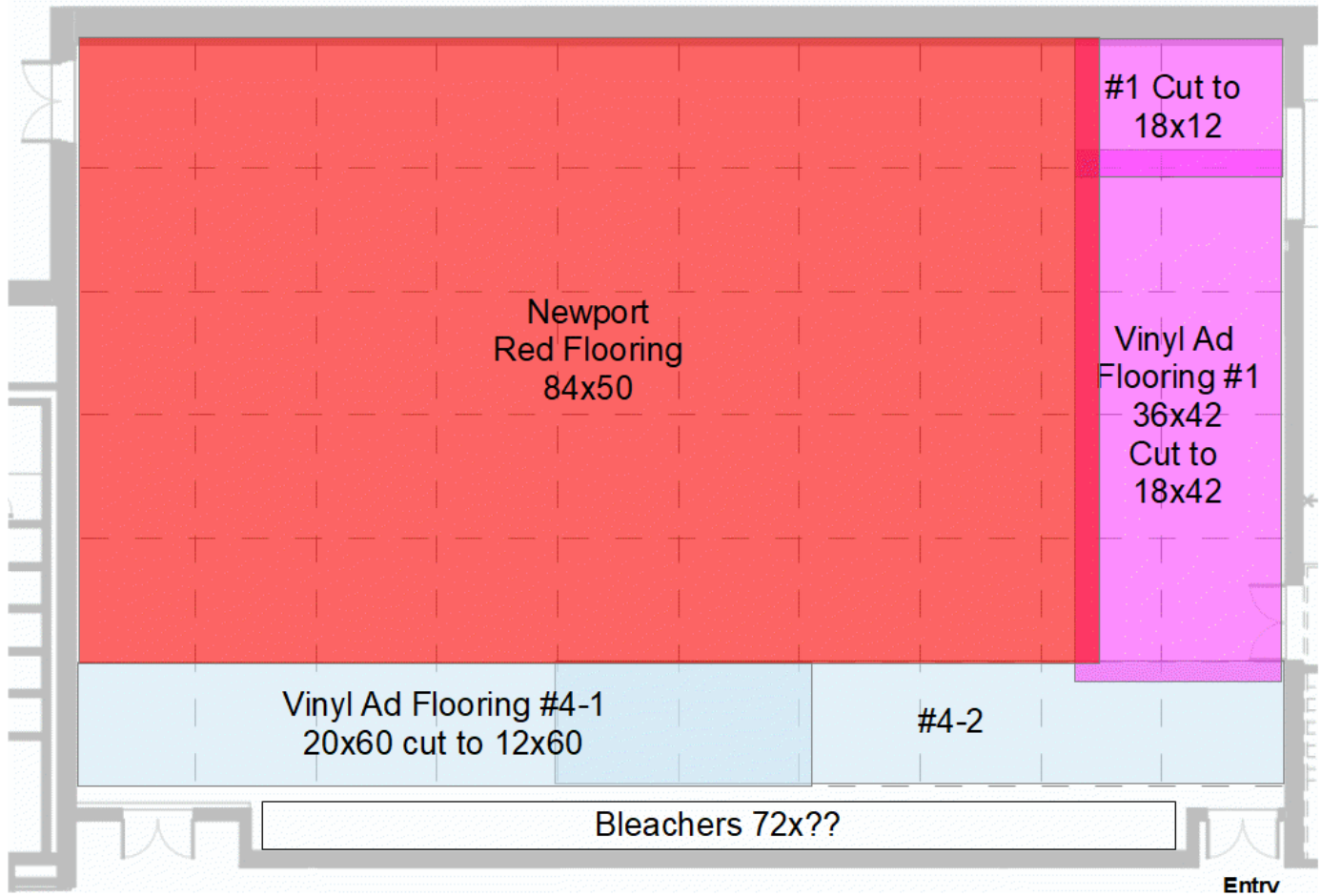
Assembly Steps:

1. Screw together a Rectangle with two 6 foot 2x4s and two 8 or 10 foot 2x4s using 3 inch screws. 4 inch side up
 2. Screw 4'x 4' plywood sheets centered to the right side of the 6 foot 2"x 4"s using 2 inch screws
 3. Screw 2 2"x 4" x 8' or 10' to the plywood sheets, 2 inch side vertical at an appropriate height for xsmall, small, med, large skis or snowboards using 1 5/8 inch screws. *The 2"x 4" should be above the ski bindings. Note: The height of the 2x4 may be 165 on one side & 150 on other
 4. Screw only one 1'x 2" or 2'x 2" brace at a 45 degrees between the plywood and the top 2"x 4"
- **Do Steps 1-4 for about ½ of the racks required.**
5. Assemble racks in the main gym after the flooring is down.
Arrange completed sections according to the Main Gym Floor Layout below
 6. Lay carpet or rubber runners centered under bottom outside 2'x 4"s, both sides
 7. Attach 2"x 4"s offset from others by 1" using 3 inch screws between the finished sections
 8. Screw 1"x2"s on top 2x4s 2 feet apart to keep the skis & snowboards from falling over. 4 foot 1x2s for ski racks, 3 foot for SB racks
 9. Screw 1"x2"s to the plywood and attach a ski/snowboard size sign. See gear layout below for sizes.



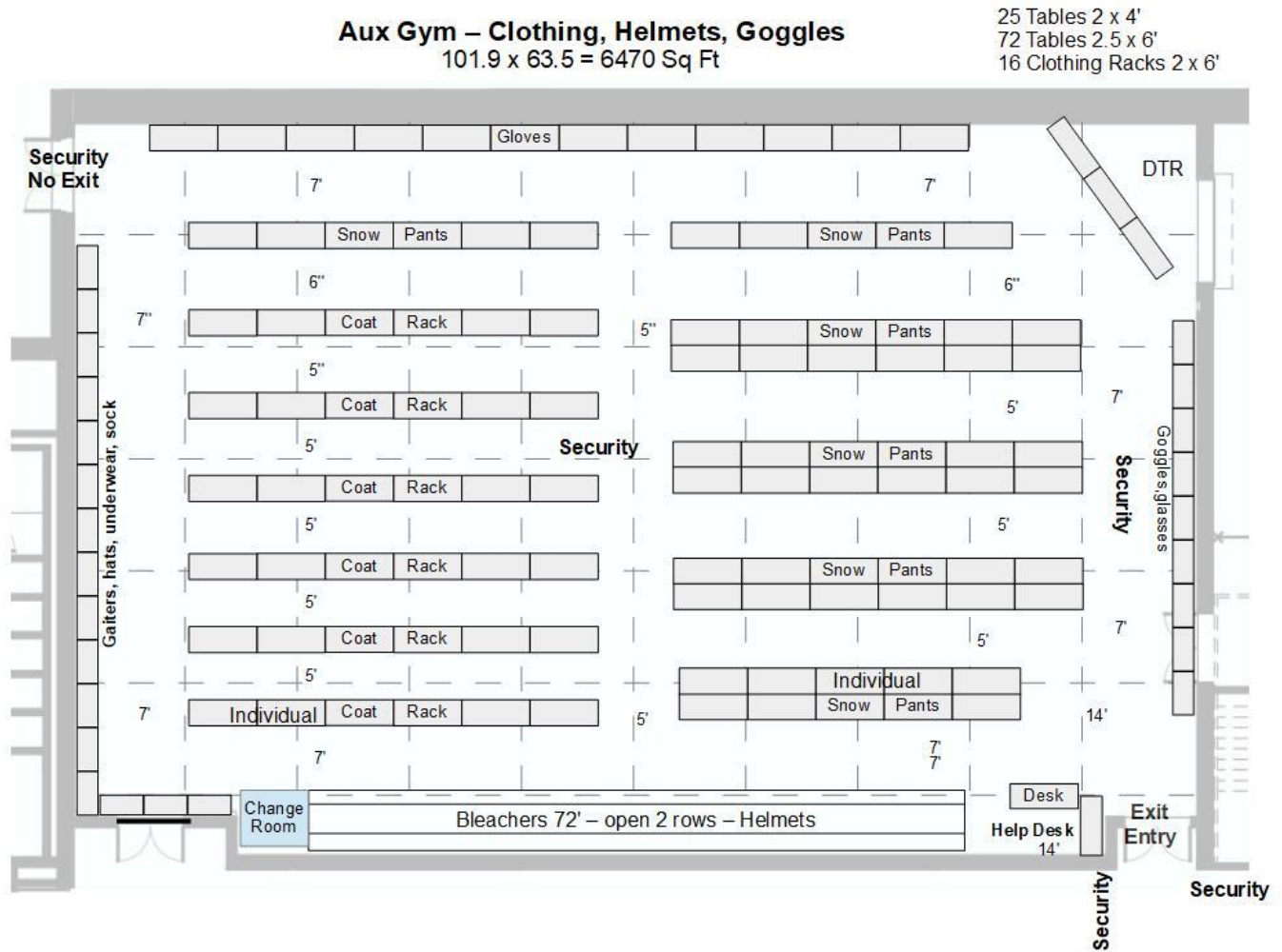
Auxiliary Gym – Floor Covering

Aux – Soft Goods Gym 101.9 x 63.5 = 6470 Sq Ft



Auxiliary Gym – Table, Stage & Gear Layout

1. Setup the Tables, Stages, Clothing Racks, Mirrors, plastic pipe and cloth Dressing Room
2. Install Gear and Size Signs



Clothing Rack Assembly Instructions

Can be done by 1 person, easier with 2.

Parts:

- 2 rectangular side legs
- 2 straight top and bottom bars (bolts in ends)
- 1 rectangular top shelf
- 1 top to bottom angled bar
- 4 angled shelf brackets (bolts on bracket)

Tools

- Screwdriver with #8 hex and #3 Philips

Steps

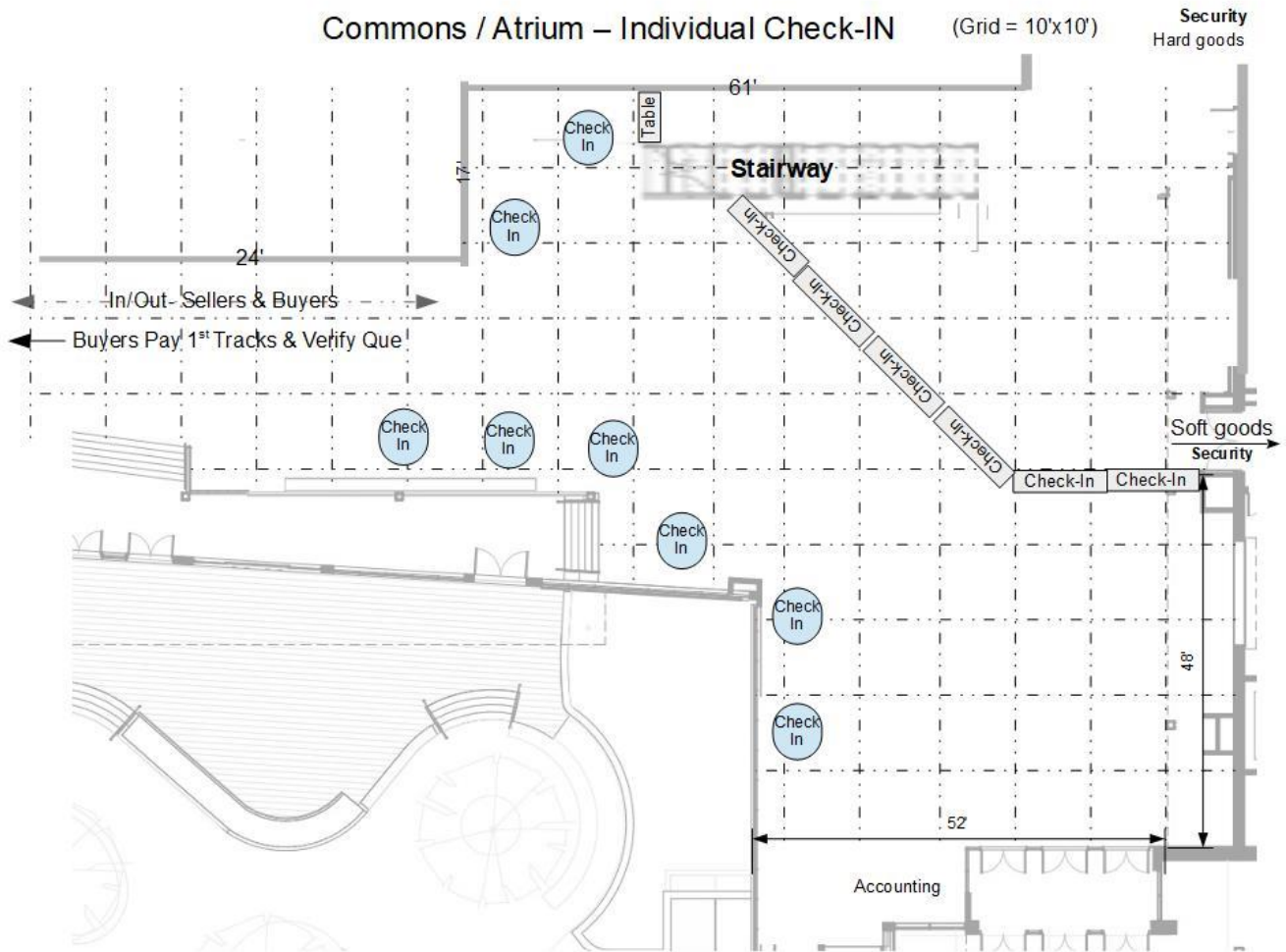
1. Remove the bolts from the cross bars and top bars
2. Stand up one end leg (adjustment button/holes inside) Get large hex head bolt.
3. Put the bolt through the angled bar then the side bar (top hole) then top bar (tighten lightly)
4. Bolt on the bottom bar (tighten lightly)
5. Stand up the other end and repeat #3 & #4 with crossbar and bottom bar
6. Put the hanger bars into legs, screw in and tighten Philips #3 bolts
7. Put the top shelf on the hanger bar, insert angle brackets, #3 bolt onto hanger bar (tighten lightly)

8.



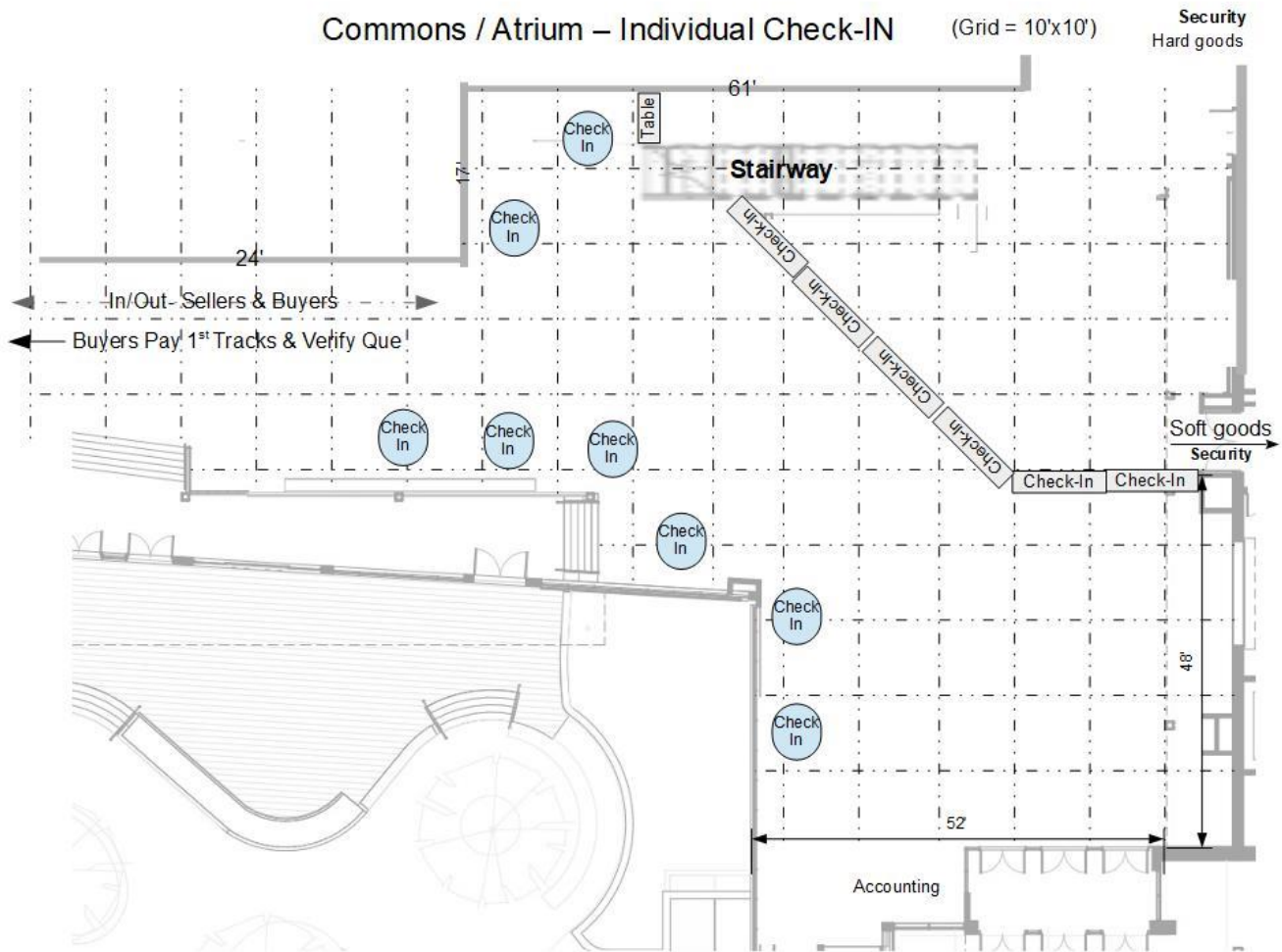
Gear Check-In Area Setup – South Commons

1. Check-In Tables and Chairs
2. Check-In Supplies in Black Plastic Box – Rope, tape, zip ties, etc.
3. Check-In Signs – Not Pre-Registered, entry, exit, check-in that way
4. Documents – Pick-Up Time flyer, tagging instructions, quality guidelines



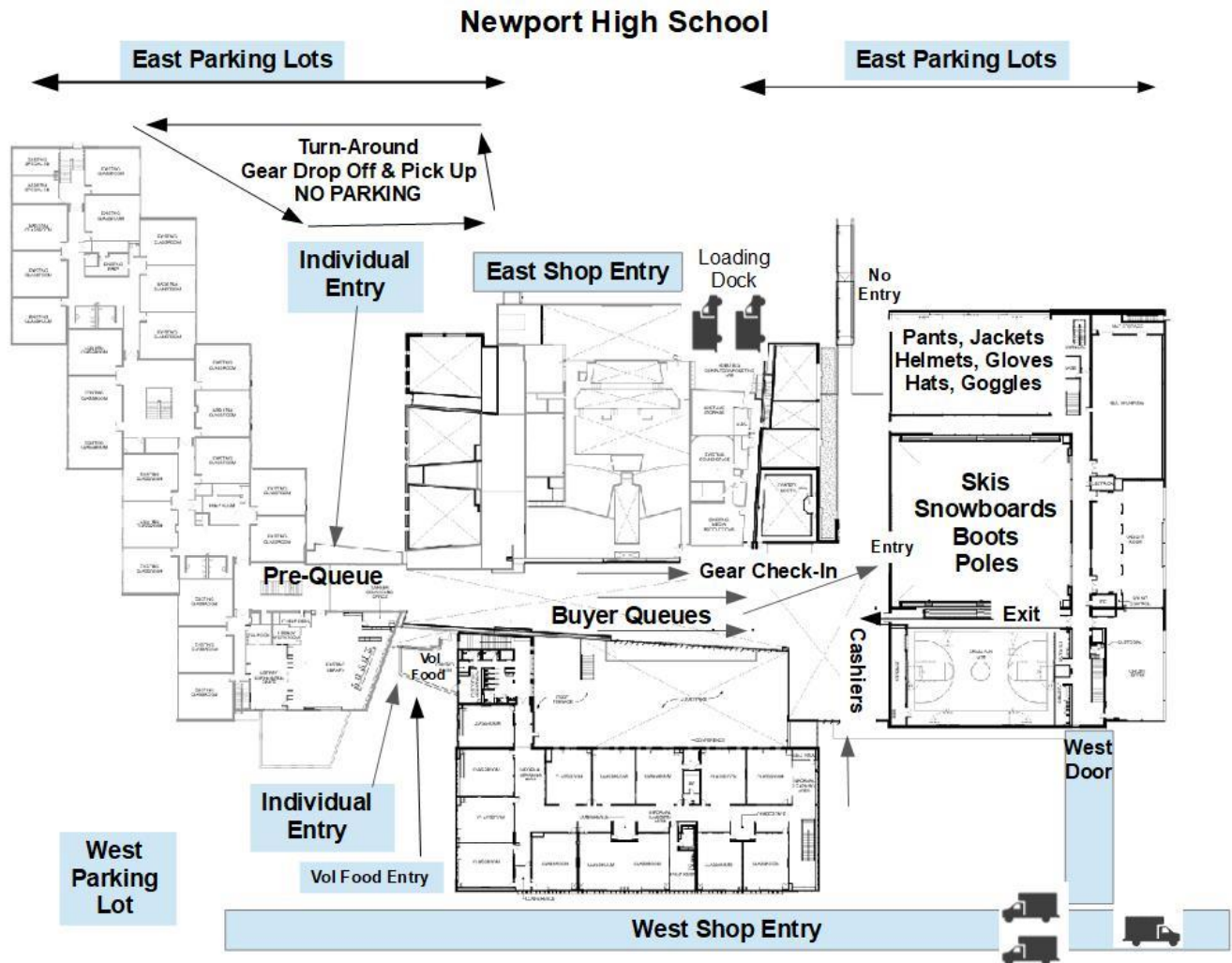
Cashier Area - Commons

1. Tables and chairs
2. Power cords
3. Cashier Laptops and scanners – 16
 - 4 Cash and Check stations in main area until line builds then add in upper Commons
4. Invoice Laptops and printers - 3
5. Tablets and credit card readers
6. Signs - Cashier that way, Credit, Cash, Check, Exit Here



Unsold Gear Pick-Up - Commons and Gyms

1. Setup Check-Out Tables, computers and barcode scanners
2. Disassemble and remove unused racks and tables from the gyms



Swap Signage

1. Parking Lot
 - Swap signs pointing to the entrances
2. Commons
 - Thur-Fri - Signs pointing to Gear Registration and Gear Drop-Off (Check-In)
 - Friday - Signs pointing to Swap Entry
 - Saturday – Signs saying “No Gear Drop-Off”
 - Saturday – Signs for First Tracks and Free Entry line up
 - “SkiArtistry Old Gear Recycling” sign
 - Sunday – Signs for Unsold Gear Pick-Up
3. Hallway
 - Signs pointing to Pick-Up Gear, Cashiers
 - Signs “Is Gear Tag Still Attached? If not, See Help Desk”
4. Big Gym - Customer Sale Entrance, back wall and north stands
 - Customer entrance, Swap Layout signs
 - “No Exit” and “Exit Here” Signs
 - “Swap HELP / Questions” signs outside and inside customer entrance
 - Signs pointing to Cashiers
 - Signs pointing to Clothing, More & Other Gym
 - Age, Gender and Size signs on Ski and Snowboard Racks
 - Signs for Ski and Snowboard Boots and Poles
5. Outside Gym
 - “No Exit” and “Exit Here” Signs
 - Signs pointing to Cashiers
 - Signs for Hats, Googles, Gloves, Pants, Jackets, Dressing Room, Age, Gender
6. Cashier area
 - Signs for Credit, Cash/Checks
 - “All Sales Final” signs
7. Gear Drop-Off area
 - Sunday Gear Pick-Up Date, Day and Time
with reminder to check sold status online (also flyers to hand to each seller)
 - Gear Tag attachment guidelines
 - Quality Requirements
8. In Commons Cashier area
 - Help, Entrance and Exit Signs

Take-Down Swap and Move Gear

1. All Ski Swap Signs
 - a. Take down all signs and remove all tape
 - b. Keep them in groups, Check-In, Check-Out, Cashier, Swap entrance, exit, gear sizing, ski, ski boot, snowboard, snowboard boot, clothing, etcetera
 - c. Neatly Plastic wrap them with by group by similar sizes, and smallish bundles
 - d. Store them on Help tables near the back door
2. Small / Auxiliary Gym Cleanup
 - a. Scan all remaining gear and put in Donated and Not Donated boxes or bags
 - b. Move all gear to the back hallway in prep for putting them in vehicles going to Bob's Storage
 - c. Break down and remove all tables, stages and chairs
 - d. Break down and move all boxes to loading dock behind custodian area
 - e. Sweep and remove all trash
 - f. Put Floor coverings (school -red, Swap-others) on school and swap rolling carts.
3. Main Gym
 - a. Break down ski and snowboard racks, teams of 2-4 working together
 - 3.a.i. Lay skis and snowboard neatly on the floor on the south side of Main gym
 - 3.a.ii. Stack wood neatly by size, plywood against south wall
 - 3.a.iii. Roll carpet and rubber mats tightly and neatly and plastic wrap well
 - b. Move all chairs, racks, tables and stages out
 - 3.b.i. Put School District wood and plastic tables on separate rolling table racks, 12 each
 - 3.b.ii. Store stages and table racks in the hallway
 - 3.b.iii. Move School District cafeteria tables to the hallway
 - c. Move gear on carts to the Swap Storage Unit and stack neatly
 - 3.c.i. Arrange Hangers neatly in boxes and put on shelving units
 - 3.c.ii. Place Plywood, round and rectangular clothing racks against the south wall
 - 3.c.ii.1. Strap to wall when complete
 - 3.c.iii. 2x4s neatly stacked north side wall first 10 footers then 8 then 6 then others
 - 3.c.iv. Neatly rolled up carpet and rubber mats stacked on the racks
 - 3.c.v. Tools and supplies and miscellaneous
 - 3.c.vi. 6-12 person crew to move gear and 4 stacking in the Storage Shed
 - d. Break down and move most boxes to loading dock behind custodian area
 - 3.d.i. Leave 30 good boxes for customers to remove gear and for us to move clothing to storage after customers are gone
 - 3.d.ii. When all gear gone, move remaining cardboard to dumpster
 - e. Sweep the vinyl flooring cover off and then fold onto carts
 - 3.e.i. Big red one on school cart to Auxiliary gym storage room
 - 3.e.ii. Others onto the cart to the Storage area
 - f. Sweep the gym and move the trash to dumpsters