



HSING YUN
EDUCATION FOUNDATION
星雲大師教育基金會

Book Fair Australia 2022

Hsing Yun Education Foundation Vendor Booth

Volunteer Training Guidebook

Prepared by:

Hsing Yun Education Foundation

Hsing Yun Education Foundation (ABN 24614498743)
Hsing Yun Education Foundation as Trustee for Hsing Yun Public Fund (ABN 69934081675)
180 Berkeley Road, Berkeley NSW 2506 Australia
T – +612 42720600 E – admin@hsingyunef.org.au W – hsingyunef.org.au

GENERAL INFORMATION:

| Book Fair Australia 2022 – Hsing Yun Education Foundation | |
|---|---|
| Date | 26 – 27th November 2022 (Sat & Sun) |
| Time | 10am To 6pm |
| Venue | Sydney Showground: Exhibition Hall 5 1 Showground Rd, Sydney Olympic Park NSW 2127 |
| Booth Name | Hsing Yun Education Foundation |
| Booth Genre or Category | Inspiration & Wellbeing |
| Main Products | Venerable Master Hsing Yun's Books – Multilingual |

A circular badge with a scalloped edge. The outer ring contains the text 'ATTENDING VENDOR' at the top and '26-27 NOVEMBER 2022' at the bottom. The inner circle features a book icon with rays of light, the text 'Book Fair Australia', and 'A FESTIVAL OF BOOKS'. A green ribbon with the word 'VENDOR' is attached to the top right of the badge.

Hsing Yun Education Foundation

Inspiration | Wellbeing

The Hsing Yun Education Foundation aspires to advance education, culture, community and social welfare. We believe that people, communities, and society in Australia can benefit from Humanistic Buddhist values that enhances a happier, wiser, ethical, and harmonious Australia

[Pre-order](#)



BOOK FAIR AUSTRALIA WEBPAGE:

<https://bookfairaustralia.com/>

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CONTACT PERSON:

| Volunteer Role Title | Set up & Logistics |
|-------------------------------------|---|
| Role Description and Details | As mentioned in 2022 BFA HYEY Volunteer Job Description |
| Supervisor's Details | <p>Name: Venerable Miao Zhe</p> <p>Phone: 02 4272 0615</p> <p>Email: miaozhe@nantien.org.au</p> |
| Team Leader's Details | <p>Name: Anne Zhang</p> <p>Phone: 0416 697 885</p> <p>Email: anne.zhang@hsingyunef.org.au</p> |

| Volunteer Role Title | Book Sales & Marketing & Cashier |
|-------------------------------------|--|
| Role Description and Details | As mentioned in 2022 BFA HYEY Volunteer Job Description |
| Supervisor's Details | <p>Name: Venerable Miao Zhe</p> <p>Phone: 02 4272 0615</p> <p>Email: miaozhe@nantien.org.au</p> |
| Team Leader's Details | <p>Name: Xiaomeng Tian & Chia Yean Kee</p> <p>Phone: 0426 998 295 & 0421 279 091</p> <p>Email: xiaomeng.tian@hsingyunef.org.au & kee@hsingyunef.org.au</p> |

| Volunteer Role Title | In-booth Activities Assistance |
|-------------------------------------|--|
| Role Description and Details | As mentioned in 2022 BFA HYEF Volunteer Job Description |
| Supervisor's Details | <p>Name: Venerable Juefang</p> <p>Phone: 0402 961 252</p> <p>Email: juefang@hsingyunef.org.au</p> |
| Team Leader's Details | <p>Name: Peihan Li</p> <p>Phone: 0420 587 677</p> <p>Email: peihan.li@hsingyunef.org.au</p> |

FINAL BOOTH LAYOUT:

HSING YUN

EDUCATION FOUNDATION

· WELLBEING

· INSPIRATION



I am 96 years old this year.
I've had a heart operation,
my hands are shaking,
I cannot see clearly,
and walking is not easy either.

But I can still talk.
I can still think, teach, and write."

- Venerable Master Hsing Yun



FINAL BOOTH LAYOUT:

Book Sales & Marketing Corner



WISDOM FROM VENERABLE MASTER HSING YUN

INSPIRATION



SUTRA & COMMENTARY



WELLBEING



BIOGRAPHY



OTHER LANGUAGES



CHILDREN & COMIC



PHILOSOPHY



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FINAL BOOTH LAYOUT:

In-booth Activity Corner



Venerable Master's Dharma Words Wall

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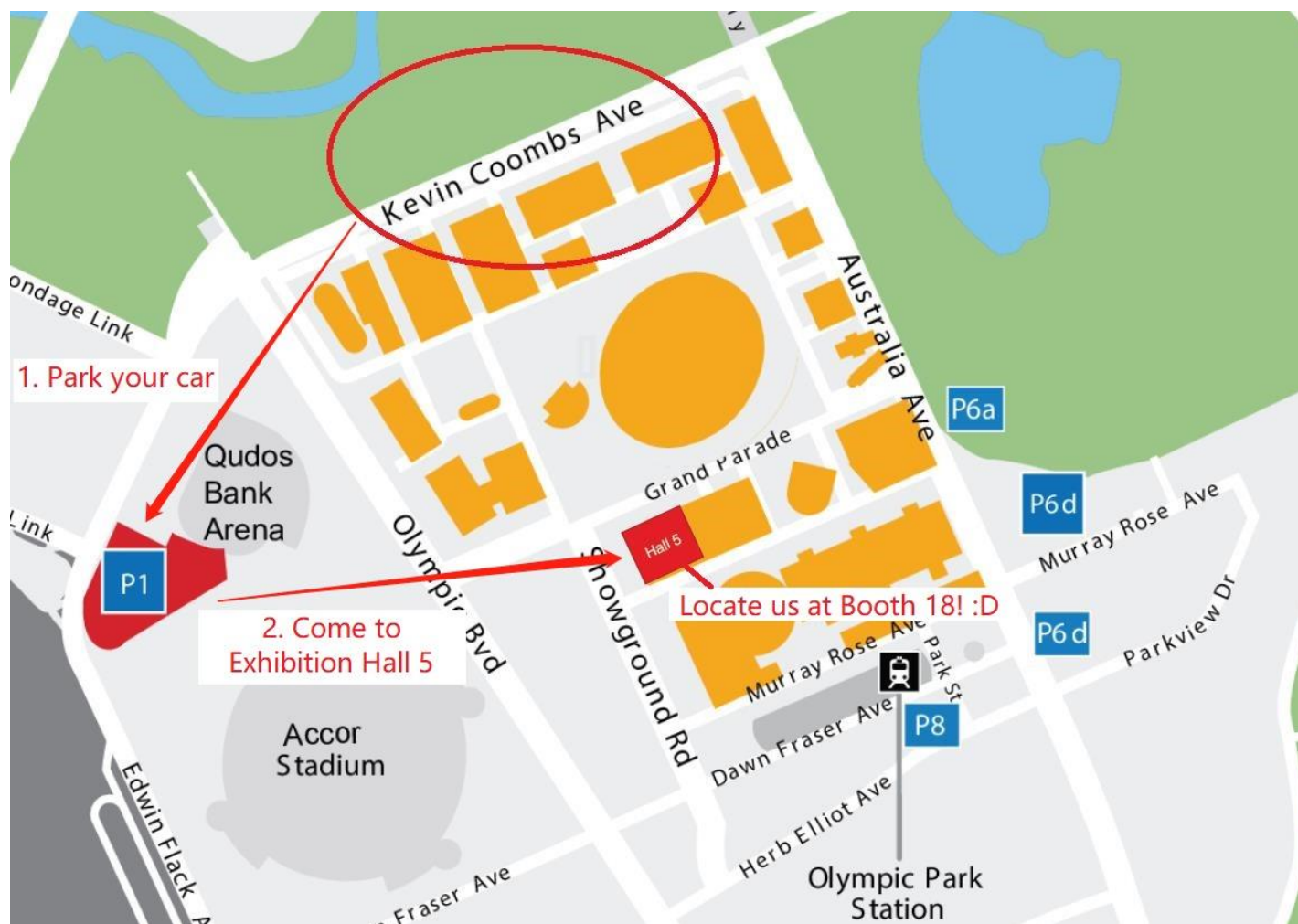
VOLUNTEER NOTE – ATTIRE, UPON ARRIVAL

1. **ATTIRE:** NTI T-shirt, Dark pants or Jeans, Comfortable Shoes

UPON ARRIVAL AT SYDNEY SHOWGROUND:

2. Proceed to **Exhibition Hall 5** - 1 Showground Rd, Sydney Olympic Park NSW 2127
3. **Call Kee** – 0421279091 or your Team Leader so that we can pick you up at the entrance with your Exhibitor Pass
4. You **DON'T HAVE TO** buy the entrance ticket for yourself as HYEYF has gotten it covered
5. Collect ***NTI T-Shirt, Exhibitor Pass, Parking Pre-paid Ticket*** (if applicable) from Kee
6. Get changed, and be ready to start the shift! :D

PARKING AT SYDNEY SHOWGROUND - P1 CARPARK:



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Instructions for exhibitors who have pre-purchased Single Entry parking passes

Please read the below parking details carefully:

Exhibitor Parking will be in **P1** for the event. Please refer to the attached map for the location.

On arrival:

1. Go to P1 car park via Kevin Coombs Avenue. **Enter through the boom gate**, taking a ticket as normal.
2. Proceed to Exhibition Hall 5 (refer to map) and collect a pre-paid parking pass from Kee - 0421 279 091.
3. Use this pre-paid parking pass to exit the car park at the end of the day. A new pass will be required for each day. PASSES ARE ONLY VALID FOR P1.

Note: P1 is an undercover car park, if your vehicle is over the height of 2m please contact the Exhibitor Services team prior to arriving onsite.

* Refunds will not be issued to exhibitors who do not park in the allocated parking station, change of mind or select the incorrect dated ticket.

Should you have any further questions regarding exhibitor parking, please do not hesitate to contact the team on (02) 9704 1265.

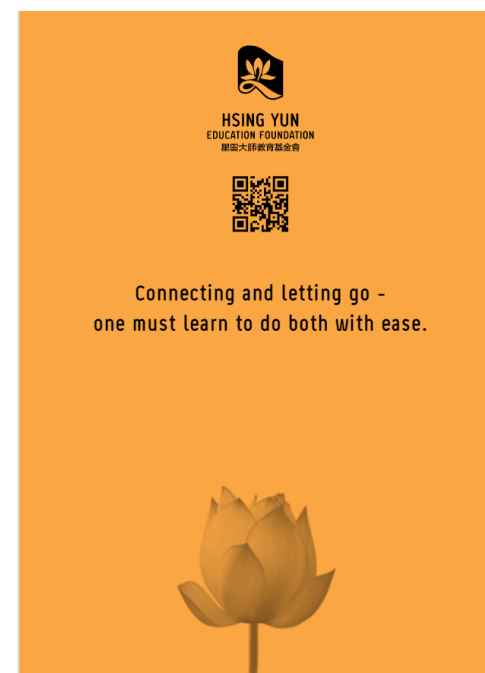
VOLUNTEER JOB DESCRIPTION:

IN-BOOTH ACTIVITIES TEAM

PLEASE REFER TO ON-SITE EXPLANATION.



- IN-BOOTH ACTIVITIES BOARD -



- BOOKLET SAMPLE -

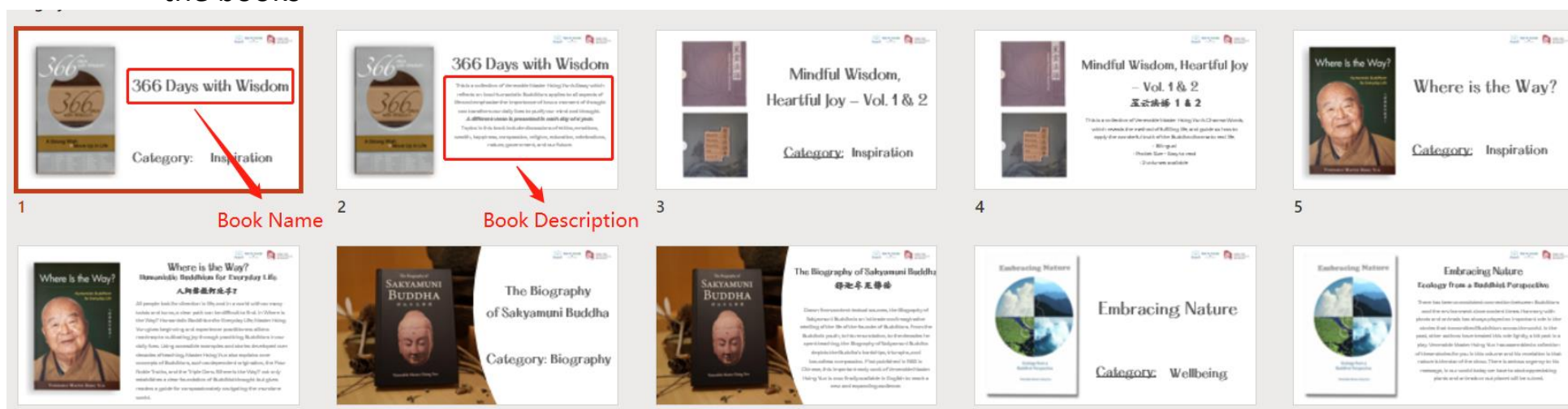
VOLUNTEER JOB DESCRIPTION:

BOOK SALES TEAM

PLEASE REFER TO THE FOLLOWING DOCUMENTS:

1. **Full Book PPT List:** <https://hsingyunef.org.au/wp-content/uploads/2022/11/2022-BFA-HYEF-Final-Book-List-with-Picture.pdf>

- This list shows the book photo & book description
- It is to familiarise you with the book covers and to know what to introduce when people ask about the books



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2. **Full Book Excel List:** <https://hsingyunef.org.au/wp-content/uploads/2022/11/BFA-Book-Sales-Team-List.pdf>

- This list has book **Price, Quantity** that we brought to BFA, **Packing Box #** and **Language**.
- We have 3 copies of this list (printed out) standby at the booth, so that you can flip through during every sale as reference

| No. | Name | Language | New Categories | Price | Amount | Packing Box # | Sold amount on Day 1 | Inventory Check on Day 1 | Sold amount on Day 2 | Balance on Day 2 |
|-----|--|----------|----------------|----------|--------|---------------|----------------------|--------------------------|----------------------|------------------|
| 20 | For All Living Beings | English | Wellbeing | \$ 26.00 | 6 | C | | | | |
| 21 | Humanistic Buddhism: A Blueprint for Life | English | Inspiration | \$ 22.00 | 5 | H | | | | |
| 22 | Life: Politics, human rights & what the Buddha said about life | English | Wellbeing | \$ 22.00 | 10 | C | | | | |

c. COLUMN EXPLANATION:

- LANGUAGE:**

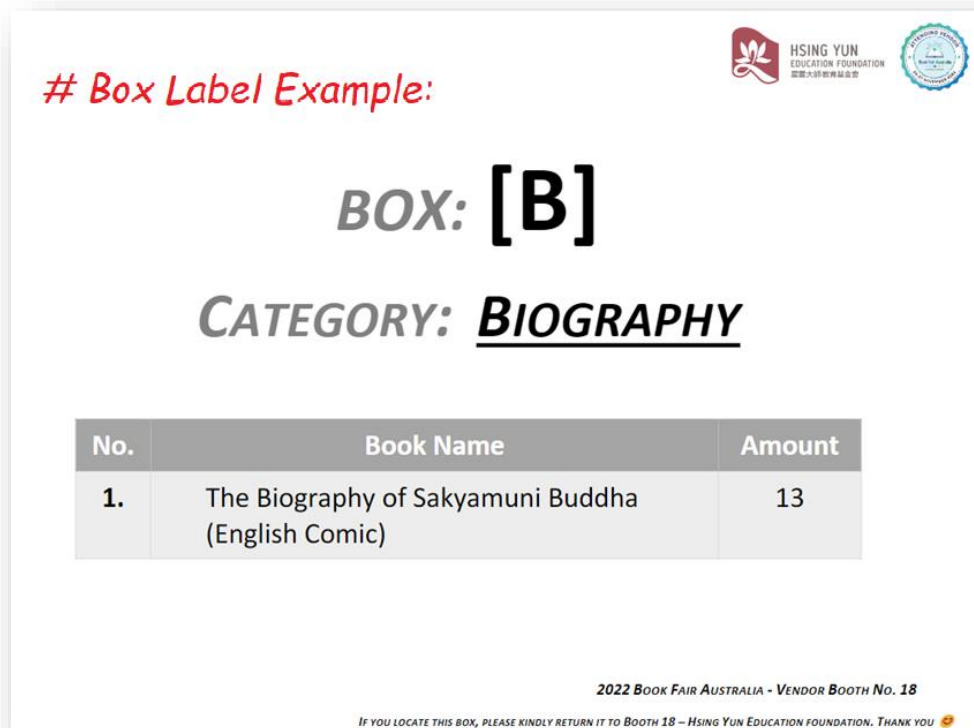
As we have many books from different language, you can use the print-out list to know what language the book is in case someone asks

- PRICE:**

You can check the book price here, or at the back of each display book

- **PACKING BOX #:**

We have the stock boxes of our books hidden under each table and each stock box has a **Box Label** on it, as below:-



Box Label Example:

BOX: [B]

CATEGORY: BIOGRAPHY

| No. | Book Name | Amount |
|-----|--|--------|
| 1. | The Biography of Sakyamuni Buddha (English Comic) | 13 |

2022 BOOK FAIR AUSTRALIA - VENDOR BOOTH NO. 18

IF YOU LOCATE THIS BOX, PLEASE KINDLY RETURN IT TO BOOTH 18 - HSING YUN EDUCATION FOUNDATION. THANK YOU 🙏

- **Please always take books from these stock boxes when sales happen**, unless display book is the only stock we left with :D

- **AMOUNT & SOLD AMOUNT ON DAY 1 OR 2:**

| No. | Name | Language | New Categories | Price | Amount | Packing Box # | Sold amount on Day 1 | Inventory Check on Day 1 | Sold amount on Day 2 | Balance on Day 2 |
|-----|----------------------|----------|----------------|----------|--------|---------------|----------------------|--------------------------|----------------------|------------------|
| 1 | 2023 Calendar | | | \$ 15.00 | 15 | 单独1箱 | | | | |
| 2 | 366 Days With Wisdom | English | Inspiration | \$ 33.95 | 83 | RSTU | | | | |

- **“Amount”** shows how many books we brought to the fair
- **“Sold Amount on Day 1” (or Day 2)** is to be completed by the Book Sales team whenever we sell a book, so that we can cross check the stock at the end of 1st day and the fair
- We can use the “正” method to note the number of books sold :D

VOLUNTEER JOB DESCRIPTION:

MARKETING TEAM

PLEASE REFER TO -

2022 BFA HYEYF MARKETING VOLUNTEER TRAINING GUIDE:

<https://hsingyunef.org.au/wp-content/uploads/2022/11/HYEYF-Marketing-Volunteer-Training-Guide-2022-BFA.pdf>

INCLUDES THE MARKETING OF –

- HYEYF MARKETING
- “MAIN COURSE”: BOOK SALE
- NTT MARKETING (Print-out available at booth! :D)
- NTI MARKETING :

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VOLUNTEER JOB DESCRIPTION:

CASHIER

| <u>No.</u> | <u>Area</u> | <u>Description</u> |
|------------|----------------|--|
| 1. | Payment Method | <ul style="list-style-type: none"> • Card – Top Priority • Cash |
| 2. | Card Payment | <ul style="list-style-type: none"> • No Surcharge for any type of card payment • Mastercard, VISA, Unionpay, AMEX • Terminal Machine  |

| | | |
|----|--------------|--|
| 3. | Cash Payment | <ul style="list-style-type: none"> • Cash bag - Hand carry • Make sure bag is with you at all time  |
| 4. | Pack books | <ul style="list-style-type: none"> • Book Amount = 1 or 2 <ul style="list-style-type: none"> ○ Give HYEY bookmark & stack of information paper ○ No Bag • Book Amount = 3 or > 3 <ul style="list-style-type: none"> ○ 1 环保与心保 Recycle bag ○ Give HYEY bookmark & stack of information paper |



Here's the end of your Volunteer Training!

Book Fair Australia 2022 – Hsing Yun Education Foundation Booth

Thank you again for offering us your precious time and help! It is good to have you. 😊

有你真好 😊