



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

Book Fair Australia 2023

Hsing Yun Education Foundation Vendor Booth

Volunteer Training Guidebook

Prepared by:

Hsing Yun Education Foundation

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TRAINING AGENDA

1. General Information
2. Sharing by Venerable Juefang
3. Departmental Information
 - a. Book Sales
 - b. In-Booth Activities
 - c. In-Booth Marketing
4. Discussion on Book Sales Strategy

GENERAL INFORMATION:

Book Fair Australia 2023 – Hsing Yun Education Foundation Booth	
Date	14 – 15th October 2023 (Sat & Sun)
Time	10am To 4pm
Venue	Sydney Showground: Exhibition Hall 5 1 Showground Rd, Sydney Olympic Park NSW 2127
Booth Name	Hsing Yun Education Foundation
Booth Number	#3
Booth Size	9m x 3m
Booth Genre or Category	Inspiration & Wellbeing
Main Products	Venerable Master Hsing Yun's Books – 15 Languages (English, Chinese, French, Korean, Tamil, German, Japanese, Swedish, Vietnamese, Thai, Arabic, Tegulu, Spanish, Hindi, Filipino)



Attending Vendor

Book Fair Australia
A FESTIVAL OF BOOKS
SYDNEY SHOWGROUND
14-15 OCTOBER 2023

Hsing Yun Education Foundation

Books are a gem of wisdom, for people to seek things that resonate with their life experiences and find solutions to their current challenges. HYEYF exhibits books by Ven. Master Hsing Yun whose insights offer readers the potential to attain happiness

[Pre-order](#)

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BOOK FAIR AUSTRALIA WEBPAGE:

<https://bookfairaustralia.com/>

CONTACT PERSON:

Volunteer Role Title	<ol style="list-style-type: none"> 1. Pre-event Assistance 2. Set up & Logistics 3. Cashier & Sales Records 4. In-Booth Activities
Role Description and Details	As mentioned in 2023 BFA HYEY Volunteer Job Description
Team Leader's Details	<p>Name: Kee</p> <p>Phone: 0421 279 091</p> <p>Email: kee@hsingyunef.org.au</p>

Volunteer Role Title	1. Book Sales
Role Description and Details	As mentioned in 2023 BFA HYEY Volunteer Job Description
Team Leader's Details	<p>Name: Xiaomeng Tian</p> <p>Phone: 0426 998 295</p> <p>Email: xiaomeng.tian@hsingyunef.org.au</p>

Volunteer Role Title	1. Marketing
Role Description and Details	As mentioned in 2023 BFA HYEY Volunteer Job Description
Team Leader's Details	<p>Name: Chian Ying Tai</p> <p>Phone: 0402 357 643</p> <p>Email: chianying.tai@hsingyunef.org.au</p>

2023 Book Fair Australia - HYE Volunteer Roster

Last Updated: 04/10/2023 4:03pm

Department	13/10/2023: Friday 2pm - 7pm	14/10/2023: Saturday 9am - 1pm	14/10/2023: Saturday 1pm - 5pm	15/10/2023: Sunday 9am - 1pm	15/10/2023: Sunday 1pm - 6pm (Including Bump Out)
Bump In	1. Benny Yeung	-			
	2. Hexi Yang				
Book Sales (3)	-	<u>HYEF Representative: Xiaomeng Tian 曉萌</u>			
		1. Wai Ming Wong (+AM)	1. Wai Ming Wong (+AM)	1. Ling Halbert (+AM)	1. Ling Halbert (+AM)
		2. Roxanne McCarthy (+AM)	2. Stacey Wong (+AM)	2. Benny Yeung (+AM)	2. Sophia He
		3. Lingli Zhang	3. Lingli Zhang	3. Carol You 瑞雲	3. Carol You 瑞雲
In-booth Activities & Marketing (3)	-	<u>HYEF Representative: Chian Ying Tai 建芸</u>			
		1. Ellen Wong (+Cashier)	1. Ellen Wong (+Cashier)	1. Ellen Wong (+Cashier)	1. Ellen Wong (+Cashier)
		2. Hexi Yang (+BS)	2. Hexi Yang (+BS)	2. Hexi Yang (+BS)	2. Hexi Yang (+BS)
		3.	3. Roxanne McCarthy (+BS)	3. Jing Fang (+BS)	3. Benny Yeung (+BS)
		-	-	-	4. Stacey Wong (+BS)
Cashier (1)	-	<u>HYEF Representative: Kee</u>			
		1. Peihan Li	1. Peihan Li	1. Peihan Li	1. Peihan Li

EXHIBITOR PASS

Each volunteer will need an **exhibitor pass** to enter the exhibition hall.

- Please call Kee at [04 2127 9091](tel:0421279091) once you arrive at the Sydney Showground so that we can bring you in with the exhibitor pass.
- You do not need to purchase any entrance ticket for yourself. :D



PARKING

For those who have pre-booked a parking space, we will update you in our WhatsApp group about the allocated parking station and any further parking instructions.

The information we have so far is as below:

*** If you have ordered parking, approximately 3 days prior to the event move in you will receive an email outlining the allocated parking station and further parking instructions. You will need to enter the allocated parking station, and collect a ticket upon arrival. This ticket is then exchanged for your pre-purchased exit pass by our Venue Services team at the event.**

The parking requests we have received:

HYEF BFA Pre-order Parking List				HYEF BFA Pre-order Parking List			
Date: 14/10/2023 (Saturday)				Date: 15/10/2023 (Sunday)			
No.	Name	Type of Car	Entries	No.	Name	Type of Car	Entries
1	HYEF	Normal	Single	1	HYEF	Normal	Single
2	Ellen	Normal	Single	2	Ellen	Normal	Single
3	Wai Ming	Normal	Single	3	Carol	Normal	Single
4	Peihan	Normal	Single	4	Ling (Halbert)	Normal	Single
5	Hexi	Normal	Single	5	Benny	Normal	Single
6	Roxanne	Normal	Single	6	Jing	Normal	Single
				7	Peihan	Normal	Single
				8	Hexi	Normal	Single
Total No. of spaces needed: 6				Total No. of spaces needed: 8			

VOLUNTEER T-SHIRT + TRAVEL LIGHT! :D




Standard HYE Volunteer Attire:

- NTI Black T-Shirt
- Black pants
- Enclosed shoes
- Bright Smile!

- New volunteers will receive an NTI Black T-shirt on the day.
- For volunteers who have received an NTI T-shirt in our past events, please kindly re-wear it so that we can reserve the new t-shirts for any new volunteers. :D
- Please make sure you **travel light on the day**, as we have limited storage space for volunteers!
- Kindly check if your registered T-shirt size is correctly stated:

<u>Volunteer</u>	<u>T-shirt Size</u>
Stacey	M (16)
Wai Ming	M (16)
Jing	M (16)
Benny	L
Sophia	L
Hexi	L

<u>Past Event Volunteer :D</u>	
Ellen	Roxanne
Carol	Lingli
Peihan	Ling
Thank you to the six of you for supporting us once again 	

LUNCH + WATER SUPPLY

Venerable Juefang has kindly offered to supply lunch to all our volunteers on the day! 😊

Lunch break is between 12pm to 1:30pm, where we take turn to have lunch.

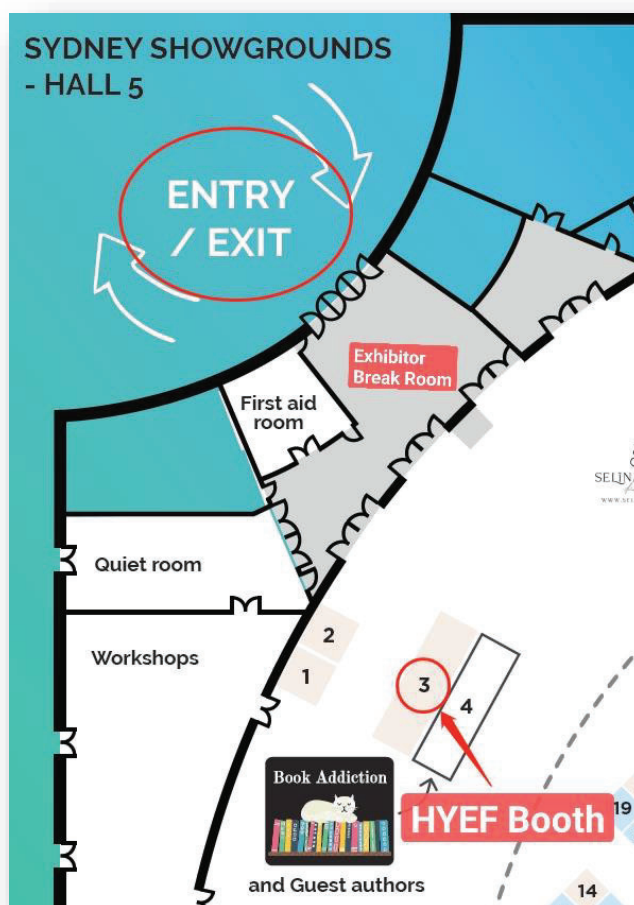
We hope this adds to your convenience and comfort during your time with us. 😊

In terms of water supply, BFA has allocated an **exhibitor break room** where you can fill your bottles this year.

FLOOR PLAN

HYEF is located at Booth #3, right at the hall entrance!

Exhibitor break room is located in the foyer next to the first aid room.



Full 2023 BFA Floor Plan: [Link](#)

10% DISCOUNT VOUCHER INITIATIVE:

As a new initiative launched by HYEYF this year, all book purchasers from the HYEYF booth can receive a 10% discount voucher for their next book order on our online bookstore!



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澳洲星雲大師教育基金會在線書城
Hsing Yun Education Foundation
Online Bookstore

THANK YOU GIFT:



YOUR NEXT ONLINE BOOK PURCHASE!

Purchase any book at our booth today &
receive a **10% discount voucher**
for your next online book order on our website.

RECEIVE YOUR PROMO CODE AT CHECKOUT.

Online Bookstore:



Validity period: 16/10/2023 - 15/01/2024

Free shipping on orders above \$60

VENERABLE JUEFANG - MEDITATION SESSION WITH BFA EXHIBITORS

Venerable Juefang will be conducting a 10-15 minutes meditation session with fellow BFA Exhibitors at 9am-ish on the 14th of October 2023. (Time TBC)

We kindly encourage fellow volunteers to arrive on time on the day so that we can participate altogether as a show of support to Venerable!

VOLUNTEER SUGGESTIONS & QUESTIONS?

Do you have any suggestions pertaining the area we have covered earlier, or, based on your volunteer experience in last year's BFA?

Is there any questions you would like us to clarify?

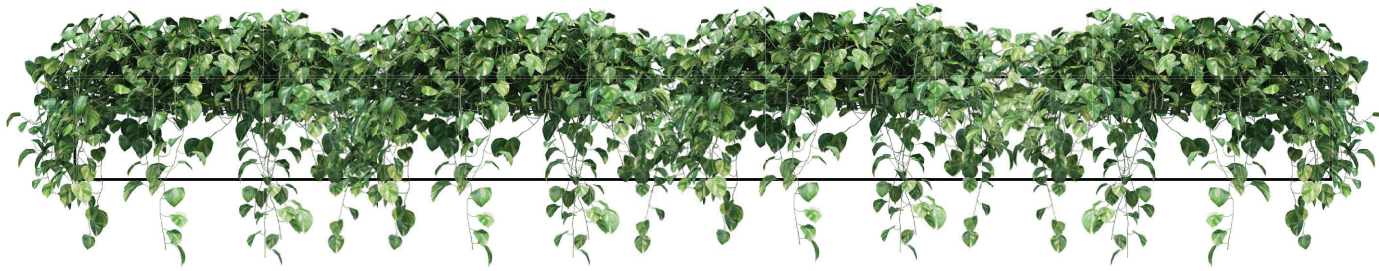
BOOTH LAYOUT:

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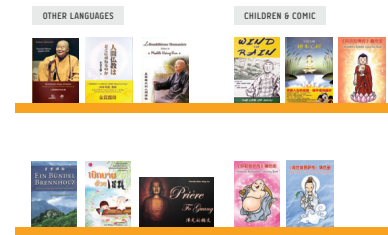
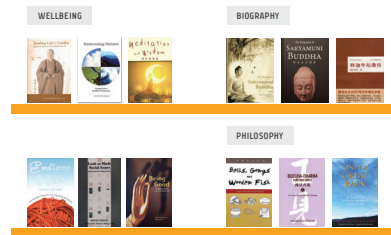
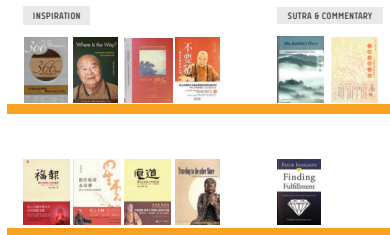
• WELLBEING

• INSPIRATION



BOOTH LAYOUT:

WISDOM FROM VENERABLE MASTER HSING YUN



READ TO BE A BETTER PERSON

READ TO
UNDERSTAND REASONS

READ TO SEE CAUSES AND CONDITIONS

READ TO
UNDERSTAND THAT VERY HEART

- Venerable Master Hsing Yun

(1927 - 2023)





WISDOM FROM VENERABLE MASTER HSING YUN

INSPIRATION



SUTRA & COMMENTARY

WELLBEING



PHILOSOPHY



































































































































































































































































































































HSING YUN

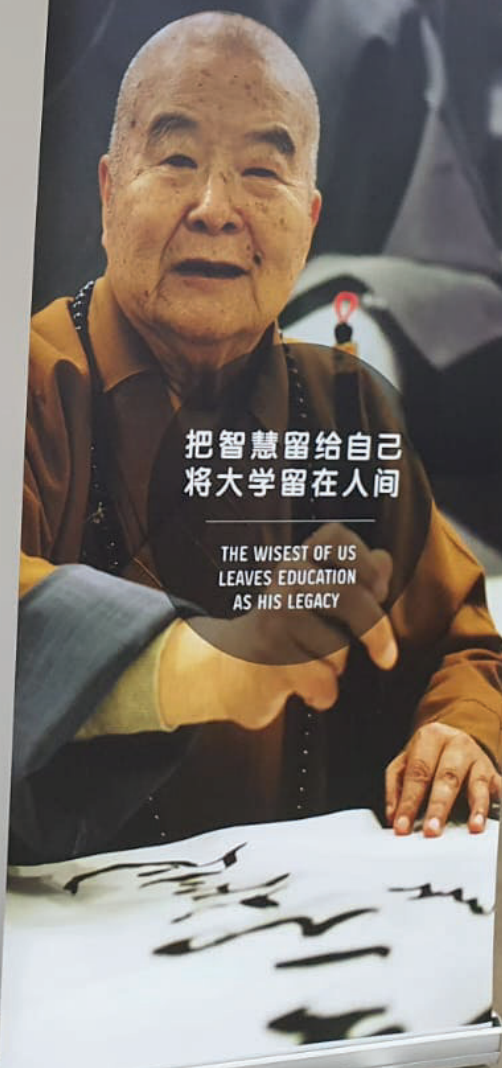
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· WELLBEING

· INSPIRATION



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把智慧留给自己
将大学留在人间

THE WISEST OF US
LEAVES EDUCATION
AS HIS LEGACY

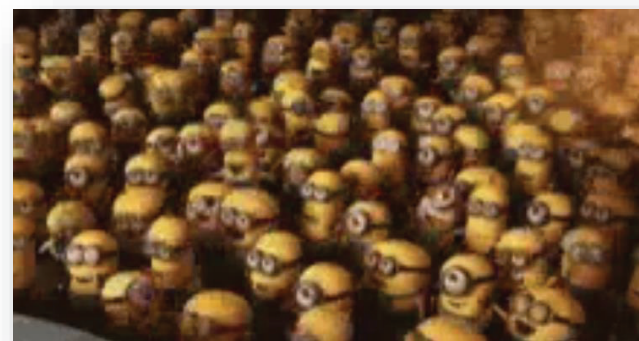
COMING UP NEXT!



WORDS OF WISDOM BY VENERABLE JUEFANG

GENERAL MANAGER

HSING YUN EDUCATION FOUNDATION



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