

Texas Master Gardener Association Annual Conference Handbook

PURPOSE

1. Annual Conference

- a. Texas Master Gardener Association Bylaws states that the association will organize and coordinate an Annual Texas Master Gardener Advanced Training Conference. The purpose of the conference is to educate Texas Master Gardeners.
- b. The TMGA Board of Directors will select a local Master Gardener Association to serve as host for the Annual Conference. The selection process will be done by majority vote following presentations by county associations meeting the qualifications outlined in this Handbook.
- c. The TMGA will provide \$5000.00 advance funding to help defray initial conference expenses. The TMGA Treasurer will issue a check to the host county following approval of the Board of Directors. After all bills are paid, the TMGA will be reimbursed at a rate of 10% of net profits, up to \$5000.00 with any remaining balance going to the host county.

2. Conference Handbook

The Conference Handbook provides requirements and guidelines for the Annual Training Conference as set forth by the Texas Master Gardener Association, Inc. This will ensure that each conference will adhere to the Texas A&M AgriLife Extension Service educational and administrative requirements for the Texas Master Gardener Program.

RULES, ROLES & RESPONSIBILITIES

1. Conference Bid Process

- a. Any interested association should contact the TMGA Conference Committee and obtain a copy of the Conference Handbook
- b. Potential host counties must notify, meet with and obtain approval from the TMGA Conference Committee prior to making a bid to the TMGA Board of Directors. This can be done any time prior to the bid process as outlined in Paragraph c. below, but should be done as soon as the county is confident of their intent.
- c. Conference bid presentations should be made to the TMGA Board of Directors at the Annual Conference two years prior to the intended year. In the absence of a bid at that time frame, selection will be made on a first come-first served basis.

2. Site selection

- a. The facility must accommodate a minimum attendance capacity of 600. A seat must be available for all attendees for:
 - Educational classes
 - Specialist Recognition event(s) (plus additional guests)
 - Annual Awards event (attendance 15%-20% over registration with guests)
- b. Adequate space for vendors (recommended)

3. Conference Dates and Length

The Annual Conference will be held each year between April 1 and May 15. The length should range from 2 full days minimum, to as much as 3 ½ days.

4. Conference Agenda, Speakers & Subject Matter

The Conference agenda must be approved in advance by the TMGA Conference Committee. The agenda should include the following:

- a. Educational classes
- b. Annual Awards Presentation
- c. Awards Exhibits/Displays
- d. Specialist Recognition
- e. Directors Meeting
- f. Coordinators Meeting
- g. Hands-on workshops
- h. Tours
- i. Vendor Exhibits (optional)
- j. Silent Auction/Raffle (optional)

5. TMGA Conference Committee:

The TMGA Conference Committee consists of the Committee Chair appointed by the TMGA President and other members chosen for their experience in having previously hosted the TMGA Conference. The committee has the following responsibilities:

- a. Regularly solicit county associations to be potential host of the conference. The goal is to have potential hosting counties lined up 3 to 4 years in advance.
- b. A member of the TMGA Conference Committee will be assigned to the host county to act as liaison and advisor.
- c. Maintain historical record of previous events, primary activities, what worked well and what didn't.
- d. Keep TMGA Executive Committee and State Coordinator informed of all conference activities.

6. Hosting Association Conference Chair

A successful conference requires good planning skills, good listening and communication skills, experience in effective delegation and the ability to work well with people of various backgrounds, skill levels and personalities in order to bring about consensus. The Conference Chair is required to:

- a. Perform the lead role of Project Manager for the entire conference
- b. Commit the necessary time and energy to ensure its successful planning and execution
- c. Set up and oversee the various Committees required to plan and execute this event, develop and track a detailed timeline of events and lead regular Committee planning meetings.
- d. Report regularly to the TMGA Conference Committee Liaison on progress and any major problems and developments encountered.

OTHER CONFERENCE REQUIREMENTS

1. Educational classes

- a. All Educational Sessions will be at advanced training level according to principles established by Texas A&M AgriLife Extension Service.
- b. A minimum of 8 Educational Advanced Training Hours must be included with the Registration Fee.
- c. Speakers and subject matter must be approved by the State Master Gardener Program Coordinator.

2. Awards

- a. TMGA Annual Awards – Host County must accommodate time and space requirements of the TMGA Awards Committee.
- b. Specialist Training Awards requirements must be coordinated with the TMGA State Coordinator.

3. Directors and Coordinators Meeting

- a. The Directors and Coordinators meeting should not conflict with other agenda items.
- b. The meetings should not be scheduled at a time that would require an additional night's stay.

4. Tours

- a. Tours should be primarily to horticultural or botanical areas like nurseries, botanical gardens, etc.
- b. Spouses/guests should be allowed to register for tours with a registered Master Gardener.

5. Registration

- a. Allow spouses/guests to register for full conference.
- b. Allow attendance at Banquet Only
- c. Refund Policy should be reasonable, allowing for full refunds with minimal or no penalties.

6. Financial Matters

- a. Financial reports will be made available to the TMGA
- b. Partial Cost Recovery fees to be included
- c. Repayment of TMGA Advance money as net profits permit.

7. Publicity

To maximize attendance and ensure a successful conference, promotion is key!

At least 12 months in advance, the host association should provide:

- a. News article for each TMGA newsletter
- b. Presentation at each TMGA Quarterly meeting
- c. Website, updated regularly
- d. Facebook and/or other Social Media, updated regularly
- e. Information for current hosting county to include in their conference booklet.

COMMITTEES AND TASKS OVERVIEW

This section provides an overview of the recommended committees and the tasks they need to perform. Depending on the size of the organization, major sub-committees (e.g., Sponsors) could be stand-alone committees.

1. **Accommodations** – Work with local Convention and Visitors Bureau and local hotels/bed & breakfast, RV Parks or other lodging possibilities to secure the best rates/blocks of rooms needed for conference. Provide webmaster list of preferred lodging with short description, rates, booking code, photos and availability status. Secure speaker/guest rooms as needed. Avoid contracts with room guarantees, if possible.

2. Budget/Finance

- a. Establish a separate bank account for the conference. Secure budget projections from all committees and develop total conference budget. Use Quicken or other financial software, maintain running YTD budget figures and make available to the TMGA Conference Committee Liaison. Sound alarms loudly and EARLY if budget issues arise. Deposit all funds and pay all bills in a timely manner. Work with TMGA Treasurer to secure advance funding and reimburse same at the conclusion of the conference.

- b. **Sponsors** – Solicit sponsors for conference. Determine benefits of sponsorship and acknowledgement opportunities. Determine if vendor booth is required and coordinate with Facilities. Work with PR to acknowledge sponsors appropriately in conference booklet/t-shirts, etc. Send thank you notes at completion of conference. Work with Hospitality in getting goody bag contributions.

3. Communication

- a. **Publicity/Public Relations** – Determine theme and logo for conference. Create and distribute all media for local papers, TMGA website, TMGA newsletter and direct contact with individual MG associations. Create letterhead with theme logo and include the TMGA and AgriLife logos. Help Registration Committee create conference booklet. Include space in booklet for next succeeding hosting county to announce their conference.
- b. **Website Committee** - Establish and maintain a website with the name (year) tmgaconference.org. ex. 2012tmgaconference.org

4. Education/Programming

- a. **Speakers -Educational Sessions** – Secure speakers for all educational sessions. Work with Events to determine if Key Note Speaker is needed. Coordinate with Accommodations for hotel rooms for speakers and with Hospitality to determine special needs for speakers lounge. Determine room monitor/volunteers for speaker rooms and coordinate with Volunteer Committee.
- b. **Tours** – Coordinate all tours and meals if needed. Work with Events/Meals Committee to secure lunches if not available from tour operator. Work with Logistics/Transportation to determine if shuttle or tour bus is required. Secure Tour coordinator, assistant and backup vehicle driver volunteers for all tours. Determine signage needs and coordinate with PR. Provide chase cars for each bus tour in the event of emergency.
- c. **Workshops Hands-on** – Develop hands-on workshops. Secure all necessary materials, speakers and volunteers as required. Work with facility personnel on appropriate workshop locations. Work with Speaker Committee for appropriate arrangements for speakers if needed.

5. Events

- a. **Awards - Liaison** - Work directly with TMGA Awards Committee to ensure needs are met for Awards Banquet and Exhibits. Secure photographer for Awards events.

- b. **Awards - MG Banquet** – Work with Facilities Committee to determine needed tables/chairs and appropriate set up. Work with TMGA Officers, Awards Committee and TMGA State Coordinator to determine needs for awards presentations. Work with Audio/Visual Committee to secure needed AV equipment. Work with Meals Committee for meal accommodations/wait staff, etc. Work with Decorations Committee. Work with Speaker Committee for keynote speaker/program. Work with Protocol/PR on local dignitary invitees. Get entertainment.
- c. **Awards - Specialist Luncheon** – Work with Facilities Committee to determine needed tables/chairs and appropriate set up. Work with TMGA Officers and TMGA State Coordinator to determine needs for Specialist awards presentations. Work with Audio Visual equipment committee to secure needed AV equipment. Work with Meals Committee for meal accommodations/wait staff, etc. Work with Decorations Committee. Consider entertainment.
- d. **Meals/Snacks** – Work with MG Awards Banquet Committee and caterers to determine meal/catering/wait staff/set up and clean up needs for the banquet; same for the Specialist Luncheon and Reception Committee. Secure caterers. Determine lunch requirements with Tours Committee and assist meal distribution as needed. Plan/coordinate coffee/tea/snacks availability during entire course of conference, coordinate with Hospitality for set up, restocking and clean up.
- e. **Protocol** – Work with TMGA Officers, Awards Committee and TMGA State Coordinator to ensure all formalities (Ensure Flags (US and Texas) are available, Pledge and Prayer as needed) for the MG Awards Banquet, Specialist Luncheon, Directors meeting and Coordinators meeting are met appropriately. Identify AV equipment needs. Work with PR on local dignitary invitations for Banquet/Reception. Determine local dignitary invitations and send appropriately. Determine signage needs with Registration/Tour/Reception Committees and secure.

6. Facilities

- a. Coordinate facility needs of all committees with appropriate facility personnel. Function as point of contact between conference committees and facility personnel. Determine costs associated with facility, tables, chairs, equipment use from facility. Make room assignment for education sessions. Work with Vendor/Sponsor Committee on vendor spaces. Coordinate Security. Work with facility personnel to determine parking for personal vehicles, buses, shuttles, etc. Coordinate with AV Committee on needs for all committees. Coordinate traffic control with Sheriff if needed.
- b. **Audio Visual Equipment** – Determine equipment needs for speakers, seminars, workshops, banquet, luncheon, reception, tours, registration, and committee office. Secure needed equipment (rent or borrow). Extension agents may be able to borrow some equipment from neighboring counties.

7. Hospitality

- a. Accumulate and create goody bags and contents for attendees and coordinate distribution with Registration Committee. Design with PR Committee appropriate t-shirt with conference logo, take orders and coordinate distribution of t shirts. Determine needs of speaker break room and coordinate with Meals/Snacks Committee. Work with Sponsor Committee to get contributions.
- b. **Decorations** – Work with MG Awards and JMG Awards Committees to determine decoration needs. Coordinate with facility for assistance as needed. Coordinate tables for MG Awards Exhibits with Awards Liaison. Work with Reception Committee on needs for reception decorations.
- c. **Reception** – Locate appropriate reception venue. Work with caterers and Meals Committee for meals/food/beverage needs. Possibly solicit sponsor for reception with appropriate acknowledgement to defray costs. Work with transportation if shuttle service is needed.

8. Logistics

- a. **Registration** – Coordinate with all committees to get information for registration packet and create registration form. Coordinate distribution of registration packets on conference day one/two. Create name tags and tickets for various seminars/workshops/banquets. Publicize spouse registration information. Maintain database of registrations. Mail/email registration confirmations ASAP. Work with Tour, Speaker and Workshop Committees to coordinate status of registrations and notify attendees when set. Work with Budget/Finance and appropriate committees to determine costs of conference, reception if separate, tours, workshops, lunches, and banquet for spouses, etc.
- b. **Transportation** – Work with CVB to coordinate shuttle needs, both for conference and reception between hotels, and for tours. Secure Tour Bus services for any tours as required. Determine signage needs and coordinate with Public Relations Committee.
- c. **Vendors** – Contact and secure vendors. Develop vendor contract. Remain in contact with Sponsor Committee in case Sponsors request a vendor booth. Work with Facilities committee and assist vendor setup-removal.
- d. **Volunteers Coordinator** – Work with all committees to determine help needed. Coordinate volunteer staff during entire conference. Work local groups to get additional volunteers as needed. Maintain master database with all volunteer contact info. Create volunteer schedule and distribute to all committees. Determine t-shirt design, costs and numbers for volunteers and order. Coordinate Volunteer training, sign in requirements, etc.

9. **ALL COMMITTEES** – Formulate budgetary needs and get figures to Budget/Finance Committee. Notify IMMEDIATELY if figures are off, even slightly. Develop and maintain activity matrix, providing updates to Conference Committee co-chairs as needed or requested.

Appendices

This section contains examples of letters and documents used by previous counties who have hosted the Annual Conference. They are provided as assistance to future host counties who can amend as appropriate for their particular circumstances.

Appendix A – Sample Timeline	pages 9-12
Appendix B – Sample Lecture Agreement	pages 13-14
Appendix C – Sample Hotel Letter of Agreement	pages 15-16
Appendix D – Sample Sponsor Letter	pages 17-18
Appendix E – Sample Vendor Letter	pages 19-21

Texas Master Gardener Association Advanced Training Conference Planning Timeline

Conference -3 years to 30 months

- Begin questioning process
- Research potential sites
- Create site selection committee
- Gain agent approval
- Gain membership commitment/support
- Need 50+ people to work conference weekend
- Prepare presentation to local board meeting and general membership; stress that a "yes" vote means a commitment to help that weekend
- Notify TMGA Conference Committee of intent, set up meeting and secure approval

Conference -2 years

- Prepare/give presentation at TMGA Directors meeting requesting to host conference
- Upon receiving State approval, sign contract with conference locale
- Create committees/volunteers
- Give info to Webmaster for state website
- Publicize on local website

Conference -18 months

- Set monthly meeting schedule –date, time, location
- Write master sponsor list
- Ask Master Gardeners for contacts
- Create budget
- Prepare TMGA Directors meeting update
- Speakers Committee - begin researching options
- Tour Committee - begin researching options
- Begin actions to establish Conference website.

Conference -12 months

- Present update at TMGA Directors meeting held at the State Conference.
- Have committee meeting at conference site and tour the facility
- Review fall events for publicity opportunities
- Local Conference Chair should attend local board meetings and continue until after conference

Conference -10 months

- Prepare TMGA Directors meeting update - Handout/pamphlet/flyer
- Local and TMGA newsletter input
- Update Conference website
- Solicit sponsors - Write sponsor letter
 - Determine levels of sponsorship-Update master sponsor list
 - Use MG contacts where possible
- Solicit adjacent county help
 - Tours they'll host
 - Volunteer possibilities
- Meal/snack planning begins

Conference – 6 months

- Local and TMGA newsletter input
- Update Conference website
- Prepare list of alternate hotels for website/registration info
- Identify AV requirements. Obtain bids
- Local board meeting
 - Discuss who (local officials, community members) should be invited to the welcome reception, awards banquet and will Association pay
- Update at TMGA Directors meeting; raffle?
- Request state association input for exhibits and posters for state contest
- Work with TMGA Conference Committee and TMGA Awards Committee on Awards presentation
- Work with State Master Gardener Coordinator for agenda items
 - TMGA Directors meeting
 - MG Coordinators meeting
 - State Awards Committee presentation
 - Specialist Recognition
- Confirm menu prices as contractual agreement dictates
- Prepare/print registration packets for state MG associations
- Prepare website registration info
- Prepare registration database

Conference - 4 months

- Local and TMGA newsletter input
- Registration application on line
- Mail registration packets to state MG associations
- Contact local convention and visitor's bureau for goodie bag literature and freebies
- Determine signage needed and source

- Solicit commitments from local markets for hospitality/speakers rooms donations
- Publicize list of alternate hotel accommodations via website as needed
- Determine number of rooms needed for speakers; reserve
- Prepare meal tickets/name tags as registration comes in
- Maintain database of registrants
- Email registration statistics weekly to committee
- Begin identifying volunteer requirements; create master list of needs
- Place "save the date" phone calls to commissioners for Welcome Reception

Conference - 3 months

- Local and TMGA newsletter input
- Identify sources of supplies for conference office
- Prepare art exhibition participant list
- Survey state MG associations for exhibition and/or vendor participation
- Update Conference website

Conference - 2 months

- Local and TMGA newsletter input
- Write invitations for Welcome Reception
- Invitations sent to reception invitees
- Write invitations for Awards Dinner
- Invitations sent to award dinner invitees/sponsors
- Tours on-your-own list (Sunday tours) finalized, copies made for goodie bags
- Finalize vendors and associations participating; publicize on website
- Prepare Volunteer Training Meeting agenda for conference – 1 month date
- Sponsor deadline. Finalize list for t-shirts (conference minus six weeks)
- Sponsor list to person in charge of t-shirts
- Provide list to hotel of those occupying special discounted rooms
- Coordinate with State Awards Chair for Awards Banquet presentation
- Provide update at February TMGA Board of Directors meeting
- Prepare Conference booklet for on-site check in
- Update Conference website

Conference - 1 month

- Local and TMGA newsletter input
- Conduct volunteers training meetings, one day and one evening
- Assemble goodie bags
- Nametags for reception invitees
- Nametags for speakers
- Conduct tour meeting with neighboring county MG Assns. who are participating
- Conduct speaker handler meeting

- Print signs
- Place t-shirt order
- Print Conference booklet for on-site check in

Conference

- Set up conference office
- Print changes as necessary, distribute at registration table
- Pick up refreshments for hospitality room, speakers room
- Pay hotel

Conference + 1 month

- Local and TMGA newsletter input
- After action meeting
- Committee reports to Chair
- Conference report to TMGA
- Update Conference website
- Thank you letters

SAMPLE

LECTURE AGREEMENT

Between:

Date _____

Speaker Name _____

Address _____

Phone _____

Cell Phone _____

Email _____

And

2011 Texas Master Gardeners State Conference

Contact Person:

Polly Parmer, Speakers Committee Chairman

PO Box 5628

Granbury, TX 76049

(817)-579-6437

jparmer2@charter.net

For _____ presentation(s) on April 27, 28, 29, 2011 Duration: one hour

For _____ presentation(s) on April 27, 28, 29, 2011 Duration: one hour

PRESENTATION

Please provide a written description and exact title of presentation(s) no later than July 1, 2010.

Subject of first presentation: _____

Description:

Subject of second presentation _____

Description: _____

Any handout materials you wish to use in conjunction with your presentation will be reproduced by TMG if the originals are provided by March 15, 2011.

Items provided by TMG for Lecture Rooms:

- Laptop computer
- Projector for PowerPoint
- Screen

Additional items needed by the speaker:

HONORARIUM

TMG will pay the amount of \$_____ for the presentation.

ACCOMMODATIONS

TMG will provide overnight accommodations.

MEALS

TMG will provide meals for the speaker during the conference.

TRAVEL ARRANGEMENTS

TMG will pay mileage expense to and from the Conference.

Please submit reimbursement for travel to TMG no later than 30 days after the Conference.

CANCELLATIONS

Acceptance of this agreement signifies you will not cancel this speaking engagement except in an unavoidable emergency. If an emergency occurs, please cancel immediately.

Cancellation of the agreement will void obligations to pay lecture fee.

ACCEPTANCE

Date _____
Speaker

Polly Parmer _____ Date _____
For 2011 Texas State Master Gardener Conference

LETTER OF AGREEMENT

PREPARED FOR: 2011 Texas Master Gardener State Conference (Texas Master Gardeners)

EVENT DATES: April 27-29, 2011

The Somervell County Master Gardener Association and the Lake Granbury Master Gardener Association have joined together to bring the 2011 Texas Master Gardener Association State Conference to Glen Rose, Texas. To accomplish this, the following is requested:

GUESTROOM ACCOMMODATIONS

_____ agrees to set aside a block of guestrooms for use by the Texas Master Gardeners for the nights of April 26, 27, 28 and 29, 2011.

ROOM TYPE	DATES	NUMBER OF ROOMS	RATES

These guestroom rates do not reflect taxes.

COMPLIMENTARY ROOMS

Complimentary rooms will be provided using the following formula: for every _____ rooms occupied by Conference attendees, _____ complimentary rooms will be retained and available for special guests as specified by the 2011 Conference Steering Committee. This number is based on the average cumulative total of rooms occupied by the **Texas Master Gardeners** for the nights of April 26, 27, 28 and 29, 2011.

RESERVATION PROCEDURE

Each attendee will make their own reservations directly with the hotel by calling _____ and identifying themselves as a **Texas Master Gardener**.

A major credit card number must be provided to guarantee reservations for arrival. Guaranteed reservations are held until midnight of the reserved arrival date.

Attendee reservations must be cancelled no later than _____ in order to avoid a cancellation fee equal to the first night's room and tax charges.

CUT-OFF DATE

The _____ agrees to hold the room block until _____.
After this date, any unreserved rooms remaining in the room block may be released. Reservations received after this date will be accepted on a space available basis only.

_____ Additional reservations will be accepted at the **Texas Master Gardener** agreed upon rate structure after the cut-off date and/or when the room block is filled, on a space available basis.

BILLING INSTRUCTIONS

The attendees will be responsible for all of their own guestroom and incidental charges.

I agree to the terms and conditions of the foregoing Letter of Agreement:

Hotel Representative:

Signature Date

Printed Name Title

Texas Master Gardener Representative:

Signature Date

Printed Name Title



**Texas Master Gardeners
2011 State Conference**

**April 27-29, 2011
Glen Rose, TX**

**Co-hosted by
Somervell County Master Gardeners &
Lake Granbury Master Gardeners**

"Preserving the Past - Growing the Future"

Date

Dear (sponsor):

The 2011 Texas Master Gardener Association State Conference will be held April 27–29, 2011, at the Somervell County Exposition Center in Glen Rose, Texas. Hosted by the Lake Granbury Master Gardeners from Granbury and the Somervell County Master Gardeners from Glen Rose, the conference is open to over 6500 Master Gardeners across the state. At this time we are contacting corporations and agencies wanting to sponsor and/or underwrite this educational event.

Four levels of sponsorship, Platinum, Gold, Silver, and Bronze, are available with varying complimentary benefits listed on the attachment with this letter. With each level of sponsorship, your company will receive great exposure and positive advertising prior to and during our events.

Our local hosting organizations and the Texas Master Gardener Association are 501(c)3 non-profit organizations. Our educational conference will equip and inform attendees with new ideas, technology, and programs related to a variety of horticultural and agricultural related topics. We expect this conference to also be fun and unique, offering a relaxed “down home country” feeling with lots of entertainment and over 68 vendor spaces to browse and shop.

We invite you and your company to become a part of this exciting conference. If you have any questions and/or need additional information, please contact either of us as listed below. You can also email us with your level of sponsorship at hardscrabblebob@windstream.net. Thank you in advance for your participation and support.

Sincerely,

Bobby T. Lancaster
254-898-2021
hardscrabblebob@windstream.net

Arnold Blaylock
817-279-0640



2011 TMGA Conference P. O. Box 895 Glen Rose, TX 76043 254-307-2011

www.2011tmgaconference.org 2011conference@gmail.com

Disclaimer: Information given is for educational purposes only. References to commercial products or trade names is made with the understanding that no discrimination is intended and no endorsement by the AgriLIFE Extension or the TMGA is implied



**TEXAS MASTER GARDENER ASSOCIATION
2011 STATE CONFERENCE
SPONSOR LEVELS**

PLATINUM SPONSORS- \$5000

Top billing at all major events
Special banner displayed with company name
Major recognition in media releases
Full page advertisement in program brochure
Preferred exhibitor space with one table, if desired

GOLD SPONSORS - \$2500

Banner displayed with company name
Recognition in media releases
Half page ad in program brochure
Exhibitor space with one table, if desired

SILVER SPONSORS - \$1000

Recognition in media releases and websites
Quarter page ad in program brochure

BRONZE SPONSORS - \$500

Recognition on websites and listing in program

FOR INFORMATION CONTACT:

Bob Lancaster
254-898-2021

hardscrabblebob@windstream.net

Arnold Blaylock
817-279-0640

YES, I WANT TO BE A SPONSOR!!

Name _____

Company Name _____

Sponsor Level _____

Address _____ City _____ Zip _____

Phone Number _____ Email _____

Mail to: 2011 TMGA State Conference, PO Box 895, Glen Rose, TX 76043 Attn: B. Lancaster



**Texas Master Gardeners
2011 State Conference**

**April 27-29, 2011
Glen Rose, TX**

**Co-hosted by
Somervell County Master Gardeners &
Lake Granbury Master Gardeners**

"Preserving the Past - Growing the Future"

Dear Vendor,

We want to give you another opportunity to join in the excitement. We have had an overwhelming response and many booths have been reserved. Booths are still available so get your reservation in soon.

The 2011 Texas Master Gardener Association State Conference will be held April 27–29, 2011, at the Somervell County Exposition Center in Glen Rose, Texas. Hosted by the Lake Granbury Master Gardeners from Granbury and the Somervell County Master Gardeners from Glen Rose, the conference is open to over 6500 Master Gardeners across the state. At this time we are contacting corporations and individuals to become vendors at this educational event.

Our local hosting organizations and the Texas Master Gardener Association are 501(c)3 non-profit organizations. Our educational conference will equip and inform attendees with new ideas, technology, and programs related to a variety of horticultural and agricultural related topics. We expect this conference to also be fun and unique, offering a relaxed “down home country” feeling with lots of entertainment and over 60 vendor spaces to browse and shop.

Due to contractual obligations with the facility, we cannot have food vendors of any type.

We invite you and your company to become a part of this exciting conference. Attached you will find further information on the vendor spaces and an application form to reserve your booth. If you have any questions and/or need additional information, please contact either of us as listed below. You can also email us at hardscrabblebob@windstream.net. For further information on the conference see our website at www.2011tmgaconference.org. Thank you in advance for your participation and support.

Sincerely,

Arnold Blaylock
817-279-0640
hardscrabblebob@windstream.net

Bob Lancaster
254-898-2021



2011 TMGA Conference P. O. Box 895 Glen Rose, TX 76043 254-307-2011

www.2011tmgaconference.org 2011conference@gmail.com



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2011 Texas Master Gardener Conference
April 27-29, 2011
Somervell County Expo Center Glen Rose, Texas
Open to over 6500 Master Gardeners across Texas

Vendor Booth Hours:	Wednesday, April 27	12:00 noon – 5:00 pm
	Thursday, April 28	9:00 am – 6:00 pm
	Friday, April 29	9:00 am – 12:00 noon

Booth Setup Hours:	Tuesday, April 26	3:00 pm – 6:00 pm
	Wednesday, April 27	8:00 am – 11:30 am (must be setup by 12:00 noon)

Booth Descriptions: 10x10 foot booths: Items provided: one table, 2 chairs, signage, piping and drapes.
Electricity limited with availability based on date application is received.

10x20 foot booth: Limited number available with no electricity available nor backdrops. Items provided:
one table, 2 chairs, and signage.

Vendors will be housed in Expo Center Show Barn which is an indoor facility with security on site; not air conditioned

Fee: \$150 per booth; Electricity is \$25 extra (limited availability)
NO REFUNDS WILL BE MADE DUE TO EXHIBITOR CANCELLATION OR NO SHOW

Deadline: Submit your application early as booth assignments will be made
according to date application is received.

Notification: You will receive your assigned location upon acceptance of your application.
Email address must be included in application for notification.

Contact Information:	Arnold Blaylock	Bobby Lancaster
	817-279-0640	254-898-2021
		hardscrabblebob@windstream.net

2011 Texas Master Gardener Conference
April 27-29, 2011
Somervell County Expo Center Glen Rose, Texas
Open to over 6500 Master Gardeners across Texas

VENDOR APPLICATION FORM..... PLEASE PRINT

Name: _____

Name and/or Business Name to appear on signage: _____

Product to be sold: _____

Mailing Address: _____

City, State, Zip: _____

Primary Telephone Number: _____ Cell Telephone Number: _____

Email Address: _____

Please reserve _____ 10x10 space(s) at \$150 each

OR _____ 10x20 space(s) at \$150 each (NO electricity/backdrops available)

_____ YES, I request electricity* at \$25 per space (limited availability)

_____ NO electricity required

*IF ELECTRICITY IS REQUESTED, EXHIBITORS ARE RESPONSIBLE FOR SUPPLYING THEIR OWN LONG, HEAVY DUTY UL APPROVED EXTENSION CORDS & POWER STRIPS.

AGREEMENT: I agree to follow and comply with the vendor booth set-up and display hours specified. Further, I understand that, although EXPO CENTER SECURITY WILL BE PROVIDED, the Lake Granbury Master Gardeners, the Somervell County Master Gardeners, and the Somervell County Expo Center are NOT responsible for any damage or loss of any property, before, during or after the conference. I agree to abide by the regulations set forth above & assume complete responsibility for installing and handling my booth/exhibit. (Please keep a copy of this application)

CHECKS PAYABLE TO: _____ 2011 TMGA State Conference

MAIL TO: _____ 2011 TMGA Conference, PO Box 895, Glen Rose TX 76043

SIGNED: _____ DATE: _____