**Tri-State Fair**

**Master Gardener Booth**

*Purpose: To present that we are a Service Organization and to encourage Master Gardening and our*

*Programs – e.g. “Gardening with the Masters”, etc.*

***Before the Fair***

Schedule first fair meeting mid-July

* Vote on theme for booth
* Select chairman for each committee
* Send letter of approval for theme to Dr. Ragland

***Preparation and Planning***

*Possible* options for committees

* Set up/Take Down
* Design
* Literature
* Fair Passes
* Scheduling

Committees meet to discuss and plan for fair according to need

Set Up/Take Down

* Will work with the design team to help set up booth
* Responsible for construction of, and transporting items needed for booth

Design Committee

* Responsible for selecting and gathering materials for the design and layout of the booth
* Will assist the Set Up Committee
* Booth is 10’ x 20’

Literature Committee

* Responsible for selecting and making copies of literature used in the booth
* Selections of literature may be pulled from, but not limited to, the literature boxes stored at Randall County Extension Office (if using the Randall County Extension Office copier, you must call ahead and schedule a day and time to use the copy machine)
* The literature rack will hold 24 sets of literature
* Designate 2-3 people with a set of masters to be available to run copies when/if needed during the fair

Fair Passes

* Hand out passes prior to the fair at the September general meeting to persons working the booth
* Select 2-3 people to contact during the fair who will have extra passes to hand out if needed

Scheduling

* Responsible for scheduling workers for booth

Interns will present information during the September general meeting about the fair booth and how it will work – what do workers need to know about opening, disbursing materials, visiting about the plants, use of computer (if one is used), shut down, etc.

***Materials Stored at Randall County Extension Office***

Green Lattice (3) 4’ x 8’, Soil Profile, Magazine Rack, Photos on Foamboard, Native Wildflower Seed Ball placard, Master Gardener Banner, Going Native with Plants banner, Tables, Chairs, Table Cloths, Hat Boxes, Office Supplies, Literature Boxes (3)

***Requirements / Regulations***

* Graduates of the Texas Master Gardener Program should not display credentials or give the appearance of being a Texas Master Gardener at a place of business unless that location is designated as a Master Gardener educational activity location by the local Extension office. They also may not use the title *Texas Master Gardener* in any form of advertisement. It is improper to imply that Extension endorses any product or place of business.
* All booths must be set up by midnight, Thursday before fair
* $100 refund if area is left clean and you do not move out early
* Exhibit design will be subject to approval

No crepe paper

No flammable materials

No helium

* No type of public address system, loud speakers, amplifier may be used

Parking and Passes

Gate 4 will be a paid parking. Exhibitors can purchase a 9-day permit for $25 or it will be $5 a

day. Gate 1 and 5 will remain free parking.

Monday through Friday, no passes are required until 1 pm. Saturday and Sunday passes are

required all day starting at 8 am.

* If you intend to giveaway products or merchandise to a winner to be determined by a

lottery or drawing, the time and place must be published in a prominent place

within the leased area – cannot giveaway any type of product or merchandise that

is being sold by others

* You cannot tear down the last day of Fair until the Fair closes at midnight and rides are shut down to the public. If you do, you will not be asked to return the next year.

***After the Fair***

* Tear down Sunday from 8am – Noon
* Send completed work schedule to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Collect Interest Cards and questions and return to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Return materials to Randall County Extension Office