

EXHIBIT RESOURCE GUIDE

OVERVIEW

1. Requests for exhibit coordinators are made at the monthly meeting and listed in the MG newsletter. If you are approached by an outside agency to host an exhibit, secure approval of the event and date from Leah Taylor. Contact the Volunteer Coordinator, Carol Graham, to add the date to the MG Exhibit Calendar.
2. Contact the event sponsors to learn all you can. Clarify what you need to provide in addition to exhibit materials. Some sponsors supply tables, chairs, sunshade, etc.
3. Decide which exhibit is best for the venue. Consider the theme of the event (e.g., Earth Day-Tree Exhibit) or select an exhibit appropriate for the season (e.g., Spring/Summer- Tomato or Citrus).
4. Download a copy of the **Exhibit Coordinators Checklist**. Check availability and reserve the exhibit board by going to the Survey Link:
<https://surveys.ucanr.edu/survey.cfm?surveynumber=39104>
5. Plan your supplemental materials, reference materials and equipment as applicable. Go to <https://vms.ucanr.edu/mg/> (under *Documents/Presentations* then *Exhibit Display Tools*) to review the materials online.
6. Recruit and schedule volunteers at a monthly meeting or by email. Ask Carol Graham to solicit volunteers if you need help. Prepare a volunteer schedule and share with volunteers. Two volunteers per shift are usually adequate.
7. Sign out materials prior to the event. Check with Todd to make sure the exhibit is available if checking it out prior to the reserve date. Allow time to pull printed materials and make copies as needed.
8. Manage set-up, event volunteers and take down after the event. Make sure each volunteer has information about the exhibit topic. Preplanning and communication help make the event enjoyable.
9. Return materials used for the event. Return the exhibit on or before the time you say you will as others might be waiting for exhibit. Allow time to put materials back in the proper place.
10. Turn in the Event Feedback form to Leah via email.

PICKING UP EXHIBIT MATERIALS

Print a copy of the Exhibit Coordinators Checklist to help locate and organize the items you need.

The exhibit displays are in the locked storeroom by the elevator on the 1st floor at the main office at 9335 Hazard Way. You can obtain a key card from Todd at the front desk to open the storeroom. Our supplies are located at the end of the aisle as you walk in the door – large boards on right hand side, mini boards in metal cabinet on left hand side.

TIP

Load your heavy materials and IPM plastic cardholders into a folding wheeled crate (located in the 1st floor storage area).
OR bring your own!

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Supplemental materials like handouts, brochures, and the IPM cards are located on the 2nd floor print room in the gray cabinets or in the locked file cabinet in the Extension Office. Ask Todd for the file key or for help with additional copies if needed.

NEEDED FOR EVERY EXHIBIT

1st Floor Storage Area

Exhibit Display

- **Exhibit Display** – Large *Exhibit Boards* are in labeled black exhibit bags. *The Mini-Displays* are housed in metal cabinet on left side of aisle. The panels for the Mini-Displays are in a separate portfolio case next to the displays. Additional *posters* are in the large cardboard file boxes on shelf facing exit door.
- **Signage** - Master Gardener Header Board for the displays should be in the exhibit bags. Check the bag to make sure you have the MG header board. Other Master Gardener identification signs are located at the end of the large exhibit shelving.

Exhibit Resource Flipbook – These are exhibit specific and are located on the shelf above the Exhibit Board bags. The Flipbook is to be displayed on the exhibit table.

- **Reference Books** - These are in the plastic totes on shelf next to large exhibit boards. The tote should contain these books:
 - Master Gardener Handbook Book
 - Sunset Western Garden Book
 - Pests of the Garden and Small Farm
 - Pests of Landscape: Trees and Shrubs
 - Insect Pests of the L.A. Basin
 - Natural Enemies Handbook
 - IPM for Citrus
 - ANR Publication Binder (This should be displayed on the exhibit table.)
- Handouts are available for each exhibit. To view the recommended handouts, consult the *Exhibit Resource Binder* above large boards.

2nd Floor Print Room

- **Brochures** from outside sources are in the storage cabinet facing the door and on the adjacent shelving.
- **IPM Tip Cards** and plastic holders are in the storage cabinet facing away from the door.
- **MG contact information and general info sheets** are on the top shelf in the cabinet.
- **Miscellaneous general exhibit materials** are in the file cabinet.

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2nd Floor Extension Office

Handouts are available for each exhibit. To view the recommended handouts, consult the *Exhibit Resource Binder* located in the top file drawer in the Extension office.

- **Exhibit Handouts** --located in the locked file cabinet across from Todd's desk
- **Exhibit forms** – Hotline forms and Event Feedback forms are in the file cabinet
- **Optional: ANR publications** --located in the file cabinets outside the print room

Note: unused materials can be placed in the *To Be Filed Box* in the Print Room storage cabinet

OTHER ITEMS AS NEEDED

- Folding Tables (1st floor storage room)
- Sunshade or canopy (1st floor storage room)
- Blue vinyl table clothes (AV room on 2nd floor)
- Clear plastic racks that hold pest note cards and handouts (2nd floor)
- Windy Day Kit (cording, clips and stakes to tie down exhibit) stored in blue reusable grocery store bag next to exhibit boards in 1st floor storage
- Wheeled crates - use these to transport handouts and holders instead of boxes!

OPTIONAL ITEMS FROM HOME

Folding Chairs

Pens, rubber bands, etc.

Hat and sunscreen

Food, water

Masking or duct tape

Paperweights for a windy day

String/Scissors

Multiple-Shift or Multiple-Day Events

If the coordinator will not be present at the end of the day, instructions must be passed on for the packing up and timely return of materials to their proper places. When exhibit materials are left overnight, they must be placed in a secure

SETTING UP AND STAFFING THE EXHIBIT

Every exhibit staffed by Master Gardeners must be clearly identified as an event sponsored by the University of California Cooperative Extension and the Master Gardener Association of San Diego County. Volunteers should wear official Master Gardener shirts and badges.

Tips for making your exhibit attractive include having colorful, interactive displays and eliminating barriers as much as possible. Lay exhibit board flat on a table if the tie down kit is not adequate for windy areas.

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Have fun!

The exhibits are a great opportunity to bring the Master Gardener Program to the public, and remember, most likely you know more than the person asking the questions!

AT THE END OF THE EVENT

Complete the reports:

- The Exhibit Event Feedback form goes to Leah.
- Claim for Reimbursements forms go to the MG Treasurer.

Return displays and supplemental material to appropriate location.