

INSTRUCTIONS

Equipment Checklist:

- _A-frame sign
- _Umbrella and stand
- _Table
- _2 folding chairs (or you can bring your own)
- _Plastic storage box of supplies should include
 - _Two 3-ring binders – one with log sheets, one with instructions, forms, resources
 - _Clipboard with notepad, pens
 - _green table cloth
 - _banner
 - _small table top brochure rack
 - _reference books (Master Gardener manual, Weeds of the West, What's Wrong With My Plant, Pretty Tough Plants)
 - _ "Gardening Resources" handouts, for new gardeners to Helena area
 - _Montguides appropriate to the season (from cardboard file box)
 - _GCOMMGA business cards
 - _Mat's business cards
 - _Specimen forms for plant/insect ID samples
 - _Rocks for paperweights

BOOTH PROCEDURES

No vehicles are allowed within the market during open hours. **Set up the booth by 2:00 (no later than 2:15) and take down the booth no earlier than 6:30.**

Prior to the market we will email you with the exact location for the booth in the market "square". When you arrive at the market, drive to the right-side entrance to the Capital "U" on the south side of the Capital building. Set up booth in your assigned spot. Park in one of the parking lots across the street.

Record on the response log sheet in the 3-ring binder, every garden related question or informational contact you have at the booth. Be sure to include: the date, question details, your response, and your name. If follow-up is needed include name and contact information for the person asking the question.

Do NOT provide free food items to the public (i.e. vegetables from your garden, etc) without checking with Connie or Cathy first. There are certain required safety measures to follow.

If you need to leave before 6:30, contact the market manager (located in the tent in the center of the market) to make arrangements for removing the booth equipment while the market is still open. The manager is Victoria Olson, cell # (if needed): 406-594-4910.

GOT AN EMERGENCY AT THE BOOTH? Contact the booth manager, in the main tent, for assistance. Notify Connie and Cathy (see below).

CONTACT US, if you have questions or need help:

Connie Geiger, 406-437-2793, connieinmt@aol.com

Cathy Morris, 406-431-1851, clmorris@mt.net

Capital Market manager: Victoria Olson 406-444-3060, 406-594-4910(c)