



To: Purdue County Master Gardener Coordinators and Master Gardener Volunteers

From: John Orick, Purdue Master Gardener State Coordinator
Pam Fisher, Purdue Master Gardener Program Assistant

Cc: Steve Cline, Marion County Advanced Master Gardener
Steve Mayer, Purdue Hort Educator, Marion County
Rosie Lerner, Purdue Consumer Horticulture Extension Specialist
Paul Ransberger, Marion County Advanced Master Gardener

Date: July 17, 2019

Re: Purdue "Plant Info to Go" Booth at the 2019 Indiana State Fair

Thank you to all the Purdue Master Gardeners who have volunteered to work in the Purdue "Plant Info to Go" booth at the 2019 Indiana State Fair! Included with this letter are Indiana State Fair passes for Master Gardener volunteers, schedule of county shift assignments, a map of the Indiana State Fairgrounds and diagram of the Purdue Extension Ag/Hort Building. Please distribute a copy of this letter, map, diagram, and passes to Master Gardeners who have volunteered to work the booth.

The enclosed passes will need to be presented by the volunteer for free entry to the fairgrounds. When possible, at least one experienced Master Gardener should be on duty during each shift. Volunteers are asked to wear their Purdue Master Gardener name badges while working in the booth. Our allotted space is for a non-vendor information booth; thus, no items can be offered for sale in our booth.

Purdue Master Gardener Volunteers should be able to park for free in the State Fair Employee Parking area (enter from 46th street) with free shuttle transport to the fairgrounds. Volunteers may need to show their worker pass to the parking lot staff. We will send information about employee/volunteer parking to County MG Coordinators as it becomes available. All other fairgrounds parking including the infield costs \$8.00 per vehicle and traffic can be slow to get parked. So, volunteers should allow adequate travel time to arrive for their shift. Additional information about other parking options is available at <http://www.indianastatefair.com/state-fair/general-information/parking/>.

The Purdue "Plant Info to Go" Booth, where Master Gardeners will be volunteering, is located in the Purdue Extension Ag/Hort Building. The location of the Purdue Extension Ag/Hort Building can be referenced on the enclosed map of the Indiana State Fairgrounds and diagram of the Purdue Extension Ag/Hort Building exhibits. If Master Gardeners choose not to park in the employee lot, the entry gates closest to the Purdue Extension Ag/Hort Building are gate 1 off 38th Street, gate 6 off of Fall Creek Parkway, or gate 10 off 42nd St.

Marion County Advanced Master Gardeners, Steve Cline and Paul Ransberger will be opening the booth for us each morning. Computer and booth supplies will be ready to go when the first group arrives in the morning. Instructions for closing the booth at the end of the day will be posted in the booth.

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To help prepare, Master Gardener volunteers are encouraged to watch an orientation video available on the Purdue Master Gardener website (<https://www.purdue.edu/hla/sites/master-gardener/volunteering-at-the-purdue-plant-info-to-go-booth/>). A printed copy of the orientation will also be available at the booth.

The booth will be furnished with a Purdue Master Gardener Manual, Ortho Problem Solver, Plant and Pest Diagnostic Lab information, Purdue Master Gardener program fliers, and other reference books. A computer and live Internet connection will be available in the booth for access to information on the web so that Purdue publications can be referenced as needed.

The “Plant Info To Go” booth has gone “green” by providing a procedure for volunteers to email Purdue publication web links to visitors rather than printing this information. Please watch the orientation video or see the self-guided orientation document for more information.

The booth will feature an Apple iPad® equipped with the Purdue Plant Doctor apps: *Tree Doctor*, *Perennial Doctor*, *Annual Doctor*, *Tomato*, and *Turf Doctor*. User instructions and promotional information about these new apps will be available in the booth.

Purdue Master Gardener volunteers will be asked to track contacts (number of people you help) as you work at the booth; these statistics are essential for showing impact of the Purdue Master Gardener Program. There will be forms available at the booth for this purpose.

We expect that individual volunteers who cannot work their shift will either find a replacement or work that out with their County MG Coordinator. If due to weather related or some other emergency your entire group will NOT be able to work their shift, PLEASE CALL or EMAIL us as soon as possible. We will try to find another group to cover for you, if we have enough advance notice. Please realize that on short notice it may mean that the booth will remain closed, if your group does not show up.

For URGENT issues either prior or during your assigned shift, contact John Orick at 765-496-7956 (calls will be forwarded to a cell phone after normal work hours). You may also email questions to Pam Fisher, fisherpj@purdue.edu or John Orick, orick@purdue.edu.

Enclosures: Passes for MG volunteers
Schedule of county shift assignments
Map of Indiana State Fairgrounds
Diagram of Purdue Extension Ag/Hort Building