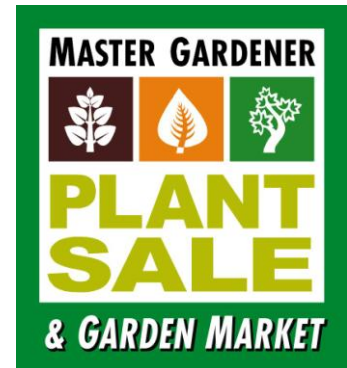


Volunteer Instructions – 2018 MG Plant Sale

Please Read Thoroughly



DATES

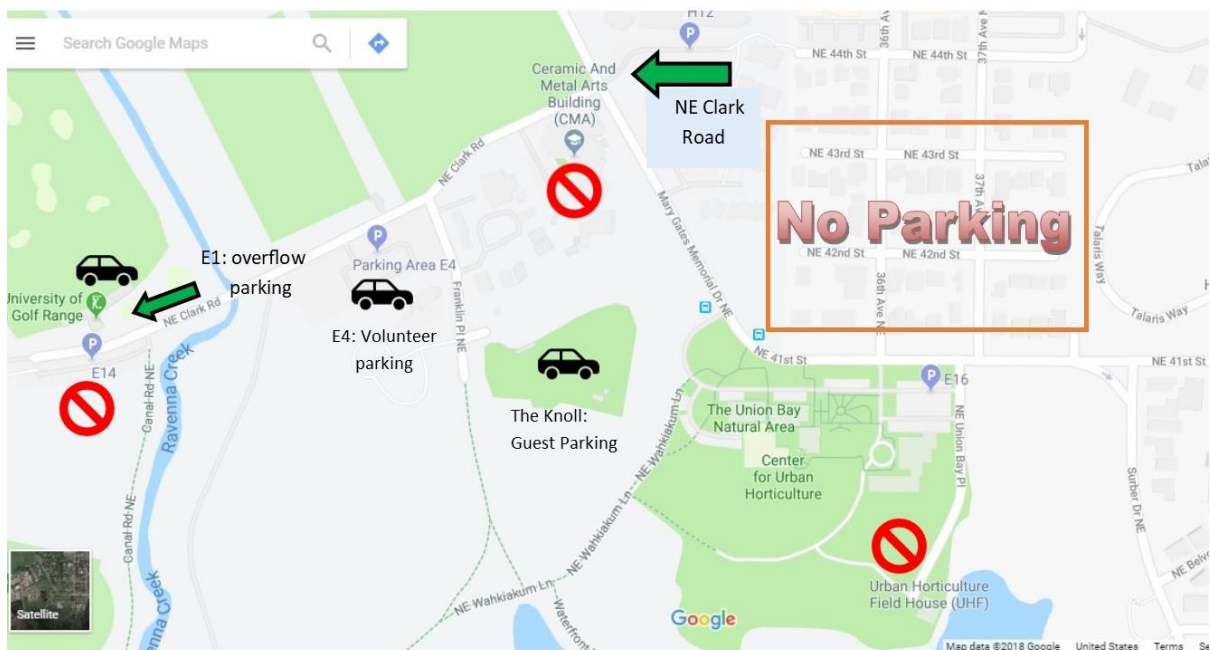
- Set-up is Friday, May 4, beginning at 8:00 a.m.
- The sale opens to the public at 4:00 p.m. on Friday May 4; all departments need to be ready by 3:30 p.m.
- The private, ticketed Garden Gala is from 5:30 to 8:00 p.m. Tickets are available at <https://www.brownpapertickets.com/event/3361878>.
- Saturday, May 5: hours are 9:00 a.m. to 5:00 p.m. Many volunteers will stay past 5 to close down departments

ARRIVAL

- On Saturday, the Montlake Bridge will be closed for opening day of boating season events between 9:30 a.m. and 3:00 p.m. Plan ahead for alternate routes and additional travel time to arrive. This will be the last Plant Sale to coincide with this event.

VOLUNTEER AND VENDOR PARKING

- Volunteer, vendor, and guest parking at this year's May Plant Sale is different from past years. Please review this information carefully before you arrive so you understand what has changed. CUH has mandated many changes in the areas where parking will be allowed and prohibited at this year's sale. Take a look at this map of the area to understand the what follows.



- **NO PARKING**–The grassy area behind the Greenhouse
 - There will be **NO PARKING** in the grassy parking area used by volunteers and vendors in the past. This is the area behind and to the southeast of the greenhouse, accessed by the last driveway of the CUH grounds. You will be stopped here and won't be allowed to enter this driveway at the entrance to the grounds. Entry will be allowed for plant pick up and Disability parking only, but no parking.
 - If you are making a delivery either Friday or Saturday morning, you will be allowed **brief** access only.

- **NO PARKING—All neighborhoods north of CUH**
 - CUH has asked that we do all that we can to prevent parking in the neighborhood immediately northeast of the grounds, generally NE 42nd and NE 43rd Streets and 36th NE and 37th NE Avenues. This area will be heavily signed “No Plant Sale Parking” on Friday and Saturday.
 - Just beyond CUH, parking is acceptable on NE 41st St, and on Surber Dr. NE or other neighborhoods south or east of 41st. Feel free to use this area.

NEW PARKING AREA — FOR VOLUNTEER SAND VENDORS: look for the signs

- Immediately after turning onto Mary Gates Drive from Sand Point Way, well before it curves and becomes 41st Street, look for NE Clark Road on the right. Turn right onto Clark Road and follow the signs to **LOT E4**.
- **Lot E4** is reserved for vendors and volunteers; 100 parking spaces have been paid for.
- Park, then look for the signs “Walking Path to Plant Sale” ...an easy 5-minute walk.
- On Saturday, if this lot is full, drive farther down Clark Road to **Lot E1**, which will be available as overflow parking on SATURDAY ONLY
 - Lot E1, farther down Clark Road, will be staffed by a UW Parking attendant on Saturday. Inform the attendant that you’re going to the Plant Sale, then you may park at no charge. It’s a short walk to the sale from these lots.
 - Don’t park anywhere near the Ceramic and Metal Arts Building (Lot E3) after turning onto Clark Road.
 - **Don’t park in Lot E14 near the golf driving range.**
- Master Gardeners: do not park on the knoll (reserved for customers).

CUSTOMER PARKING

- Our customers will park on the knoll, within walking distance of the sale, and along 41st Street. The Knoll area will be signed and staffed with parking attendants.
- Customers will also be discouraged from parking in the neighborhoods.

VOLUNTEER CHECK IN

- Once you’re parked, it’s important that you check in at the Greeter/Information tent, near the NW entry to the Soest Garden. You’ll be greeted by Patty Logan and others from the welcome staff. Please remember to check out at the end of your shift.
- Please wear your name tags

VOLUNTEERS WHO ARE NOT MASTER GARDENERS

- We appreciate additional help of friends and family members or former Master Gardeners. Those who are gracious enough to help us will need to complete a Waiver of Liability Form, available from any Department Chair, or at the Greeter/Information tent, or from Elaine Anderson. These must be signed and left at the Check-in area. In particular, if you are a MG on Leave of Absence or Alumnus status, you must sign this waiver. Please understand that this is a requirement of WSU.

SET UP DAY (Friday) MANAGED CHAOS

- Commercial vendors will use the western-most entrance to CUH, pulling up along the drive next to the library and NHS hall.
- Three Veggie, Herb and Tomato vendors will be using the eastern-most entrance.
- Avoid these areas unless you are staffing them, as they’ll be very busy with vendor traffic and be patient with truck movement.

FOOD, REFRESHMENTS AND REST

- The Hospitality room will be open to Master Gardeners and all vendors Friday and Saturday. Location:
 - Friday: Isaacson Hall classroom near the courtyard by Elaine’s office.
 - Saturday: in NHS Hall and the glass atrium
 - Hours:
 - Friday: coffee and morning snack service starting about 9:00 a.m. Bring your own coffee if you need caffeine before 9 - the big coffee urns need time to brew.
 - Friday: bring your own lunch, but beverages and snacks are available all day. Pizza will be available at 5 p.m. in Isaacson Hall
 - Saturday: Coffee/snack service beginning at 8:30 a.m. and lunch provided 11:30 a.m. to 1:30 p.m. Refreshments and beverages will be available until about 5.
- Donations of snacks or items to add to our meal are always gratefully accepted in the Hospitality rooms.

FRIDAY EVENING GARDEN GALA

- The annual Garden Gala (previously known as the Pre-sale Party) is Friday from 5:30 to 8:00 p.m.
- Tickets allow entry to the party, a selection of catered hors d'oeuvres, desserts, wines, beer, and live music, special door prizes, special plants. The ticket also includes \$5 discount for your first \$50 plant purchase. A private cashier will be available inside the Gala. You'll be joined by many other special donors and garden celebrities.
- Tickets are available for \$40 at [:https://www.brownpapertickets.com/event/3361878](https://www.brownpapertickets.com/event/3361878) or at the door.

MARKDOWNS

- Again this year, there will be NO markdowns this year at sale close. All unsold plant material, still in good shape, will be redirected to the Bellevue Demo Garden and Cesar Chavez Demo Garden sales the following weekend.

HOLDING: Paid and Unpaid Merchandise

- We have a tight timeline and need to have everything cleared off the CUH grounds by **7:00p.m.** Saturday.
- Cashiers will finish settling up with those in line at 5, then close down their registers. Once the cashiers close, no one will be able purchase those items still in Unpaid Holding
- Items left in unpaid holding on Friday evening will be returned to the sales tables for Saturday's sale
- If you can stay past the 5 p.m. close on Saturday to help with this monumental task, we would greatly appreciate it.

CONSIGNMENTS AND DONATIONS

- Master Gardeners with donations and consignments will use the eastern-most entrance to pull in to the parking lot near Douglas Hall where volunteers will check in their plants and deliver them to the correct departments. Please arrange for these deliveries on **Friday only**.
- Please fill out consignment forms before you arrive with your plants. Forms are available from Gordon Polson (ancientbrit2@gmail.com)
- Plant Sale Department Chairs have the authority to pull any plant that is deemed to be a noxious or pseudo-noxious weed, or not up to our standards.

OTHER

- Be sure to say hello to the non-profit organizations joining us this year, Great Plant Picks, Bellevue Botanical Garden
- Please make an effort to welcome and thank all vendors and encourage them to come back to our sale next year, April 26-27, 2019.

INFORMATION BOOTH

- Everyone needs to sign in and out at the MG Information Booth located at the northeast corner of NHS Hall. We need to know who is at the plant sale in case there is an emergency and we need to find you! We also want to track all the work everyone is doing to help us plan for next year.
 - Green Master Gardener aprons are available for use while at the sale, if you wish to wear one.
 - A first aid kit is available at the Information Booth.
 - Wear your badge at all times with pride and a smile!

Thank you for joining us and your friends, and for all you'll do to make these days successful and fun. Think sunshine, cookies and snacks to share, and be sure to invite your family and friends. Enjoy yourselves!

