**UF/IFAS Sunbelt Agricultural Expo Checklist**

**Before the Expo**

* Prepare TAR with appropriate funding source.
* Develop an exhibit that will engage *all* attendees, which includes everyone from school groups to interested individuals to corporate growers and industry representatives.
* Review assignments/coverage with co-exhibitors.
* Provide list of co-exhibitors and their times on site for compiling the work schedule no later than August 24th. We will post the database on the IFAS Sunbelt website and official name badges and parking passes will be provided to all exhibitors. If you choose not to provide this information you may purchase your gate pass.
* Reserve hotel *early* (suggest either Moultrie—close by, or Valdosta—more amenities); see exhibitor information page on IFAS Sunbelt website (<http://sunbelt.ifas.ufl.edu>) for list of possible hotels and other accommodations in the area.
* Bring parking passes and name tags.
* Prepare and pack exhibit, including materials, computer (if using), extension cords, power strips, handouts and/or giveaways, display, lighting, etc.
* If necessary, ship equipment/materials to the Sunbelt mailing address designated for UF/IFAS exhibitors on the IFAS Sunbelt webpage.

**At the Expo**

* Setup must be completed by 2:00pm on October 15, 2012. You may start as early as 8:30am that day. This is necessary in order for the UF/IFAS local arrangements group to have time for cleanup and decoration of building.
* Suggested attire: UF logo shirt (orange, blue or white) and tan or blue pants.
* Two tables per exhibit will be provided. If you need electricity, be sure to bring your own extension cords.
* General signs to label each exhibit will be provided. You are responsible for any signage within your exhibit.
* Ensure booth is staffed with a knowledgeable person at all times (this is a great learning experience for graduate students) during all active exhibition times (8:00am to 5:00pm on October 16, 17; 8:00am to 4:00pm on the 18th).

**Wrap-up**

* Teardown immediately after 4:00pm on October 18, 2012.
* Follow up with client contacts (if necessary).
* Consider preparation of newsletter item for county or other Extension publications.
* File for travel reimbursement as soon as possible after return.
* Note activity in annual report.
* Participate in the Evaluation Survey to provide information useful to next year’s exhibition.

**Additional Information**

* Bring a cart to help with exhibit setup and teardown, preferably one with heavy-duty wheels that will work in bumpy terrain
* Arrive early each day for best parking.
* Closest parking to the IFAS building is near the Main Gate (look for the water tower).
* Weather can be variable; bring an IFAS jacket, umbrella, etc.
* Food and beverages are available, but you may want to pack a water bottle/snacks.
* Website (non-IFAS) for the Expo is <http://www.sunbeltexpo.com/>