



2009 FESTIVAL OF TREES GUIDELINES

THEME: Designer/Decorator is to choose a specific theme and colors for each creation. Please include this information on the Designer/Decorator Tree Contract attached.

TREE SIZE: High quality **lighted** trees are provided at no cost to Designer/Decorator by Festival of Trees. Tree sizes are 4.5', 7.5', and 10'. Wreaths are also available for those who would like to create a coordinating wreath(s). If you are providing your own tree or wreath, please remember live trees or wreaths are not permitted.

DECORATING & LIGHTING: All trees must have ample decorations and a tree skirt. If you are providing 'changing lights', please use UL approved lights (and supply replacement bulbs). Tabletop tree stands OR platforms must also be skirted. All decorations, lights, and trim need to be wired to the tree. Ornaments should be wired to tree using green floral wire. Please **do not** glue ornaments directly to the tree. Ornaments with metal caps must be glued to their caps in order to make them more secured for delivery. All items on and under the tree must be non-flammable. Degradable products such as food, candy, and gingerbread must be coated and sealed with protective varnish. Living materials OR unwrapped food items may not be used. One electrical outlet will be provided for each tree on site. The designer/decorator will supply UL approved extension cords and power strips if necessary for their tree design.

Decorating dates are **Sunday, November 8th & Monday, November 9th (9 a.m. - 9 p.m.)**. Trees will be assembled and on stands ready for decorating. Please remember to bring a stepladder if decorating a 7.5' or 10' tree.

ALL DECORATIONS, LIGHTS, AND ORNAMENTS BECOME THE PROPERTY OF FESTIVAL OF TREES AND TO THE EVENTUAL PURCHASER OF SAME. THE GUIDELINES DESCRIBED ABOVE ARE HEREBY INCORPORATED (AND MADE A PART THEREOF) OF THE DESIGNER/DECORATOR TREE CONTRACT.

If you would like to underwrite the decorating of a tree, please let us know and we can arrange it.

Thank you for being a part of this great event to benefit our Museum of Art!

With any questions or comments, feel free to contact the Beaux Arts Festival of Tree Co-chair:
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