



Tyngsborough Recreation 2010 Festival of Trees Designer Policies & Procedures

The creative designer entries are the foundation of the Festival of Trees. Submitting an entry provides you with a unique opportunity to contribute to an event that works in partnership with volunteers, businesses and sponsors. Your entry will be enjoyed by the festivals visitors.

Proceeds from the 2010 Festival of Trees will help to fund children's programs within Tyngsborough Recreation and Parks

Dates: Thursday to Sunday, December 2-5, 2010
Place: Historic Littlefield Library, 252 Middlesex Road, Tyngsborough

1. GENERAL INFORMATION

- Displays will be on the second floor of the Historic Littlefield Library, 252 Middlesex Road, Tyngsborough. It will be open Thursday & Friday 3:30-8PM and Saturday 12Noon- 8PM and Sunday 12Noon to 5PM for viewing.
- All items received from designers will be auctioned on the last day of the event.
- Final display of items received from designers will be at the discretion of the Festival of Trees.
- Special requirements such as lighting, draping, riser/pedestal requirements, etc., **must** be clearly identified prior to the item being delivered to the Center or they may not be available. Space limitations may also arise. Please do not include any items with your display that are not for sale – the Festival cannot be responsible for such items.
- All greenery (trees, wreaths, garlands, etc.) must be **artificial**.
- All items must be suitably decorated for placement in a home, office or place of business.
- No advertising, business logos, or personal identification is permitted **on** tree. Items may be placed with tree or under tree, but not affixed to tree. Acknowledgments and designer information is listed on publicity materials as well as on signage cards. Any gift certificates should be copied, and originals handed to Festival workers for safe keeping. Copies may be displayed with item.

- All decorations must be wired securely to the trees as they are bagged and moved by truck to their new homes.
- Please do not use fragile ornaments or dried flowers.
- No living plants or animals may be used.
- Only CSA approved mini-lights may be used and must be the type that remain lit if one bulb goes out. Extra replacement bulbs should be taped to the cord at the tree stand.
- For tree designers, we ask that a tree skirt or other appropriate covering for the base of the tree be included with the design. The tree skirt or covering will be sold with the tree.
- Please identify the final plug-in site with fluorescent tape (available on site).
- Please provide a title for your creation, to be listed on signage and in the Festival flyer. If a title is not provided by the designer prior to November 29, 2010, the item will be listed as “untitled” in print materials. We cannot guarantee that last minute changes can be accommodated, but we will make every effort to do so.
- The description portion of the contract is essential as the Festival will use this to place your item and identify any special requirements. Please be very specific about the colour, theme, overall size (height, width, etc.) special requirements such as lighting, draping, odd size/shape, as well as providing any other information that would be helpful to the Festival.

2. HOW IT WORKS

Please read the following information carefully, keeping in mind that the ultimate goal of the Festival of Trees is to raise funds for the children’s programs.

1. DONATION

- As a designer you would absorb **all** the costs associated with your entry. The signage and program material will appear as:

Title of Entry: *Your Title*
Designer: *Your Name*
Sponsor: *Your Name*

NOTE: *All designers who totally donate an entry are acknowledged in the sponsorship part of the program under "Sponsorship Goods & Services." On the contract, please show a retail value of your entry for the program.*

3. SET-UP

- The following times and dates have been scheduled for designers to deliver or set-up their entry at the Historic Littlefield Library:

Sunday, November 28, 2010 – 5:00 pm to 8:00 pm

Monday, November 29, 2010 – 10:00 am to 1:00 pm

- Designers are responsible for the delivery of their items to the Library. The Festival does not make any arrangements for pickup and delivery of designer items. Members of the Tree Committee will be at the site both days and will assist/direct you as to the placement/location of your item. In the event you wish to decorate your entry on site, the Tree Committee will direct you to an available area.
- We ask that entries be completed by 1:00 p.m. on Monday, November 29, 2010.
- The Festival will provide and have on location, the following items:
 - Extension cords
 - Spotlights
 - Wire for affixing decorations to trees, wreaths, etc.
 - Coffee and tea for those setting up
- The Festival does not provide:
 - Tools. We ask designers to bring their own tools to assemble their entry.
 - Meals.

4. DESIGNER COMPETITION & PEOPLE'S CHOICE AWARDS

DESIGNER COMPETITION

- The Festival has six independent judges who volunteer their time to judge the various entries submitted by the designers. The categories will be as follows:
 - Trees
 - Floral arrangements, topiaries
 - Wreaths, Garlands
 - Creative artwork
- Entries will be judged in the morning on Wednesday, December 2, 2010. The judges evaluate the entries based on the following criteria:
 - Originality/uniqueness (use of material and creativity)
 - Artistic implementation (colour, technique, and harmony)
 - Effort (complexity and workmanship)
 - Presentation/display (visual appeal)
- The judges, using the above criteria, make their subjective decision as to Gold, Silver and Bronze placement. Ribbons, provided by the Festival, are then placed and displayed by the appropriate entry in preparation for the auction and will remain in place during the entire Festival.

PEOPLE'S CHOICE AWARDS

- The People's Choice Awards, as the name implies, are decided by a ballot completed by the general public attending the Festival. The ballots are collected, counted, and the results identified by appropriate placement and display of a ribbon on **each** day of the Festival.
- After the Festival, the ribbon and appropriate signage will be mailed to the designer. Please leave the ribbons and signage on display during the Festival for all to see.

5. DESIGNER APPRECIATION & RECOGNITION

- Tent cards (8.5" x 5.5") are displayed beside each design throughout the Festival. Logos and advertising are permitted, the company name or any sponsor and/or designer will be printed on the card. The cards include:
 - **Title of Entry:**
 - **Designer:** Due to space limitations, we cannot accommodate lengthy lists of names. Please help us, in the case of multiple names, by selecting a group name to be printed on the signs.
 - **Sponsor:**
- For the purposes of the Festival program, the above information will be included in the program and all designers will be listed.

Tyngsborough Recreation

2010 Festival of Trees Designer Contract

To be included in the printed Festival flyer, we must receive your completed contract no later than Friday, November 20th, 2010. Contracts received after Friday, November 20th, 2010 will still be processed (based on availability of space, suitability of entry, etc.); however, the entry and designer information may not be included in the Festival program that is available to the public. Late information will be included in an addendum.

It is recommended that all designers read and become familiar with the "Designer Policies & Procedures".

Please complete this form carefully. This form is used for allocation of space at the Festival as well as Festival signage and program information.

Contact Information

Name: _____

Business/Organization: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Work: _____ Home: _____ Cellular: _____

Email: _____ Fax: _____

Designer Information *(If different than above)*

Name: _____

Business/Organization/
Affiliation of Designer: _____

Business/Organization

Designer designing for: * _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Work: _____ Home: _____ Cellular: _____

Email: _____ Fax: _____

* For example, if Designer X of ABC Corporation is designing for XYZ Company, please list all three names.

I/we agree to design/decorate the following item(s) for the 2010 Festival of Trees:



Tree

- 7 foot
- 6 foot
- 5 foot
- 4 foot



Wreath

- 36 inch
- 30 inch
- 24 inch
- other

(Please specify)



Floral Arrangement

Height: _____

Width: _____

Base Size: _____



Garland, Swag, Mantle Piece

Length: _____

Width: _____



Topiaries, Garden Urns, etc.

Height: _____

Width: _____

Base Size: _____



Table Decoration, Centerpiece, Candle Wreath, etc.

Height: _____

Width: _____



Other

What is it? _____

How big is it? _____

Made of? _____

DESCRIPTION OF ENTRY: Please describe in detail the theme, colour and overall size of your entry so it can be appropriately placed. Please see the Designers Policies and Procedures. (**NOTE:** It is not necessary to illustrate tree entries.)

Diagram:

I/we the designer(s) have read the 2010 Festival of Trees Designer Package and do hereby consent and agree to the terms and conditions as listed.

AGREED BY:

Signature of Designer(s)

Printed Name

Date

DONATION

All costs associated with the entry are absorbed by the designer and/or organization; no reimbursement or product is requested from the Festival.

All entries that are classified as a Total Donation will be recognized in the Festival program under "Sponsorship Goods & Services." Please provide us with an estimated retail value of your entry: \$ _____. If no amount is assigned, the Festival will arbitrarily allocate an amount (based on comparable entries) for valuation purposes.

Dates & Times for delivery or decorating:

Sunday, November 28, 2010 – 5:00 pm to 8:00 pm

Monday, November 29, 2010 – 10:00 am to 1:00 pm

NOTE: *The Festival of Trees cannot pick up decorated items. Please do not deliver decorated items to the Library before 5:00 p.m. on Sunday, November 28*

1. I/we the designer(s) have read and agree to comply with all conditions and regulations as set out and outlined in the Designer Policies & Procedures.
2. I/we the designer(s) understand that all decorations must comply with fire, building and health codes.
3. I/we the designer(s) understand that entries will be accepted at the discretion of the Festival who reserves the right to refuse the acceptance of any entry if it is deemed to be inadequate or not suitable. Such discretion is the sole and exclusive right of the Festival. In such circumstances, if the designer had requested and received approval for compensation, such compensation will not be forthcoming.
4. I/we the designer(s) understand that all items designed/decorated become the property of the Festival of Trees.
5. I/we the designer(s) understand that the purchaser information and selling price of any item is kept strictly confidential by the Festival.

Please return by November 20th, 2010.

Teresa Clawson, Tree Committee Co-chair

Phone: 978-649-2300 ext 150 (Please leave a message and your call will be returned.)

Tyngsborough Holiday Festival of Trees

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