



2018 Festival of Trees Designer Contract

Designer Information

Name: _____

Company: _____
(As will be displayed on tree)

Company Address: _____

City/State/Zip: _____

Primary Contact Name: _____ Phone: _____

Email Address: _____ Cell: _____

Yes, I would like to participate as a designer for the 2018 Festival of Trees!

Tree Location Preference

- Courtyard Marriott - downtown
- Embassy – downtown
- Hampton Inn & Suites—Riverplace
- Hyatt Regency Downtown (*ALL schools are displayed at Hyatt only*)

Important Information

- Your tree will be artificial, pre-lit with clear lights.
- Your tree will range from 7.5' to 12' tall.
- Size tree I prefer (no guarantee on size but every effort will be made to secure your preference):

_____ 7 ½ ft. _____ 9 ½ ft. _____ 12 ft.

Theme idea for your tree:

Incentives

- One-month exposure with company name displayed on tree.
- All trees will be judged and listed in a Press Release. Only winning school trees will receive a cash prize.

Signature _____ Date _____

Please return no later than 10/1/2018.

Fax to 679-8879 or Email to Karri_westmoreland@bshsi.org



DESIGNER EXPECTATIONS AND INFORMATION

THANK YOU for being a designer for the 2018 Festival of Trees! We look forward to a great presentation of your tree! First place bragging rights will be awarded for each category: Business, Professional, and Organization. Schools (only) will be awarded 1st, 2nd, and 3rd places with a monetary donation. **Designers will be judged on theme, uniqueness, creativity and the entire presentation of your tree.**

IMPORTANT DATES – MARK YOUR CALENDARS ACCORDINGLY:

- **Hyatt Regency: Decorate Sunday, Nov. 25th (after 5pm) – Wednesday, Nov. 28th.**
- **Courtyard Downtown, Embassy Suites Downtown and Hampton Inn Downtown: Decorate Monday, Nov. 26th (after 4pm) – Thursday, Nov. 29th.**
- **ALL Trees/ALL Locations: Un-decorate trees Sunday, Dec. 30th – Tuesday, Jan. 1st.**
- **Tree tear down will take place on Wednesday, Jan. 2nd at 7am and all trees must be undecorated by end of day Jan. 1st.**

RULES AND CRITERIA FOR TREE DESIGNING:

- Parking is available in each hotel parking garage. Parking will not be validated.
- Any questions about lighting or electrical issues, please speak with Hotel Engineering: Hyatt Regency (298-2440), Courtyard Downtown (451-5707), Embassy Downtown (263-4800) and Hampton Inn (271-8700).
- **DO NOT** plug more lights into the existing tree lights. Additional lights must have a new extension cord leading to the wall. Adding on more lights will cause the tree to blow all the lights.
- Please secure your ornaments. We are not responsible for stolen items.
- Tree skirts are required for all trees (6' diameter minimum). Remember to incorporate items under the tree for uniqueness such as gift boxes/bags, stuffed animals, Christmas stockings, etc...
- Be considerate of your work area. Do not block walkways, hallways, or leave your tree unattended during the decoration process. Throw all trash away in designated areas.
- Trees may not be moved under any circumstance.
- Photographs may be used as part of the decorations but only in discretion.

IMPORTANT: Designers may not use logos on a sponsor's tree unless you are the sponsor.

Thank you for your time and talents to bring the St. Francis Festival of Trees to life. I hope this will be a wonderful experience for you. Please contact Karri Westmoreland if you have any questions at 255-1257 or karri_westmoreland@bshsi.org.