



**JUNIOR LEAGUE OF
SOUTH BREVARD, INC.**
Women building better communities®

25th Annual Festival of Trees Participation Form

Contact Name: _____

Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ E-mail: _____

Holiday Display Item Donated By: _____

Holiday Display Item Designed By: _____

Table cards are preprinted so please check spelling.

Qty.	Holiday Item	Fee	Additional Information
	Designer Tree (between 6 & 9 ft)	\$75.00	Fee includes pre-lit tree (fee waived if designer provides own tree) Description of tree in FL TODAY special advertising insert Designer receives 4 general admission tickets to FOT
	Signature Tree (between 2 & 4 ft)	FREE	Designer must provide tree and all decorations Designer will be listed in FL TODAY special ad insert Designer receives 2 general admission tickets to FOT
	Wreath	FREE	Designer must provide wreath and all decorations Designer will be listed in FL TODAY special ad insert Designer receives 2 general admission tickets to FOT
	Gingerbread Displays <input type="checkbox"/> Donated for auction <input type="checkbox"/> Display only	FREE	Designer must provide all components and has the option to donate the item for auction or submit for display only Designer will be listed in FL TODAY special ad insert Designer receives 2 general admission tickets to FOT
	Raffle Item (please be specific): _____	FREE	Designer will be listed in FL TODAY special ad insert

All fees must be received by October 31, 2009

- Check enclosed (Make payable to Junior League of South Brevard, Inc. or JLSB)
- Credit Card (VISA or MasterCard only) Card Number: _____ Exp: _____

Release: The undersigned releases and forever discharges, and hold harmless the Junior League of South Brevard, Inc., the Association of Junior Leagues International, Inc. and the Maxwell C. King Center for the Performing Arts from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while in possession or supervision of the Festival of Trees.

Signature: _____ Date: _____

**Please complete this page and return to:
Junior League of South Brevard, Inc. • Attn: Festival of Trees Holiday Displays
1515 Elizabeth St., Suite B • Melbourne, FL 32901 • FAX: 321-676-0047**

25th Annual Festival of Trees

Holiday Display Rules & Regulations

Holiday Display Submission Guidelines/Use of Space

- ❖ Holiday display designs will be predetermined by the DESIGNER and must be submitted to JLSB no later than Friday, October 31, 2009. JLSB must approve tree submittals.
- ❖ The DESIGNER will receive recognition in the FLORIDA TODAY special advertising section with a tree description provided by the DESIGNER. This description must be submitted to JLSB no later than October 31, 2009. JLSB reserves the right to edit the submitted description as deemed necessary by the Public Relations committee.
- ❖ All proceeds from the sale of holiday displays will go to JLSB. JLSB, at its sole discretion, may sell, auction or donate the tree.
- ❖ Please remove any gift certificates from holiday displays, place in a sealed envelope, and give to a member of the Festival of Trees committee. The certificates will be presented to the winning bidder along with the tree.

Set-up and Dismantling Guidelines

- ❖ All trees and decorations that are donated by the DESIGNER will be the responsibility of JLSB to remove from the King Center.
- ❖ The DESIGNER who chooses to set up his/her display at his/her place of business is responsible for the delivery of the decorated tree or vignette to the King Center **no later than noon on Friday, November 20, 2009**. JLSB reserves the right to move and modify holiday displays as deemed necessary.
- ❖ Any holiday display donated to the JLSB becomes the property of the JLSB or the eventual owner, including all decorations, lights, and trimmings on and under the display. The display will be sold or auctioned off with all proceeds going to the JLSB. The DESIGNER is responsible for providing JLSB with a list of decorations NOT FOR SALE or NOT included with the display. The DESIGNER will be responsible for retrieving these items no later than 8:00 p.m. on Sunday, November 22, 2009.

Indemnity and Limitation of Liability

- ❖ The JLSB shall not be liable for injury, loss or damage with respect to property owned or used by the DESIGNER in the DESIGNER'S display, including but not limited to injury, loss or damage caused by negligence or fault of the JLSB, its representatives, agents or employees or any other person or entity. DESIGNER shall hold the JLSB harmless for any damage, which it may cause or which may be caused by JLSB, its representatives, agents, or employees or any other person or entity.
- ❖ Should the DESIGNER default in any provision hereof, and then it/they shall be liable to JLSB for any damages occasioned thereby, inclusive of reasonable attorney fees.

Holiday Display Basic Guidelines

- ❖ Keep in mind the trees will be transported after purchase. All decorations, lights, and trimmings must be wired to the tree. Glue the ornaments to their caps in order to make them more secure. If the JLSB tree committee finds ornaments, lights and trimmings NOT wired to the tree properly, the designer will be contacted so that he/she may come to the King Center to correct any wiring/decoration problem(s). All accessory items must fit on or under your tree.
- ❖ Grounded (3-pronged) extension cords or power strips are the responsibility of the DESIGNER. DESIGNER is responsible for bringing the necessary tools and equipment during set-up.
- ❖ The selling of merchandise is NOT PERMITTED from any holiday display.
- ❖ Since items purchased will be displayed in businesses and homes throughout the holiday season, we ask that no living materials or unwrapped food be used.

DESIGNER TREES

- ❖ Trees are available in various sizes and will be provided by JLSB for \$75.00. DESIGNER may also provide their own tree. Twelve-foot trees are available upon request but must be paid for by DESIGNER. DESIGNER is responsible for tree assembly.
- ❖ DESIGNER must provide extension cord if tree is lit.
- ❖ DESIGNER must provide tree skirt.
- ❖ All ornaments or objects of design must be attached to tree with wire or glue.
- ❖ All items on and under the tree must be non-flammable or treated with non-flammable spray.
- ❖ Lights must be UL approved. Replacement bulbs will be provided by the DESIGNER for the duration of the FOT.
- ❖ Each Designer Tree will be displayed at all times, with a placard provided by the JLSB, designating the following where applicable: DESIGNER, Donor, and Theme.
- ❖ Trees should have a **holiday theme**. Please do not incorporate controversial themes, your business logo, name, etc. within the body of your work. Marketing materials may be displayed with your tree, but you must provide all materials and holders.
- ❖ Designer Trees will be available for decorating during the following:
Thursday, November 19, 2009, noon – 9:00 p.m. and Friday, November 20, 2009, 8:00 a.m. – Noon

SIGNATURE TREES

- ❖ Signature Trees should be between 2 and 4 feet and must be provided by DESIGNER
- ❖ DESIGNER must provide extension cord if tree is lit.
- ❖ Tree base must be attached to a vase, pot or container.
- ❖ DESIGNER must provide tree skirt.
- ❖ All ornaments or objects of design must be attached to tree with wire or glue.
- ❖ All items on and under the tree must be non-flammable or treated with non-flammable spray.
- ❖ Lights must be UL approved. Replacement bulbs will be provided by the DESIGNER for the duration of the FOT.
- ❖ Each Signature Tree will be displayed at all times, with a placard provided by the JLSB, designating the following where applicable: DESIGNER, Donor, Theme, and Purchaser (if applicable)
- ❖ Please do not incorporate your business logo, name, etc. within the body of your work. Marketing materials may be displayed with your tree, but you must provide all materials and holders.
- ❖ Signature Trees must be dropped off already decorated during the following:
Thursday, November 19, 2009, noon – 9:00 p.m. or Friday, November 20, 2009, 8:00 a.m. – Noon

GINGERBREAD DISPLAYS

- ❖ Design, bake and decorate a gingerbread creation provided by DESIGNER
- ❖ Gingerbread Display should be mounted on a surface board. All areas of surface board must be covered or decorated with icing.
- ❖ Creations must be constructed mainly of gingerbread, icing and other edible decorative confections.
- ❖ Non-visible interior supports are allowed; electric lights and other special effects are encouraged.
- ❖ Attach a business card to the underside of the board with your name, address and phone number.
- ❖ Each Gingerbread Display will be displayed at all times, with placard, provided by the JLSB, designating the following where applicable: Designer, Business, Theme, and Purchaser (if applicable)
- ❖ Please do not incorporate your business logo, name, etc. within the body of your work. Marketing materials may be displayed with your creation, but you must provide all materials and holders.
- ❖ Gingerbread Displays must be dropped off already decorated during the following:
Thursday, November 19, 2009, noon – 9:00 p.m. or Friday, November 20, 2009, 8:00 a.m. – Noon
- ❖ Gingerbread Displays submitted to JLSB for display only must be picked up by **8 p.m. on Sunday, November 22.**

WREATHS

- ❖ Wreaths must be provided by DESIGNER
- ❖ DESIGNER must provide extension cord if wreath is lit.
- ❖ All ornaments or objects of design must be attached to wreath with wire or glue.
- ❖ All items on the wreath must be non-flammable or treated with non-flammable spray.
- ❖ Lights must be UL approved. Replacement bulbs will be provided by the DESIGNER for the duration of the FOT.
- ❖ Each wreath will be displayed at all times, with a placard provided by the JLSB, designating the following where applicable: DESIGNER, Donor, Theme, and Purchaser (if applicable)
- ❖ Please do not incorporate your business logo, name, etc. within the body of your work. Marketing materials may be displayed with your wreath, but you must provide all materials and holders.
- ❖ Wreaths must be dropped off already decorated during the following:
Thursday, November 19, 2009, noon – 9:00 p.m. or Friday, November 20, 2009, 8:00 a.m. – Noon

For information regarding:

Designer trees (those between 6 & 9 ft) contact Dana Morgan at designertrees@jlsb.net or 676-5798
Signature trees (those between 2 & 4 ft) contact Gloria Aponti-Tai at signaturetrees@jlsb.net or 676-5798
Wreaths or Gingerbreads contact Gloria Aponti-Tai at signaturetrees@jlsb.net or 676-5798
Raffle items contact Dana Morgan at designertrees@jlsb.net or 676-5798