



Tips for Planning Your Donor Tree!

SeaFestival of Trees provides a wonderful opportunity to both support local charitable organizations as well as to promote your business or organization, showcase creativity and involve your co-workers, membership, students, family or friends.

TREE THEME

Be as creative as you like; your tree theme is up to you. Assemble a tree decorating team of work colleagues, organization members, neighbors, family, friends, book club, students – anyone is welcome to donate a decorated tree!

TREE SIZE AND TYPE

All trees must be artificial and may range from 5 ft. to 10 ft. tall. For power supply purposes, all trees **MUST HAVE LED LIGHTS. CHECK THE BOX AND MAKE SURE THE LIGHTS ARE SPECIFIED AS LED.**

YOUR DONATION

The tree and its adornments are your donation. Once the completed tree is delivered on site and set-up by you, it becomes the property of the Sea Festival of Trees and will be raffled off as part of the event's fundraising efforts. We can provide you with a donation verification letter should you desire it for tax purposes.

TREE DECORATING AND SET UP TIPS

- The total height (including tree toppers) cannot exceed 10 ft. All items placed with the tree are part of the raffle
- Trees should have a tree skirt, topper and lights
- Edible items, spray adhesives, loose glitter, confetti or artificial snow are prohibited
- Spraying or hot gluing on-site is prohibited
- Do not hot glue or staple anything to the cloths covering the tree stands
- Items of value such as gift certificates or tickets should be given to a Festival Board member upon check-in. Place copies on the tree. The originals will be given only to the winners.
- Ornaments or items of value should be wired to or secured under your tree
- Plan on allowing 2-6 hours for set-up, and bring a step stool or ladder with you if needed.
- The Festival team will determine where the tree is to be displayed. You will be directed to an approximate location for set-up. Depending on the size of your tree, a stand may or may not be used. Your tree may be moved.
- Please take all packaging and boxes with you when you leave. Do not leave anything overnight if you have not finished decorating.
- Keep in mind that trees may be viewed from all sides
- Blue Ocean Event Center will be open for tree set up and decorating on Tuesday, November 14, and Wednesday, November 15, from 11am to 7pm. All trees must be completely set up by the close of set-up on Wednesday, November 15, 2017. Tree judging will take place on Thursday, November 16, 2017.

Donate A Tree! Entry Form



**A Holiday Fundraiser for the Salisbury Beach Partnership,
Anna Jaques Hospital and designated local non-profits.**

DEADLINE FOR ENTRY: November 1, 2017

DONOR NAME: _____ CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

CELL PHONE: _____ DAYTIME PHONE: _____ **EMAIL:** _____
(Important to include; this is how we will primarily communicate with you)

TYPE OF SPONSORSHIP:

Corporate Small Business/Retail Non-Profit Organization School/Youth Group Member Group
 Family Individual Other (please specify): _____

DONOR NAME (As you wish it to appear on your tree sign that we provide):

TREE NAME (Typically based on your tree theme and is also on your tree sign):

DETAILED DESCRIPTION OF TREE THEME (Please be specific): _____

TREE SET-UP DATES/LOCATION: All trees **MUST HAVE LED LIGHTS** and are to be set up on Tuesday, November 14 and Wednesday, November 15 between the hours of 11:00am and 7:00pm. Trees will be displayed in Blue Ocean Event Center, located at 4 Oceanfront North, Salisbury Beach, MA 01952. Tree judging will take place on Thursday, November 16, 2017 and tree winners will be informed to attend opening event to receive award.

SIZE/HEIGHT OF ARTIFICIAL TREE: Please note – all trees must be artificial. Real/live trees are not permitted.

5-6 ft. 7 ft. 8-10ft. (Trees cannot be higher than 10 feet)

Please read the terms and conditions on the back of this donor form. Your signature below is acceptance of the terms and conditions. Once completed, please sign and return your application form to: **SeaFestival of Trees, 4 Oceanfront North, Salisbury, MA 01952**. You will be notified within two weeks of receipt of application as to confirmation of your participation.

AUTHORIZED SIGNATURE: _____ **DATE:** _____

TERMS AND CONDITIONS

1. The SeaFestival of Trees (herein after called the "Management") and the Tree Sponsor/Donor agree that all displays must be fully set up and operational by 7:00 p.m. on Wednesday, November 16, 2017.
2. Sponsor/Donor agrees that the tree and all of its decorations (ornaments, lights, tree-toppers, skirts, etc.) become the property of the SeaFestival of Trees upon delivery and set-up.
3. Sponsor/Donor agrees that displays will not visually or physically disturb aisles or adjacent exhibitors. Sponsor/Donor agrees that all signage and collaterals must be professionally produced. **Handwritten signage is prohibited.**
4. Sponsor/Donor agrees to conform to all State of Massachusetts Inspectional Services, State of Massachusetts Fire Department and the State of Massachusetts Department of Revenue rules and regulations.
5. Sponsor/Donor agrees that Management reserves the right to reject, modify, restrict or move the location of any tree.
6. Sponsor/Donor agrees that space assignments are at the discretion of Management.
7. **Sponsor/Donor agrees that all tree lights will be LED and that electrical power supply and installation will be provided by Management.**
8. Sponsor/Donor agrees not to make undue noise, or odor, use bright or hazardous lights, cause damage to the area or equipment or act in any manner deemed inappropriate by Management.
9. Sponsor/Donor agrees that no soliciting for business will be conducted in aisles or in other tree areas.
10. Sponsor/Donor agrees that no sponsor/donor shall have authority to incur cost or liability for or against Atlantic Hospitality Group, LLC, presenter of the SeaFestival of Trees. Sponsor/Donor shall pay all costs pertaining to moving in trees and all equipment and supplies, and removing empty containers and excess supplies. Sponsor/donor shall be liable for all damages which he may cause to the building, or otherwise in connection with his tree.
11. Sponsor/Donor agrees to assume all responsibility for personal injuries to himself, his employees, agents, representatives, or visitors, and shall indemnify, defend and hold harmless Atlantic Hospitality Group, LLC, host site/presenter of the SeaFestival of Trees, from any and all liability in connection with any and all of the above.
12. Sponsor/Donor agrees that, except as otherwise specifically provided herein, this Agreement constitutes the entire Agreement between the parties, and supersedes all proposals, promotional materials, negotiations and understandings of any nature whatsoever. This agreement may be amended only by written instrument signed by both parties.
13. Sponsor/Donor agrees that this agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts, and any disputes between the parties shall be brought in the courts of said Commonwealth.

For more information about the SeaFestival of Trees, visit our website at www.seafestivaloftrees.com