



**JUNIOR LEAGUE OF
SOUTH BREVARD, INC.**

Women building better communities®



32nd Annual Festival of Trees: Donation Form

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Preferred Phone: _____ E-mail: _____

Weekend Phone # (We may need to reach you for award notification!) _____

The following will appear on promotional materials – please write clearly:

Name of Item (should reflect theme): _____

Item donated by: _____

Item designed by: _____

Tree Height (if Designer Tree): _____

Check all that apply	Holiday item	Additional information
	Designer tree 6'-9' in height, 40"-50" in diameter	Designer provides all decorations Designer receives 2 general admission tickets to FOT**
	Raffle Item	Benefits based on value of donation
	Tabletop Tree 2-4' in height	Designer provides decorated item Designer receives 1 general admission ticket to FOT**
	Wreath Any size is welcome	Designer provides all decorations Designer receives 1 general admission ticket to FOT**

**A maximum of 4 admission tickets will be given to individuals donating multiple items

Space is limited. Please return form as soon as possible but no later than November 4, 2016

Venue: The Courtyard at the Oaks (1800 West Hibiscus Blvd., Suite 108, Melbourne, FL 32901).

Date: Saturday November 19, 2016 9am – 5pm (see setup times and guidelines on next page)

Return To:

Junior League of South Brevard, Inc.
Attention: Festival of Trees Committee
1501 Avocado Ave. Suite 2
Melbourne, FL 32935

For Information:

Phone: 321-610-8950
Fax: 321-622-2728
www.jlsb.net
fot@jlsb.net

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING 1-888-435-7352 WITHIN THE STATE OR VISIT <https://csapp.800helpfla.com/cspublicapp/giftgiversquerygiftgiversquery.aspx>. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE. THE REGISTRATION NUMBER FOR THE JUNIOR LEAGUE OF SOUTH BREVARD INC., IS SC-00169. NO PROFESSIONAL SOLICITORS ARE RETAINED IN THE FUNDRAISING ACTIVITIES OF THE JUNIOR LEAGUE OF SOUTH BREVARD, INC

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, November 4, 2016. JLSB must approve tree submittals.
- ❖ JLSB will recognize donors through various marketing efforts. Your description must be submitted to JLSB no later than November 4, 2016. 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 Courtyard at the Oaks.
- ❖ 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 Courtyard at the Oaks **no later than 5pm on Friday, November 18, 2016**. 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 7:00 p.m. on Saturday, November 19, 2016.

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 Courtyard at the Oaks 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 food be used. Candy Canes are permitted, but no other candies as they could melt, become sticky or go bad.
- ❖ A maximum of 4 admission tickets will be given to individuals donating multiple items.

DESIGNER TREES

- ❖ DESIGNER must provide their own tree.
- ❖ Please note, The Courtyard at the Oaks ceiling is approximately 9.5 feet high. We don't want to discourage you from donating 9' tree, but please plan tree toppers accordingly.
- ❖ 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 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 at The Courtyard at the Oaks during the following hours: **Friday, November 18, 2016, noon until 5:00 pm.**

SIGNATURE TREES & HOLIDAY TABLETOP DISPLAYS

- ❖ DESIGNER must provide extension cord if tree is lit.
- ❖ Tree base must be attached to a vase, pot or container and 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 display must be non-flammable or treated with non-flammable spray.
- ❖ Lights must be UL approved. Replacement bulbs provided by the DESIGNER for the duration of the FOT.
- ❖ Each Signature Tree or Tabletop Display 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 & Tabletop Displays must be dropped off already decorated during the following times: **Thursday, November 17, 2016, 5:00 - 8:00 p.m. and Friday, November 18, 2016, noon - 5:00 p.m.**

WREATHS

- ❖ Wreaths must be provided by DESIGNER. Consider decorating matching wreaths for double doors!
- ❖ 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 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 times: **Thursday, November 17, 2016, 5:00 - 8:00 p.m. OR Friday, November 18, 2016, noon - 5:00 p.m.**

Raffle Information

- ❖ Raffle donation pick up or drop off should be arranged by email (fot@jlsb.net).

PLEASE NOTE: Direct all inquiries and communications regarding Festival of Trees to the JLSB via email fot@jlsb.net, or telephone at 321-610-8950.

THANK YOU FOR YOUR SUPPORT OF THE JUNIOR LEAGUE OF SOUTH BREVARD, INC.