



The Arc Tampa Bay Foundation's

Festival of Trees
Tampa Bay

Presented by

AMERILIFE

Decorator Information – 2 ft./3 ft./4 ft. Trees
Thank you for participating as one of our valued decorators for Festival of Trees. Your contribution to this fundraiser is invaluable!

Schedule

September 29, 2017	9 a.m. – 5 p.m.	Deadline for Decorator Applications. Mail/ email to The Arc Tampa Bay Foundation Office. You will receive confirmation once your application has been submitted.
September 29– October 6 , 2017	9 a.m. – 5 p.m.	Decorators pick up 2 ft./ 3 ft./ 4 ft. trees from The Arc Tampa Bay Foundation Office.
Tuesday, Nov. 14	3 p.m. – 8 p.m.	Drop off completed 2 ft./ 3 ft./ and 4 ft. trees
Wednesday, Nov. 15	9 a.m. – 8 p.m.	Drop off completed 2 ft./ 3 ft./ 4 ft. trees
Thursday, Nov. 16	10 a.m.	Judging
	6 p.m. – 8 p.m.	“Just Desserts” – Decorator Award Ceremony Closed Event – No General Admittance
Friday, Nov. 17	9 a.m. – 5 p.m.	Open to the Public – \$5 General Admission
	6 p.m. – 11 p.m.	PREMIERE NIGHT GALA – \$100 (tickets available) Ticketed Event – No General Admittance
Saturday, Nov. 18	9 a.m. – 8 p.m.	Open to the Public – \$5 General Admission
Sunday, Nov. 19	10 a.m. – 5 p.m.	Open to the Public – \$5 General Admission

www.thearctbfoundation.org

All trees will remain on-site for viewing until 5p.m. Sunday, November 19, 2017.

Guidelines for Tree Decorating

- Tree:** The Arc Tampa Bay Foundation will provide you with a green tree with a tree stand. Note: Trees will be assigned on a first-come, first-served basis. You will be notified by The Arc Tampa Bay Foundation if you have selected a tree that is no longer available so that a substitute can be assigned. You may not alter the structural integrity of the tree. All décor and items cannot exceed more than 1 foot from the original circumference of the tree. Remember, trees must be decorated to be viewed from all sides, and must remain easily maneuverable. No food, candy or live materials may be used in decorating your tree.
- Electricity:** One electrical outlet will be provided for each space. **YOU ARE REQUIRED TO PROVIDE A MULTI-PLUG EXTENSION CORD WITH SURGE PROTECTORS.**
- Securing Decorations:** Your tree will be picked up and moved at least three (3) times. **DECORATIONS MUST BE SECURED ONTO THE TREE WITH WIRE, FISHING LINE, ETC.** All decorators agree that they will comply with this critical instruction. Any decorator who has not wired or tied all items onto their tree will be asked to return to The Long Center to correct the issue. If the decorator is unable to return, The Arc Tampa Bay Foundation may, at its discretion, have the tree removed from Festival of Trees and declared ineligible for judging.
- Skirting:** You are required to furnish a tree skirt or other covering for the base of your tree.
- Festival Tickets:** Decorators and Sponsors will be recognized at “Just Desserts” to be held at 6:00 PM on Thursday, November 16 at The Long Center. Celebration includes sweet treats, coffee and a special decorator awards ceremony.
- If you decorate a 4’ tree, you will receive four (4) complimentary tickets to “Just Desserts” and four (4) complimentary General Admission tickets to Festival of Trees.
 - If you decorate a 3’ tree, you will receive three (3) complimentary tickets to “Just Desserts” and three (3) complimentary General Admission tickets to Festival of Trees.
 - If you decorate a 2’ tree, you will receive two (2) complimentary tickets to “Just Desserts” and two (2) complimentary General Admission tickets to Festival of Trees.
- Judging:** Tree details including decorator name are not known to judges. All judging is done by independent volunteers and community leaders.
- Contact:**

*The Arc Tampa Bay Foundation
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