

2018 Enchanted Forest Festival of Trees

Tree Designer Policies and Procedures

If you have any questions please contact Sarah Fiser at 901.463.0700 or by email at sarahfiser@gmail.com

Important Dates

- ⌘ Tree Decorating will take place:
 - ♣ Thursday, November 8, **12 noon - 5pm** (Sponsors are given access starting at 9 am)
 - ♣ Friday, November 9, **9am - 8pm****
 - ♣ Saturday, November 10, **10am - 5pm**
 - ♣ Sunday, November 11, **noon - 5pm**

- ⌘ Tree Takedown will be:
 - ♣ Wednesday, January 2, **9am - 8pm****
 - ♣ Thursday, January 3, **9am - 5pm**
 - ♣ Friday, January 4, **9am - 5pm**
 - ♣ *Any decorations left on trees after Friday, January 4th will be disposed of by Enchanted Forest personnel. Please contact Sarah Fiser if you need to make additional arrangements.

**Please note that due to issues with security and staffing there will only be one day during set up (November 9) and one day during takedown (January 2) for after hours access (8 pm). All other set up and take down must be completed during museum business hours and finished by 5 pm. Please make arrangements accordingly.

General Information about Tree Decorating

- All tree decorators must enter and exit the Pink Palace Museum through the Business/Security door at the back of the Museum building (next to double loading dock, park in staff parking). You will receive a visitor badge that must be worn.
- Tree decorating takes place during operating hours of the Pink Palace Museum. Please respect the Pink Palace visitors who have paid to come see the museum and keep walkways clear. Do not run extension cords across walkways.
- Due to the limited amount of space on the mezzanine, a **maximum of 8 people** will be allowed to decorate a tree at a time.
- No food or drinks are allowed on the Pink Palace mezzanine.
- Tree decorators agree to have their trees photographed and to have their name appear in the credits of any publications or social media posts.

Theme and Name for your Tree

- The theme and design of the tree are the sole choices of the designer as long as items used to decorate the tree are not too commercial or political in nature or inappropriate for a family Christmas event.
- **Company and Organization's names and logos of any kind cannot be used to decorate the tree unless you are also paying \$1,000 to sponsor the tree. Enchanted Forest reserves the right to remove any tree or decorations in violation of this policy.**
- Please remember that Tree Sponsors get first choice when selecting a tree and location. Trees and location are chosen on a first come, first serve basis for the Tree Decorators.

Ornaments and Trim

- Designers retain ownership of all tree decorations.
- The Enchanted Forest Festival of Trees provides all trees, extension cords, and treestands.
- Tree Decorators are allowed to provide their own artificial tree if they should choose. Trees must be between 7 and 8 feet tall. Please notify Sarah Fiser if you would like to bring your own tree.
- Trees must be decorated on all sides.
- For display and safety, all ornaments must be fastened securely to the tree.
- **No edible, liquid or living materials allowed.**
- **No memorial photographs or dedications are allowed as decorations.**
- **No spray snow or spray flock allowed.** In addition, alteration of any tree provided by the Enchanted Forest is not allowed.
- The Enchanted Forest reserves the right to remove any decorations for any reasons.
- If you are considering any questionable material, please contact Sarah Fiser at 901.463.0700 or sarahfiser@gmail.com.
- **LOSS:** The Tree Designer assumes all risk of loss with respect to property owned by the designer in the designer's display. The Pink Palace Museum provides 24 hour security, however the Enchanted Forest/Festival of Trees is NOT RESPONSIBLE for lost or stolen items.

Lighting your Tree

The Festival of Tree's lighting requirements are based on recommendations made by the Office of the Fire Marshal.

- **All trees must be lit.** Tree decorators must provide their own lights. In an effort to GO GREEN and save energy, the Pink Palace staff would like to suggest you use LED lights, especially if using any heat sensitive decorations.
- **Please DO NOT use more than one strand of mini lights per foot of height of your tree.**
- No spotlight can be used.
- Please attach replacement bulbs and fuses to the underside of your tree skirt.

Judging and Awards

Before the Enchanted Forest opens, judges will select the winning trees (1st, 2nd and 3rd place) in the following categories

- Most Creative
- Most Festive
- Best Use of Theme
- Best Le Bonheur Tree (decorated by a Le Bonheur Department or in honor of a patient)
- Best Children's Tree (decorated by children)

To be included in the Enchanted Forest Festival of Trees your contract must be received by October 31, 2018. Space is limited and available on a first-come, first-serve basis.

If you have any questions please contact Sarah Fiser at 901.463.0700 or by email at sarahfiser@gmail.com. You can also visit www.lebonheur.org/enchantedforest for more information on this event.

Thank you for supporting The Enchanted Forest and Le Bonheur Children's Hospital