

DEADLINE
October 2, 2017

DESIGNER CONTRACT

SLI
Festival of Trees
November 30 - December 3, 2017

Name of Company/Group/Individual *(Print clearly - name below will be used on ALL promotional material)*

Contact _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (Office) _____ (Home) _____ (Cell) _____

E-Mail _____

Preferred Method of Contact: Phone E-mail

Entry Item

I/we agree to design and donate a **tree** to the Festival of Trees per the Designer Handbook regulations.

Tree Size: _____

I/we agree to design and donate a **wreath** to the Festival of Trees per the Designer Handbook regulations. **Wreath size:** _____

I/we agree to design and donate a **porchscape** to the Festival of Trees per the Designer Handbook regulations. **Porchscape items:** _____

I/we agree to design and donate a **mantlescape** to the Festival of Trees per the Designer Handbook regulations.

I/we agree to design and donate a **tablescape** to the Festival of Trees per the Designer Handbook regulations.

Title of Entry: _____

Judging Category (see page 12 for definitions)

- 1. Creative Genius 2. Best Sports Theme 3. Spirit of Nature
- 4. Holiday Elegance 5. Whimsical Masterpiece 6. Christmas Memories
- 7. Handcrafted with Heart 8. Child's Fantasy

Colors of entry: _____

Prominent decorative objects: _____

Time of arrival for set-up on Tuesday, November 28:

- 8:30 – 12:00 pm 12:00 – 5:00 pm
- After 5:00 *Note: Entry needs to be completed by 7:00 pm*

REMINDER: Entries will not be accepted prior to 8:30 am on set-up day, November 28. No exceptions!

Description of your entry

Please complete the information below and see page 11 for entry description information. The description should be no more than 100 words (use a separate page if needed). **This description will be displayed in front of your entry and included in Auction Party Program. Festival of Trees organizers have the right to edit the description. Descriptions cannot promote any organization or cause.**

Description:

1. I understand the Festival Event Coordinator will assign a location for each designer's entry. Festival organizers have the right to establish and enforce quality control of designs to maintain a high standard of excellence. The Events Manager and Designer Chair has the right to refuse any donation that is deemed inappropriate. **Initial:** _____

 2. I understand that I am responsible for supplying all decorations and tools to design the entry. The entry and all the materials placed under or around my entry are a donation to Festival of Trees. Festival organizers have the right to place the donated item in the live auction or silent auction during the event. **Initial:** _____

 3. I have read the designer handbook and agree to the guidelines. I, the designer, will be responsible for the completion of my entry. **If entries are not completely decorated by 7:00 pm Tuesday, November 28, 2017 your entry may not be eligible for the Festival Park and will be moved to the Silent Auction.** **Initial:** _____

 4. I will complete the Check-in Form and hand-in on set-up day, November 28. **Initial:** _____

 5. I assume responsibility for the proper functioning of all lights and mechanics involved both during the Festival and upon delivery to the buyer. **Please provide a name and phone number where we can reach you during the Festival if there is a problem with your entry.** **Initial:** _____
- NAME _____ Day # _____ Evening # _____
6. SLI, Festival of Trees, and all other parties involved shall have no liability for any damage arising from any act of omission by a designer and will assume no risk for the designer's property and property used. **Initial:** _____

 7. Any items included with my entry will be turned over to SLI on Tuesday, November 28. I understand late additions to the entry are NOT permitted. **Initial:** _____

NOTE: ALL ITEMS UNDER THE TREE SHOULD BE MOVABLE WITH THE ENTRY. ALL items with your display are considered part of your entry. NO COMMERCIAL ADVERTISING IS PERMITTED.

Authorized Signature _____ **Date** _____

Please return signed contract by October 2, 2017 to:

SLI
 Attn: Shannon Warta
 3401 SW Harrison St
 Topeka, KS 66611

Fax: 785-266-8709
 Email: swarta@slitopeka.org