



# Handbook for Festival of Trees Designers

## **IMPORTANT DATES**

<b>Designer Workshop</b>	<b>- June 13, 2017</b>
<b>Designer Application Deadline</b>	<b>- August 1, 2017</b>
<b>Designer Contract Deadline</b>	<b>- October 2, 2017</b>
<b>Auction Party Ticket Purchase</b>	<b>- November 6, 2017</b>
<b>Designer Set-Up Day</b>	<b>- November 28, 2017</b>
<b>Tree and Wreath Judging</b>	<b>- November 29, 2017</b>
<b>Tinsel &amp; Treasures</b>	<b>- November 30, 2017</b>
<b>Auction Party</b>	<b>- December 1, 2017</b>

***Festival of Trees - Open to the Public  
November 30 - December 3, 2017***

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### ***WHO TO CONTACT FOR ASSISTANCE***

Tree Committee Chair: Cathy Holmes at (785) 438-0580, [cathy.holmes@bcbsks.com](mailto:cathy.holmes@bcbsks.com)

SLI Event Manager: Shannon Warta at (785) 233-2566, [swarta@slitopeka.org](mailto:swarta@slitopeka.org)

# Welcome Designers!

## *The Festival of Trees – Benefit for SLI*

**Mission:** *SLI supports the efforts of individuals with diverse abilities to achieve independence and actively participate in the community*

SLI is a non-profit organization celebrating 46 years of service in Topeka. SLI was founded in 1971 to provide services for adults with intellectual disabilities. Twelve men and women occupied the first group home and today we serve 95 men and women living in 21 community living homes and 34 clients in our independent living homes. We provide services 24/7/365 days a year in our community living homes. In our independent living homes, the residents have learned daily living skills; most have full or part time jobs and we provide weekly services to assist with their needs.

We offer programs and services in four areas to meet the needs of our clients.

- **Community Living Program** is a residential program with 21 homes that serve 95 men and women that are staffed 24/7. The Independent Living Program provides support to 34 adults living in their own homes who may work part or full-time with weekly assistance.
- **Community Integration Program** (*day services*) has 44 clients currently enrolled. This program offers a variety of educational and therapeutic activities focusing on increasing social skills, natural supports and independence. The volunteer component of the program partners with other local non-profits providing over 800 hours a month of volunteer services to them.
- **Case Management Program** serves 203 children and adults. This is a critical service area due to more children and adults being diagnosed with disabilities with Autism Spectrum Disorders topping the list.

Festival of Trees, SLI's signature event, will celebrate its 40th year in 2017. The Festival attracts over 5,000 people each year and has become a holiday tradition for many families. Approximately 65 beautifully decorated trees, wreaths and other holiday items donated by local businesses, organizations and individuals are on display throughout the weekend. Along with the display of your entry there are many other activities for the whole family such as entertainment, pictures with Santa, Mistletoe Market, Bakery and Silent Auction.

### **The information in this handbook will help you:**

- decorate your entry
- track your expenses for tax purposes
- determine the value of your entry
- understand what to expect after you donate your entry
- know the benefits you and your design team will receive for your donation

The handbook provides you with important dates and deadlines. Not all questions can be addressed in this handbook so please reach out to the contacts listed at the bottom of page 1 with your questions.

## **Planning Your Entry**

We encourage you to choose a theme with artistic creativity and imagination. Significant to the success of this event is the broad appeal of the tree and wreath designs. ***If your theme is specific to a limited number of buyers, we ask that you have a purchaser in mind.***

**The title and description of your design will be published in the Festival of Trees program for auction night and other promotional pieces.** As you brainstorm ideas and begin decorating your tree or wreath write down some of your whimsical thoughts or delights of the Christmas season to use in crafting your tree description. This will help when you are ready to submit your designer contract and description.

## **Theme Ideas**

The following theme ideas may be helpful as you plan your design:

- **Children:** Stuffed Animals (new/gently used), Toys, Story Book Characters, etc.
- **Christmas in different climates:** Tropical, Down Under, North Pole
- **Cultural:** Art Museum, Ballet, Circus, Music, etc.
- **Elegant:** Color Theme, Holiday Theme, 12 Days of Christmas
- **Holiday:** Nutcracker, Nativity, Snowmen, Reindeer, Santa Claus
- **Miscellaneous:** Gifts from the Garden, Tree of Learning, Gourmet Foods, Hobbies
- **Nationality/Cultural:** Christmas in Germany, France, Spain, Asia
- **Nostalgic Christmas:** Homemade, Old-fashioned Holiday, Children's Memories
- **Outdoors:** Camping, Lake, Lodge, Summer Sports, Winter Sports
- **Religious:** Nativity, Angels, Silent Night
- **Seasonal:** Winter Wonderland, Natural
- **Sparkly Baubles:** Beads, Crystals, Twinkle Lights, Glitter
- **Sports:** Basketball, Football, Baseball, Soccer
- **Vehicles:** Trains, Planes, Boats, Motorcycles, Cars

## **The WOW factor!**

The "WOW" factor means exceeding the expectations of the audience. Think BIG to create the most exciting and eye-catching entry possible! You might want to spend some time initially brainstorming ideas with your design team before deciding the theme for your tree or wreath. The conversations leading up to your decision can be carried over to the tree or wreath description. You can make the difference between a nice tree or wreath and one that excites the imagination of both the public and the buyers. SLI and the FOT Tree Committee are available if you need ideas or suggestions to get you started.

## **Prospective Buyers**

Every auction requires at least two interested bidders and will be more successful when there are three or four active bidders. Festival buyers are as diverse as your creations, but there are some key elements to consider in planning your tree or wreath.

- **Individual buyers** (*61% of purchasers*) are looking for trees or wreaths to decorate their own homes or the home of a family member. They are often looking for more traditional items with holiday elegance.
- **Business buyers** (*22% of purchasers*) are looking for trees or wreaths that will enhance the business office, lobby or showroom. Often they are also looking for trees with items or ornaments that can be given to key customers or employees. These buyers want a tree that is interesting but not too “over-the-top.”
- **Charitable buyers** (*17% of purchasers*) are looking for trees or wreaths to donate to their favorite nonprofit organization, school or hospital. Their interests vary, but they want a tree or wreath that will appeal to the organization they are supporting.

## **Tree Designer Rules & Regulations**

- All greenery and trees must be artificial.
- Festival of Trees provides a custom plywood base that will be attached to the metal stand of your tree at check in. This custom base enables us to move trees around during the Festival and during delivery. Please provide your own metal stand as required by the FOT Committee.
- **Trees may be up to 7½ feet tall, but no taller.** Width is also an important consideration. Fully decorated trees must fit through doorways and residential hallways.
- All lights must be new and securely wired to the trees.
- Your tree will be picked up and moved three times on average and delivered by truck to the purchaser. For that reason, it is essential that **ALL decorations, lights, etc. should be wired** to the tree with florist wire or pipe cleaners to prevent damage. Remember to use the same color wire as the color of your tree, i.e. green tree = green wire, white tree = white pipe cleaner.
- Ornament toppers must be glued together as well to prevent ornaments from falling off. **No gluing of ornaments to the tree is allowed.**
- A tree skirt or other appropriate covering for the base of the tree **must** be included with the design.
- The display area is limited to a circular area around the tree that extends no more than 2 feet from the tree trunk. All items under the trees will be part of the tree when purchased.
- Keep in mind, the trees will be viewed from all sides. Be sure to decorate all sides of the tree.
- To increase the purchase value of an item, the Festival of Trees has the right to adjust any entry as required.
- Broken or repaired trees are not accepted.

## **Tree Stand Regulations**

Selecting the proper tree stand is just as important as deciding the theme of your tree. **When making your purchase, check for a stand. If no metal stand is with the tree, you will need to purchase a metal stand.** The stands can be found at Walmart and other area stores for around \$10.

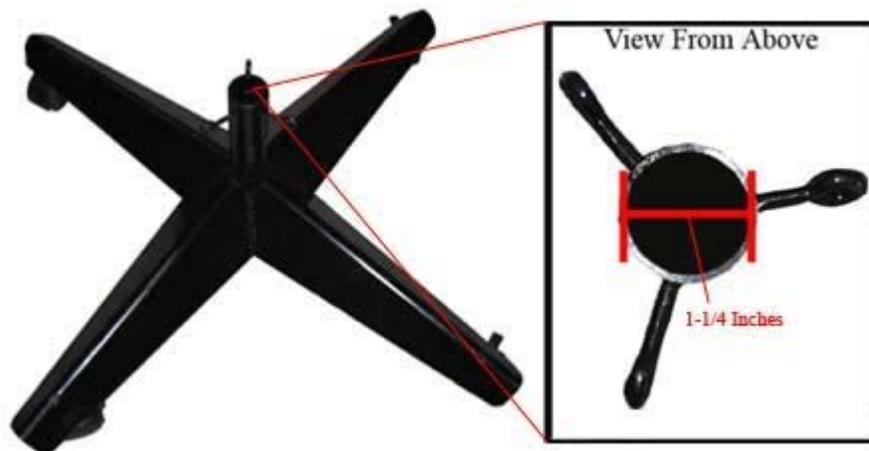
**The stand needs to be a steel construction with four (4) legs (see illustration) to securely hold your tree.** The trunk should fit snugly in the center hole. When you set up your tree on set-up day, there will be volunteers available to put a self-tapping screw through the base/trunk and four screws into the legs to secure it to the pallet.

**Plastic stands are prohibited.**

**Plastic stands are not sturdy and easily break with the movement of a fully decorated tree.**

**If you plan on decorating your tree before set-up day, firmly attach the rods of the three (3) sections of your tree with self-tapping screws.** Please take note that some trees incorporate a conductor for the tree lights in the trunk of the tree. Take special care that the self-tapping screws do not penetrate the electrical conductors.

Once you have fully decorated your tree it is somewhat difficult and could disrupt your decorations for the volunteers to try and find where the sections are attached. A little planning up front will make everyone's job much easier and protect the beautiful trees.



## **Wreath Designer Rules and Regulations**

- All greenery and wreaths must be artificial.
- Wreath display stands are provided by Festival of Trees.
- All lights must be new and securely wired to the wreaths.
- Your wreath will be picked up and moved three times on average. For that reason, it is essential that **ALL decorations, lights, etc. should be wired** to the wreath with florist wire or pipe cleaners to prevent damage. Remember to use the same color wire as the color of your wreath, i.e. green wreath = green wire, white wreath = white pipe cleaner.
- Ornament toppers must be glued together as well to prevent ornaments from falling off. **No gluing of ornaments to the wreath is allowed.**
- To increase the purchase value of an item, the Festival of Trees has the right to adjust any entry as required.
- Broken or repaired wreaths are not accepted.

## **Tablescape Designer Rules and Regulations**

- All greenery must be artificial.
- Table and chairs are provided by Festival of Trees.
- Table setting must include place setting for a minimum 6 individuals
- Everything on the completed tablescape will go to the purchaser
- To increase the purchase value of an item, the Festival of Trees has the right to adjust any entry as required.

## **Mantlescape Designer Rules and Regulations**

- All greenery must be artificial.
- Mantle display is provided by Festival of Trees.
- Display must be attached to a board that will set on top of a mantle. The board should have a depth no more than 1.5 inches, a width of 8.5 inches and no longer than 58 inches. The board should be covered with fabric or other material to eliminate scratching the purchaser's mantle. The display greenery may be stapled to the board and the display items may be wired to the secured greenery. The key concept is to be sure that nothing falls and gets broken during the festival or transporting to the purchasers home
- Displays will be moved during the auction. Secure as many items as possible to the board.
- New lights must be included.
- To increase the purchase value of an item, the Festival of Trees has the right to adjust any entry as required.



## Porchscape Designer Rules and Regulations

- Porchscape should include decorations that provide a balanced display whether it be two trees/topiaries flanking the entry way or a combination of decorative items that provide balance and symmetry to the overall design. A wreath or swag for the door add to the design with the garland over the door finishing off the look.
- All must be artificial and weatherproof.
- All lights must be new and securely wired to the entries.
- A simulated porch display will be provided by Festival of Trees. The porch area will be approximately 3' x 5' and includes a door for display purposes.
- This custom base enables the display to be moved. The Forrest Rangers will assist designers with attaching the items sitting on the porch display. Please ensure that the items sitting on the porch have a solid base that can be secured to display.
- Your entry will be picked up and moved three times on average and delivered by truck. For that reason, it is essential that **ALL decorations, lights, etc. should be wired** to the wreath and tree with florist wire or pipe cleaners to prevent damage. Remember to use the same color wire as the color of your entry, i.e. green wreath/tree = green wire, white wreath/tree = white pipe cleaner.
- Ornament toppers must be glued together as to prevent ornaments from falling off. Ornaments shall not be glued to the entry.
- To increase the purchase value of an item, the Festival of Trees has the right to adjust any entry as required.
- Broken or repaired wreaths or trees are not accepted.



## **Lights**

Many trees and wreaths are pre-lit so you may choose to add more lights to give your tree or wreath added appeal. If you have a tree or wreath that is not pre-lit, all lights must be new and have at least two (2) strings of 100 traditional lights per foot of tree. Use lights that are independent of each other so that if one light burns out, the rest stay on. **Do not plug more than three strands of lights together. If using LED lights, the number of strings will vary.**

- **Test the lights before putting them on your entry and again before adding decorations.** Lights should remain on while attaching them to be sure none are loose or faulty.
- **More than 5 strands of lights**—please wire a power strip to the base of your tree.
- **Lights should enhance the entry, not detract from them.** Use strands of lights that have the same color wire as the color of your tree or wreath. Hide the wire so it cannot be seen.
- **Colored lights.** Depending on your theme, colored lights may enhance your design. However, sometimes white lights are the best to use.
- **Lights must be securely fastened to your tree or wreath.** Use the same color wire ties as the color of your tree or wreath. Two twists are sufficient to secure the lights and still make it possible for the lights to be removed later by the buyer.

## **Filling Empty Spaces**

A variety of materials can be used to fill empty spaces and add shape to your entry. Suggestions include: dried floral filler, floral and paper ribbon wraps and bows, raffia, tulle, pinecones, moss, holly, flowers, etc. Use your imagination!

Bows and ribbon garlands can be an economical and appealing finishing touch. Some things to remember when selecting ribbon are:

- florist satin wire ribbon is easier to tie than any other kind of ribbon. It comes in dozens of shades and patterns.
- velvet is beautiful but because of thickness, it is more difficult to tie. If you plan to use velvet, you might want to find someone with experience tying bows.
- ribbon comes in many widths. The wider the ribbon, the more yardage it takes to make a nice bow. It takes 2 to 4 yards to make a bow.
- tie the center of your bow with a pliable wire, using a long enough piece that you can wire the bow directly onto the tree.

If you are giving a gift certificate or tickets to a performance, etc., **please make a copy** and place it on your tree. The originals will be kept by the Festival of Trees Event Manager. All gift certificates, gift cards, event tickets and other items being donated with the tree or wreath **MUST** be with the tree or wreath at the time of check-in. ***Any item that cannot be delivered with the tree or wreath on set up day will not be included with the donation or in the program.***

## **What to Expect on Set-Up Day**

Designers have access to the Kansas Expocentre Ag Hall from **8:30 am - 7:00 pm** on set-up day. **No exceptions!** Any entry not delivered and completed by 7:00 pm will not be included in the Festival of Trees.

- Designers are responsible for the delivery of their entry and all accompanying items to Ag Hall
- Entry will be at the Kansas Expocentre Ag Hall west doors
- Upon arrival, proceed to the check-in table with your completed Designer Check-In Form
- Volunteers will be on site to assist you

## **Decorator Tool Box**

- A blanket to place on the floor around your entry while decorating to prevent broken ornaments
- Extension cord
- First Aid Kit
- Floral wire or pipe cleaners to attach ornaments and lights
- Glue gun and glue sticks
- Ladder to reach the height of your tree
- Needle nose wire cutters, regular pliers and scissors
- Tape—floral, masking, etc.
- Cart to help with moving items to your set-up location

## **Selection of Trees for the Live Auction and Buy it Now**

SLI's executive staff and community volunteers select the entries that will be placed in the "Live Auction" and "Silent Auction" categories.

## **Designer Ticket Information**

**Designers will receive on set-up day:**

- One complimentary general admission ticket for each member of the design team. Max of 5 tickets.
- One complimentary auction party ticket.

*Note: Additional Auction Party tickets can be purchased as long as tickets are available.*

## **Description of Forms**

### **Participant Application Form - *Deadline:* August 1**

- The application form is for determination of your entry into the Festival of Trees and provides your contact information.
- SLI will contact you to let you know if you have been accepted as a designer for the Festival of Trees. *Limited spots are available.*

### **Designer Contract - *Deadline:* October 2**

- The contract provides SLI the title entry name and full description of your tree or wreath.
- **Title** - The title will be printed in the program and promotional materials.
- **Description** - The description of your entry is an essential part of the contract. This information is used for the program and display place cards by the entry. Be specific with colors and theme. List special accessories such as lighting, unique size or shape and ornaments that play music will enhance your description. Only 100 words will be allowed as the program is limited on space and the Festival of Trees has the right to change it as needed. Below is an example of a well-written description:

#### **Warm Mocha Holiday**

*“Shimmering in glittering gold and shades of coffee and copper, this 30” lighted wreath is dazzling! Accents of brown and muted oranges nest around a lush, copper, brown and mocha-colored bow. Naturally shed deer antlers combine with icy crystal-coated grasses for a hint of the north woods and frosty winter mornings. So curl up in front of the fire with a delicious mocha latte and enjoy this holiday beauty.”*

### **Designer Check-in Form - *Deadline:* November 28**

- Hand-in at check-in table on set-up day.

### **Designer’s Auction Party Tickets Form – *Deadline:* November 6**

- Indicates the number of complimentary general admission tickets for your design team. For the Auction Party, we will need the individual name(s) using the complimentary auction party ticket and any purchased tickets. Please enclose payment with your form. Designers are not guaranteed a ticket for the Auction Party unless the form is turned in by the deadline date.

## **Festival of Trees Awards**

- |                                    |   |
|------------------------------------|---|
| <b>1. Governor's Favorite Tree</b> | Chosen by Governor or Governor's Representative |
| <b>2. Mayor's Favorite Tree</b>    | Chosen by Mayor or Mayor's Representative       |
| <b>3. SLI's Favorite Tree</b>      | Chosen by SLI clients                           |

## **Tree and Wreath Judging Categories:**

*Designated by donors on the Designer Contract.*

- |                                  |  |
|----------------------------------|--|
| <b>1. Creative Genius</b>        | Most original and clever concept with a specialty.                       |
| <b>2. Best Sports Theme</b>      | Represents team spirit with attention to ornaments and accessories.      |
| <b>3. Spirit of Nature</b>       | Best represents nature, animals, the outdoors or a Kansas theme.         |
| <b>4. Holiday Elegance</b>       | Glow with exquisite and sophisticated style.                             |
| <b>5. Whimsical Masterpiece</b>  | An enchanting tree designed with fanciful ideas and magical imagination. |
| <b>6. Christmas Memories</b>     | Best exemplifies the spirit of Christmas.                                |
| <b>7. Handcrafted with Heart</b> | A tree wonderfully decorated with handcrafted ornaments.                 |
| <b>8. Child's Fantasy</b>        | A tree most likely to delight a child.                                   |

## **DESIGNER APPLICATION**

**SLI  
Festival of Trees  
November 30 - December 3, 2017**

Name of Company/Group/Individual

\_\_\_\_\_

Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

Preferred Method of Contact:  Phone  E-mail

I am interested in designing and decorating the following item(s) for the Festival of Trees  
(check all that apply):

Tree  Wreath  Mantlescape  Table Setting  Porchscape

**Return the completed Participant Application by August 1, 2017 to:**

**SLI  
Attn: Shannon Warta  
3401 SW Harrison St.  
Topeka, KS 66611  
E-mail to: [swarta@slitopeka.org](mailto:swarta@slitopeka.org)**

**SLI will contact you after receiving the application for notification of acceptance as a  
Festival of Trees Designer. Limited spots are available.  
If you have questions, please call (785) 233-2566.**

**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:***

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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**

**DESIGNER CHECK-IN FORM**

**SLI  
Festival of Trees  
November 30 - December 3, 2017**

**Please complete the following and bring on set-up day, November 28:**

**Name of Company/Group/Individual** *(Print Name as it appeared on your Designer Contract)*

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**Cost of tree, wreath, mantlescape, tablescape, or porchscape**      \$ \_\_\_\_\_

**Cost of decorations, garland, ornaments, etc.**      \$ \_\_\_\_\_

**Cost of lights**      \$ \_\_\_\_\_

**Cost of items for under the tree or with wreath**      \$ \_\_\_\_\_

***TOTAL COST of Entry***      \$ \_\_\_\_\_

List the location and details of any lights that are battery operated and need to be turned on manually:

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List of items and gift certificates included or underneath with your entry:

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**DEADLINE**  
**November 6, 2017**

**AUCTION PARTY RESERVATIONS FORM**

SLI  
Festival of Trees  
November 30 - December 3, 2017  
*Auction Party - Friday, December 1*

Name of Company/Group/Individual \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-Mail \_\_\_\_\_

***Your general admission ticket will be handed out when you check-in on set up day on Tuesday, November 28.***

- Designers receive:**
- One complimentary general admission ticket for each member of the design team. Max of 5 tickets.
  - One (1) complimentary auction party ticket (*must RSVP to receive it*).

***Ticket Prices: Full Price: \$75; Table of Eight: \$560***

I will be attending the Auction  Yes  No # of Tickets: \_\_\_\_\_

Name(s) of people attending Auction Party:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment Method:  Check Enclosed  Pay by credit card

Charge to my MC/VISA \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ CVV \_\_\_\_\_

**You must RSVP by NOVEMBER 6 to receive tickets!**