



## 2016 Festival of Trees

### Sponsor Tree Decorating Information

Trees will be allocated to sponsors from the trees that Festival has available.

Trees will have lights on them - they may have to be adjusted to suit your needs.

All ornaments, toppers, skirts, etc. are at your own expense. We encourage you to decorate however you wish: traditional, a marketing tool - it's up to you.

**All ornaments (including toppers) must be securely fastened.** The Festival and our delivery company - will not be responsible for any breakage of the ornaments. Remember - these trees will be moved to your place of business after the event for you to enjoy during the Christmas Season. Trees with ornaments that **HAVE NOT BEEN SECURED** may result in the tree not being delivered.

A tree skirt must be supplied as well. We would suggest at a small extension cord be brought as well - please label it so that it can be sent out with your tree.

Trees will be decorated in place in the main Festival area.

Tree Decorating dates are:

Thursday - November 17th - (9:00 a.m. - 9:00 p.m.)

Friday - November 18th ( 9:00 a.m. to 9:00 p.m)

Saturday - November 19th (10:00 a.m. - 6:00 p.m.).

The trees will be on a platform so we would suggest you also bring a small ladder or step stool to aid in the process.

We need to know where to deliver your tree after the festival, so please let our office know. The delivery and pick-up dates are listed below.

We encourage you to have your family or staff be involved in the decorating (or perhaps you already have someone in mind) but if you require assistance or need to hire someone to do it for you (which is at your expense), please contact our office and we'll be happy to help you with this.

**Tree Delivery:**

Tuesday - November 29th, 2016

**Tree Pick-Up:**

Wednesday - January 4th, 2017

You must ensure that all decorations are off the tree and it is ready for pick up on January 4th.

*On behalf of the Camrose Regional Exhibition and the Festival of Trees we Thank You for your generous support .*