

# Festival of Trees Contributor Contract

2018 EVERSON MUSEUM OF ART  
MEMBERS' COUNCIL FESTIVAL OF TREES

Name First: \_\_\_\_\_ Last: \_\_\_\_\_  
Organization (If applicable): \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Please enter names for any and all persons who should be acknowledged for design & creation:

\_\_\_\_\_  
\_\_\_\_\_

## Donation Categories include:

- Trees – 4' and higher
- Trees – UNDER 4'
- Wreaths
- Unique Displays (this includes: centerpieces, garlands, filled stockings, etc)

Please provide the following information pertaining to your entry:

Title: \_\_\_\_\_

Approximate overall dimensions.      Height/Length: \_\_\_\_\_      Width: \_\_\_\_\_

Will your display require electricity?      YES \_\_\_\_\_      NO \_\_\_\_\_

Will your display require a pedestal?      YES \_\_\_\_\_      NO \_\_\_\_\_

Estimated cost of materials to create your entry?      \$ \_\_\_\_\_

Please provide a brief description of your entry.

\_\_\_\_\_  
\_\_\_\_\_

Are you interested in purchasing your entry from the Festival?      YES \_\_\_\_\_      NO \_\_\_\_\_

I agree to the Terms and Conditions for Entry in the 2018 Everson Museum of Art Members' Council Festival of Trees. (please see reverse side for *Terms & Conditions*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return forms to the Everson Museum of Art by October 30, 2018**  
401 Harrison Street, Syracuse, NY, 13202 / Fax: (315) 474 6943 / [everson@everson.org](mailto:everson@everson.org)

## Design Specifications:

- All trees and decorations must be artificial.
- Sugar-based items can be used (i.e. candy canes).
- Fresh items (i.e. real fruit, vegetables, etc.) will not be permitted.
- Items attached to the exhibit, such as a tree skirt, must be labeled in case of separation.
- **Ornaments must be securely attached to the display with wire, string or fishing line**, to ensure items are not damaged during delivery after purchase.
- Please notify staff if an ornament is particularly valuable and make sure it is secured to the donated item.
- Extension cords for lighting during the event will be provided by the Everson Members' Council. You may bring an extension cord to "test" lights during setup.
- Pedestals are assigned during setup and at the discretion of the Everson Museum and Members' Council. Consideration should be given to bringing your own if needed.
- Exhibits must conform to fire regulation codes of the State of New York, County of Onondaga and City of Syracuse.
- All exhibits must be inspected after set-up.

## Delivery of Donations:

The delivery dates and times for all items are:

**Sunday, November 25, noon – 4.00 pm**

**Monday, November 26, 10.00am – 4.00 pm**

Please deliver your exhibit to the Everson Museum of Art, 401 Harrison Street, Syracuse, NY 13202.

If you have any special requirements, please note them on your contract.

## Contributor Benefits:

The Festival of Trees Committee would like to thank you for your contribution. Your gift entitles you to 2 Complimentary admission tickets to the Festival of Trees. Tickets will be provided during tree delivery on November 25-26.

## Display and Sale Donations:

All donations become the property of the Everson Museum of Art Members' Council upon delivery. The Members' Council Festival Committee is responsible for display, location, pricing and sale of donated items. Please remember this event is a fundraiser and our goal is to sell every item. The Festival Committee may withdraw any exhibit deemed unsuitable. If you wish to purchase your donation back, you must do so at the Festival Committee price.

## THANK YOU FOR YOUR CONTRIBUTION.

**Questions:** Please feel free to call Ellen Hardy, Festival of Trees Committee, (315) 345 0004 or email, [hardyellen3@gmail.com](mailto:hardyellen3@gmail.com) -OR- Lauren Chyle, Everson Development Officer, (315) 474 6064 x 311, or email [lchyle@everson.org](mailto:lchyle@everson.org).

Keep this sheet for your reference. Thank you for your contribution!