

# 2018 FESTIVAL OF TREES ENTRY PLANNING & SET-UP

**SET-UP TIME: Monday, November 26 from 9:00 a.m. to 6:00 p.m. ONE DAY ONLY.**

**LOCATION:** Muskingum County Welcome Center, 205 N. Fifth Street, Zanesville, Ohio.  
All entries and incentives are considered donations and will be auctioned to support the economic and community development of Muskingum County as administered by the Chamber of Commerce.

***It is required that all entries be completely set up and in place by 6:00 p.m. on Monday.***

Trees and wreaths may be made of silk or other non-flammable material. Live trees with balled roots may be used, however, fire regulations require them to be treated with fire retardant. Cut trees cannot be permitted under any circumstances due to fire regulations.

**Trees will be categorized according to size. Categories are as follows:**

**Large: 5 feet and over, Medium: 3 feet to 4 1/2 feet, Miniature: Under 3 feet**

Pallets and covers will be provided as a base for your tree if needed.

Trees may be decorated based on a theme of your choice, using traditional holiday decorations or you may wish to use a theme that reflects the product or service of your business in order to maximize your advertising benefit.

Display materials may be moved in via the Exhibit Hall entrance facing Fifth Street or, if necessary, entries that require the moving of large or numerous boxes may use the double doors facing I-70.

**Please remember! Do not bring any items to display with your entry that are not to be sold. Any and all items displayed with your entry will be auctioned off as part of the entry!**

You will need to provide your own lighting, tree skirts and other such accessories needed to carry out your theme. Due to fire regulations, **all lighting must be electrical**; no candles with open flames may be burning on your display.

**Incentive items may be brought with your entry.** Please be sure to mark or tag all incentive items with the entry sponsor's name. If your incentive requires the purchaser to make arrangements for pick-up later, please provide an informational sheet which includes a description of the incentive, contact person, phone number and pick-up instructions.

**FESTIVAL PREVIEW:** Wednesday, November 28 – 5:00-8:00 p.m. & Thursday 9:00 a.m.- 4:00 p.m.

The **FESTIVAL AUCTION** will begin at 9:00 a.m. on Friday, November 30 and will be broadcasted live on WHIZ AM 1240 and will end at 6:00 p.m.

**Auctioned entries may be picked up by the purchaser on Saturday, December 1st from 9:00 a.m. to 11 am. and Monday, December 3<sup>rd</sup> between 9:00 a.m. and 3:00 p.m.**

**\*ALL purchases must be picked up by 4:00 p.m., Monday, December 3<sup>rd</sup>.**

The Welcome Center will be closed on Sun., Dec. 2<sup>nd</sup> - no entry pickups will be permitted that day.

*If you have any questions, please call the Chamber Office at 740-455-8282.*

***Thank You for Your Participation!***