

2018 FESTIVAL OF TREES

ENTRY PLANNING & SET-UP

FESTIVAL DATES: Wednesday, November 28 – Friday, November 30, 2018

LOCATION: Muskingum County Welcome Center, 205 N. Fifth Street, Zanesville, Ohio. Entrants provide their own decorated tree, wreath, stocking or other entry and deliver it to the event site as specified below. All entries and incentives are considered donations and will be auctioned to support the economic development programs of the Chamber of Commerce.

SET-UP TIMES: ONE DAY ONLY. Monday, November 27 from 9:00 a.m. to 6:00 p.m.

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

Please check in your entry at the table near the stage. You will then be assigned a display location. 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 can 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 extension cords, 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

The **FESTIVAL AUCTION** will begin at 9:00 a.m. on Friday, December 1 and will be broadcast live on WHIZ AM 1240.

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

***ALL purchases must be picked up by 3:00 p.m., Monday, December 3rd.**

The Welcome Center will be Closed Sun., Dec. 2nd - no entry pickups will be permitted that day.

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

Thank You for Your Participation!