



## Part 1: Contribution Contract (2023)

Thank you for your interest in participating in the Museum at Campbell River's Festival of Trees. **Please return this signed agreement as soon as you can to secure a tree, but no later than Friday, November 10, 2023.**

Please print your name as it is to appear on **ALL** promotional material.

Donating Company/Organization/Individual: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

### Mailing Address:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Preferred method of Contact:       Phone       E-mail

- I/we agree to participate in the Museum at Campbell River's 2023 Festival of Trees event by a contribution for a decorated tree which will be on display at the Museum for the month of December.

Contribution Level (please indicate your level of contribution)

- \$500 - Full Tree       \$250 - Half Tree       \_\_\_\_\_ (\$100 minimum) - Themed Tree  
 Please invoice me for my contribution.       Decorating Elves required.

### CONTRACT TERMS:

- I/We understand that the Museum at Campbell River is responsible for the floor plan and assigned location of the trees. The Museum reserves the right to establish and require quality controls to ensure a high standard of excellence. The Museum reserves the right to refuse any tree decoration that is deemed inappropriate for a family viewing audience.*
- I/We understand that it is my/our responsibility to provide all decorations for the tree. The decorations and all materials I choose to place under or around the tree must be picked up between Museum regular hours of operation between Tuesday, January 3 to Sunday, January 7, 2024. Any decorations or items left beyond this date become the property of the Museum and may be auctioned, sold or disposed of at the Museum's discretion.*
- I/We agree that the Museum at Campbell River shall have no liability for any decorating materials used, lost, or damaged during the Festival or personal property used during the set-up and teardown of the event.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the signed contract to Madi Dunleavey by either: e-mail: executive.assistant@crmuseum.ca or mail / drop-off to: Festival of Trees, Museum at Campbell River, 470 Island Highway, P.O. Box 70 Station A, Campbell River, B.C. V9W 4Z9



## Part 2: Tree Details (2023)

Once you have confirmed your tree theme and title, please complete this form, and return no later than Friday, November 10.

Name of Tree Sponsor: \_\_\_\_\_

Title of Entry: \_\_\_\_\_

*The judged categories this year are: Most Whimsical, Most Elegant, and Most Uniquely Campbell River. Please send a copy of your logo to Megan Purcell at [megan.purcell@crmuseum.ca](mailto:megan.purcell@crmuseum.ca) for use on Festival promotions.*

### Tree Description:

Please provide a short description of the decorating theme of your tree (no more than 50 words). These details will appear on the label next to the tree and in promotional materials. The Museum at Campbell River reserves the right to edit your description if necessary.

### DECORATING DAYS & GUIDELINES:

Please book an appointment to decorate your tree between Tuesday, November 21 and Sunday, November 26. We encourage decorators to reference the 2023 Festival Details & Decorator Guidelines. Need help decorating or have questions about any of the guidelines? Please contact Megan at [megan.purcell@crmuseum.ca](mailto:megan.purcell@crmuseum.ca).

### Reminder of Contract Terms around decorating:

- 1. I/We understand that the Museum at Campbell River is responsible for the floor plan and assigned location of the trees. The Museum reserves the right to establish and require quality controls to ensure a high standard of excellence. The Museum reserves the right to refuse any tree decoration that is deemed inappropriate for a family viewing audience.*
- 2. I/We understand that it is my/our responsibility to provide all of the decorations for the tree. The decorations and all materials I choose to place under or around the tree must be picked up between Museum regular hours of operation between Tuesday, January 3 to Sunday, January 7, 2024. Any decorations or items left beyond this date become the property of the Museum and may be auctioned, sold or disposed of at the Museum's discretion.*
- 3. I/We agree that the Museum at Campbell River shall have no liability for any decorating materials used, lost, or damaged during the Festival or personal property used during the set-up and teardown of the event.*

Please return the signed contract to Madi Dunleavy: e-mail: [executive.assistant@crmuseum.ca](mailto:executive.assistant@crmuseum.ca) or mail / drop-off to: Festival of Trees, Museum at Campbell River, 470 Island Highway, P.O. Box 70 Station A, Campbell River, B.C. V9W 4Z9