



Designer Contract 2010

Date _____
 Primary Contact Name _____
 Organization Name (if applicable) _____
 Address _____
 Phone/Fax _____
 Email _____

- I would like to decorate a **4.5'** (mini) tree.
- I would like to decorate a **7'** (full) tree.
- I will be furnishing my own tree. I understand that this is a donation.

- If my tree does not sell, I would like to donate the decorations to the Bluffs Arts Council
- If my tree does not sell, I would like to pick up my decorations

TREE CATEGORIES (check one)

- Festival Enthusiast** – Not professionally trained but creative and crafty
- Professional** – Florists, interior designers, garden/nursery centers, free-lance designers
- Artisan** – Artists, sculptors, musicians, woodworkers, quilters, etc.
- Non-Profit** – Examples: Phoenix House, Boys and Girls Club, any 501(c)(3)
- School** – Elementary to college level. 50% of the selling price will be donated to the school's fine arts department

Information to be published in the Festival Program and on signage:

Name of tree (ie, Winter Wonderland) _____

Designer Statement (2-3 sentences describing your tree)

Tree/Materials Sponsor (if applicable) _____

My donation of décor and/or tree is valued at _____

Signature of Decorator _____ Date _____

Please return one completed contract in the envelope provided. The other is for your records.

CONTRACT DEADLINE: October 15, 2010

Contracts will be accepted on a "first come, first served" basis.

We will not accept contracts after the deadline date.

This contract is also available online at www.bluffsfestivaloftrees.org.

Thank you for being a part of Festival of Trees 2010! We love our designers!

Festival of Trees 2010: An Olde-Fashioned Christmas

Dear Festival of Trees Designer,

Welcome! We cordially invite you to participate as a Tree Designer for the Festival of Trees 2010. This letter provides you with basic information about designing a tree for the event; more detailed information will be sent to you when we receive your completed contract.

The Festival of Trees is produced by and benefits the Bluffs Arts Council and will be held **November 20th and 21st at Harrah's Convention Center**. All proceeds promote arts education and programming (including painting, music, pottery/sculpture, quilting, films, literature, culinary arts and more) in and around Council Bluffs.

General Information (Please Read Carefully):

- ❖ **The Festival of Trees is a major fundraiser for the Bluffs Arts Council and trees should focus on both creativity and sale-ability.**
- ❖ All design teams will be provided with a green artificial tree pre-lit with white lights. Otherwise, they are plain with no decorations (those will be provided by you!) and no skirting. You may choose either a 4.5-foot (from base to tip-top) tree or a 7-foot tree.
- ❖ Trees will be set up for you (branches inserted and placed in tree stand), and only somewhat "fluffed" so each designer can position branches to their preference.
- ❖ All ornaments and décor must be firmly attached as the trees will be wrapped in plastic and transported in a truck to their new homes.
- ❖ Each tree will have a sign indicating the business or organization name (if applicable), all designer names and sponsors (again, if applicable).

Changes for 2010

- ❖ We will be limiting the number of designer entries due to space, so decorators will be accepted on a "first come, first served" basis.
- ❖ Trees will be categorized for display and judging (see contract for details) and each team will be assigned a specific tree and location in the ballroom.
- ❖ Upon receipt of your contract, more detailed information will be provided to you regarding room lay-out, decorating times and more. **Please note that any further communication with you will be done via e-mail, so an e-mail address must be provided.**
- ❖ Each tree will be sold at a single, realistic price. There will be NO bidding on the trees. If a tree does not sell, you, the designer, have the option of donating the ornaments on your tree to the Bluffs Arts Council, or, returning to Harrah's by noon on Monday, November 22nd, to retrieve them. Please check the correct box on your contract.

If you would like to participate, complete the enclosed contract and return it in the envelope provided. Please contact Laural Ronk at the Bluffs Arts Council office (328-4992) or at Ironk@bluffsarts.org if you have any further questions. More information can also be found at www.bluffsfestivaloftrees.org.

We are grateful to you, the creative designer, for making the Festival of Trees a magical holiday event! Thank you so very much for your wonderful spirit of giving and the effort you put into making your trees so beautiful and inspiring!

Our Best Holiday Wishes,

Susan Enewold
Tree Designer Chairperson