



# First United Methodist Church

## Festival of Trees



Tree / Mini-Tree Application Form  
Deadline for Applications: 12/2/2022

Date and time of set-up: Saturday, December 3, 9 am – 2 pm

Date and time of event: Saturday, December 3, 3 am – 7 pm

Winners pick up trees: Saturday, December 7, 7 pm – 9 pm and Sunday, December 4, 1 pm-3 pm

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Name of Business, or Individuals sponsoring tree (As you would like advertised):

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Contact first and last name:

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Address: Email address:

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City: State: Zip Code:

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Cell Phone: Secondary Phone (optional):

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Please Indicate Size of Tree: Large Tree: 8 Ft max. w/stand:  Mini Tree: 3 Foot max.:

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Tree/Wreath Theme Name, i.e., "Winter Wonderland":

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Please provide a brief description of the item as it will be displayed at the event  
(i.e., palm tree with summer-themed ornaments)

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Any Valuables (i.e. gift cards, money, etc.)?

Applications will be taken in order of receipt to FUMC. Due to space requirements and local fire codes, there will be a limited number of items submitted to the event. Therefore, not all applications may be accepted. Applications, which are complete and meet the requirements shall be considered on a first come first served basis. You will be notified if your application in not accepted for the event. Once limits are reached, no additional applications shall be accepted.

### Application Fee

Application Fee of \$25.00 shall be submitted with each tree application submitted to FUMC. The application fee is non-refunded. Failure to setup a tree shall result in a forfeiture of the Application Fee.

All items submitted to the event must adhere to the rules and regulations set forth by FUMC included within the Application Form. Signing the Application Form provides acknowledgement that you agree and accept all rules and regulations.

FUMC, its' officers, associates, volunteers and partners are not liable for any and all items submitted for viewing at The Festival of Trees event, any personal injury incurred preparing, during or post The Festival of Trees Event. Participation in this event indicates you assume FULL liability and responsibility for all products entered and for any persons involved within your project including all preparations before, during, and after the scheduled event.

I hereby acknowledge receipt of FUMC, Rules and Regulations pertaining to the Festival of Trees and hereby agree to abide by and adhere to all rules and regulations. I further understand the

Rules and Regulations are subject to changes without notice.

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Signature of Applicant

## Rules and Regulations for the First United Methodist Church Festival of Trees

1. The decorated trees are a donation to Holiday Stroll and shall be utilized for the First United Methodist Church Festival of Trees.
2. The Complete Tree together with all items, which are under or around the tree, shall be given as part of the fund-raising efforts of the First United Methodist Church.
3. Trees will be auctioned in silent action on Saturday December 3<sup>rd</sup>.
4. First United Methodist Church (FUMC) Festival of Trees Committee shall determine the placement of the trees.
5. Trees must be artificial and must meet or exceed all fire, hazardous material, UL electrical and safety regulations.
6. The tree including stand and topper cannot exceed 8 feet in height unless approved by FUMC.
7. Miniature Trees are Trees 36 inches or smaller in height and a base no larger than 12 inches by 12 inches unless approved by FUMC.
8. All submitted items should reflect a holiday theme or a theme that reflects your business or personal interest.
9. The committee has the right to reject any inappropriate themes or items. All judges' decisions are final.
10. Trees and other items placed with your tree will be considered part of the tree. The winner shall be entitled to take all items. All tree winners announced by the committee are considered final.
11. If providing a gift certificate or tickets to a performance, etc. within your display, please make a copy of the original and place the copy on your tree. FUMC. shall hold the originals until a winner is identified.
12. The following items CANNOT be used for health and safety reasons:
  - a. Any unwrapped edible items
  - b. Spray adhesives
  - c. Glitter
  - d. Confetti
  - e. Artificial snow
  - f. Flammable items left loosely on a tree skirt or on the tree. This includes tossing glitter or snow on an item.
13. Glitter-covered ornaments are allowed. However, all ornament preparation must be done BEFORE you come in with your decorations and have had time to sufficient time to dry.
14. In order to properly preserve natural items, they must be sprayed so they do not disintegrate during the event the tree is on display. Each tree should have a tree skirt, tree topper, and UL Approved low voltage lights.
15. Large trees must have their own base and be placed directly on the floor/ground unless approved by FUMC. The Festival shall provide power and extension cords. Small trees will be placed on a table, extension cords will be provided.
16. If there is any packaged food with your tree, it shall not have an expiration date any earlier than 12/31/2022.
17. To save time, it is advisable to unpack and fluff out your tree before arriving. Please bring a step stool or ladder, if one is required.
18. Please be prepared to take any boxes, packaging material, etc. home with you. We have no storage space for any items left behind and they shall be discarded.
19. You must finish decorating your tree by 2 pm on December 3<sup>rd</sup>.
20. Security is always a concern. Please wire any ornaments or items of value to the tree or tree stand.

Phone for questions or comments, or to join the festival committee: 978-424-3668

FUMC Festival of Trees  
34 Felton Street  
Hudson, MA 01749

Web site: [hudsonfumc.org](http://hudsonfumc.org)

Email: [hudsonfumc@gmail.com](mailto:hudsonfumc@gmail.com)