



Festival of Trees



Information and Guidelines

Thank you for your participation in the 3rd Annual Festival of Trees. This event will provide a wonderful opportunity to both support Christmas in Romney as well as promote your business, organization creativity and involve your co-workers, students or family and friends. The Festival of Trees will be located at the WV School for the Deaf and Blind, 301 E. Main Street.

DECORATING YOUR TREE – Please read carefully. There are several necessary guidelines for decorating your tree! Christmas in Romney and Festival of Trees reserves the right to remove or request changes to any design item that is not in keeping with these guidelines.

TREE THEME

Be as creative as you like. Trees will be visible to children and families. Use your best creativity when coming up with the design but please avoid themes that:

- Portray social or political commentary or controversial or morbid messages
- Feature violence or violent games, books, movies, tobacco or weapons
- Use profanity, adult content material or anything that could be perceived as not for a child-friendly audience

DECORATIONS

- Be mindful that the display will be visible from all angles, including the back
- **One plug will be provided for electricity to your tree.** Please do not pull any power from any other trees.
- No perishable items, wrapped or unwrapped, are along on or round the tree
- **Outdoor rated LED lights should be utilized on the tree,** due to weather exposure.
- String your LED lights from the bottom of the tree up. Please do not lay lights on the group because during rain or snow, it may short out your lights. Using black electrical tape (bring your own), tape over each connection and open ends of cords to prevent moisture entry
- When considering decorations, please be aware of potential harsh exposure to the winter elements
- Ornaments and all decorations must be wired onto the tree branches.
- No water ornaments or water globes on or around the trees
- No inflatable lawn ornaments or decorations
- No walls or barriers that create an obstruction
- Please do not include anything of monetary value as Christmas in Romney and Festival of Trees cannot be responsible for missing or damaged items.

REQUIRED MATERIAL

- Sponsors/Donors will provide all decorating material for the tree.
- All trees must have electric lights or solar lights on them
- **Each sponsor must provide an extension cord** (Approximately 8'). If you will need to use more than one outlet, please bring a power strip. Extension cords and power strips will not be provided

DECORATING DAY

- **CLAIM YOUR TREE SATURDAY, November 25th between 9 AM and Noon.**
- **DECORATING TIMES WILL BE - Saturday, November 25th starting at 9:00 a.m. through noon on Saturday, December 1st. All trees must be fully decorated no later than December 1st at Noon to be ready for the opening of Christmas in Romney and Festival of Trees.**
- Christmas in Romney will provide an approx. 6-foot live tree for decorating, that will already be set up and ready to decorate.
- A sign will be provided in a preassigned spot, labeling each tree and participating agency.
- It's a good idea to dress appropriately, as the temperature varies greatly.
- Please use caution to avoid walking in between the trees and over electrical cords
- Please clean up your space after decorating and remove all trash
- *Christmas in Romney* is not responsible for lost, stolen or damaged items.

LAST DAY AND CLEAN UP

- Trees will be on display through January 3, 2024. **ALL TREES MUST BE UNDECORATED AND REMOVED NO LATER THAN NOON ON SUNDAY, JANUARY 7, 2024.**
- **Please clean up and remove all lights, decorations and trash from trees and lawn upon your departure.**
- You are free to take your signage with you

OTHER

Sponsor/Donor agrees to assume all responsibility for personal injuries to himself, his employees, agents, representatives or visitors and shall indemnify defend and hold harmless Christmas in Romney, Festival of Trees, the Town of Romney, and the WV School for the Deaf and Blind, host/site owner, from any and all liability in connection with any and all of the above.