



The Greeley Philharmonic Guild and the
 Union Colony Civic Center
 Present the 28th Anniversary of the
 Festival of Trees
 November 25 - December 3



Yes! I would like to be a part of the 2016 Festival of Trees by
donating the following item/s to the Silent Auction

(Retail values are needed so a starting bid can be assigned for each donated item.)

_____ A tree with a retail value of \$ _____
 (Only flocked or artificial trees that are 4 ft. tall or less will be accepted for auction.)

_____ A wreath with a retail value of \$ _____
 (Only flocked or artificial wreaths will be accepted for auction.)

_____ Other item/s. Please list retail value and description of your item/s.

Let us know how you would like to receive 2017 Festival of Trees registration information from the following options:

- Email to the address below
- Pick up from downtown Greeley Recreation Center (651 10th Avenue)
- Download printable form/s from Festival web page (www.greeleyfestivaloftrees.com)

Sponsor name _____
As you would like it to appear on your display sign, in the festival program & other publicity pieces.

Contact Person _____ Email _____

Mailing address _____ City _____ Zip _____

Daytime phone # _____ Evening phone # _____

I agree to participate in the 2016 Festival of Trees Silent Auction according to the information and guidelines provided.

Signature _____

You may either fax your completed silent auction registration form to 970-350-9463,
 email to Rhonda.welch@greeleygov.com, or drop it off or mail it to:
 Festival of Trees, 651 10th Avenue, Greeley, CO 80631.



2016 Festival of Trees Schedule



Display Set Up:	November 21 (Monday)	9:00am - 9:00pm
	November 22 (Tuesday)	9:00am - 9:00pm
	November 23 (Wednesday)	9:00am - 6:00pm

Displays should be completed no later than Wed, 11/23 at 6pm. The building will be open on Fri, 11/25 from 9am-Noon for last minute “tweaking” only. Participants unable to complete their display setup ***on or prior to Friday*** should contact Rhonda Welch at 350-9451.

 Auction Item Drop Off:	November 21 (Monday)	9:00am – 3:00pm
	November 22 (Tuesday)	9:00am – Noon

 If you need a festival volunteer to pick up your auction item for delivery to the UCCC, call 350-9451.

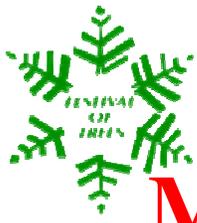
Public Hours:	November 25 (Friday)	5:00 – 9:00pm
	November 26 (Saturday)	1:00 - 5:00pm
	November 27 (Sunday)	1:00 – 5:00pm
	November 28 (Monday)	3:00 - 9:00pm
	November 30 (Wednesday)	3:00 - 9:00pm
	December 1 (Thursday)	3:00 – 9:00pm
	December 2 (Friday)	3:00 - 9:00pm
	December 3 (Saturday)	1:00 - 5:00pm

 Silent Auction opens Friday, November 25 at 5:00pm and ends immediately following the intermission of the Greeley Philharmonic Orchestra’s Poinsettia Pops Concert, Saturday December 3.

Other important dates/events:

Whoville Holiday	November 26 (Sat.)	9:00am – Noon
Elvis, An American Legend	November 26	7:30pm
Corporate Lunches	November 28 (Mon.)	Noon – 2pm
	November 29 (Tues.)	Noon – 2pm
School Tours	November 28 (Mon.)	Times vary!
	December 1 & 2 (Thurs. & Fri.)	
Sip & Shop Ladies Night Out	November 29 (Tues.)	5:30 – 8:00pm
Silver Bells Social	November 30 (Wed.)	1:00 - 3:00pm
Kream of the Krop’s Jingle Bell Jam	December 2 (Fri.)	7:30 – 8:30pm
Teddy Bear Bash	December 3 (Sat.)	9:00 - 11:00am
Greeley Philharmonic Poinsettia Pops Concert	December 3 (Sat.)	7:30pm
"After Pops Party"	December 3 (Sat.)	9:45pm
Festival Tear Down	December 4 (Sun.)	9:00am - 4:00pm

All displays must be taken down on Sunday, December 4 beginning at 9:00am and completed no later than 4:00pm due to UCCC programming that evening. No displays will be taken down before Sunday, Dec 4.



Display and Silent Auction MUST READ GUIDELINES!



- Thousands of people attend the Greeley Festival of Trees each year to stroll through our amazing and awesome Christmas trees and holiday displays. From whimsical to elaborate and everything in between, our patrons constantly comment how the celebration is what gets them in the holiday spirit! With that in mind, we hope you will strive to use your imagination and create a magnificent display that will add to the magical atmosphere the Festival of Trees is known for.
- Because we promise our patrons a new and exciting experience each year, we are asking returning designers to create a fresh, new display each year.
- Please make sure you are using all of your requested display space when creating your design! This will help the festival look balanced (not too full in some areas and sparse in others) plus we want to make sure we don't have empty space that another business or organization could have used for a display but were turned away from participating because festival organizers thought the lobbies were full.
- There are different areas with various dimensions available for tree displays in the Union Colony Civic Center lobbies. Most of the main and second floor lobbies' ceilings are 11 ½ ft. high while under the stairs on the main floor and the second floor west wall requires a shorter display of 6 - 8 ft. high. Most areas can accommodate a 6 ft. depth although there are a few spaces allowing a 4 ft. depth only where tall skinny trees work well.
- Marketing and promotional tools, i.e., pens, flyers, business cards, etc. may be placed under or around your tree but **NOT ON YOUR TREE** for patrons to take. You may also include a business advertising sign in your display area no larger than 11X14. Keep in mind the Festival provides framed signs that include the business, organization or individual's name and display number placed by each display.
- No walls or barriers creating an obstruction of your neighbor's tree display may be used.
- Lobby lights cannot be removed or adjusted without permission from the UCCC Technical Staff.
- Certain UCCC lobby wall space is unsuitable for wall hangings, vignettes, props or backdrops. If you intend to include such items in your display, please call Rhonda at 350-9451 so your display can be designated an appropriate location where you will either be able to use the wire/hook system provided by the UCCC and/or 3M removable hook products designed for temporary fastening.

- 🌲 Due to public health concerns, we do not allow nuts (including peanut butter) in/on displays.
- 🌲 Decorators are required to provide a tree skirt or other covering material for the base of the tree.
- 🌲 Inflatables are not allowed as part of displays due to the fan noise. They can be donated to the auction but cannot be displayed due to the fan noise in that area as well.
- 🌲 No loose glitter is allowed on displays and silent auction items.
- 🌲 The festival recommends all ornaments be wired onto trees and wreaths for security purposes.
- 🌲 Silent auction gift baskets, uncovered or covered with clear cellophane, must include a content list.
- 🌲 We are not accepting more than 2 gift certificates per business or organization for the silent auction. If donating a gift certificate, please provide a visual display in addition to the certificate/s. Your display items that are not part of the donation may be picked up on Sunday, Dec 4 from 9am – 4pm.
- 🌲 We are unable to hang items from the ceiling in the auction area.

ELECTRICITY/LIGHTING:

- 🌲 Lights, extension cords and multi-plug outlets must be UL approved with labels intact.
- 🌲 One electrical outlet (two 3-pronged receptors) will be provided for each display space.
- 🌲 Your display may require you to use a power strip cord with a surge protector as well as an extension cord. Extension cords must be at least a 12 gauge thickness. (Electrical cords must be readily accessible, although hidden, and not under heavy tree stands or props.)
- 🌲 Battery operated lights are not allowed in the display space area but are in the silent auction.
- 🌲 Use lights that have the same color cords as the color of your tree.
- 🌲 Use lights that are independent of each other, so that if a light burns out, the rest stay on.
- 🌲 Please connect ONLY three strings of lights end to end. Each set of three strings of lights should then be connected to your power strip.
- 🌲 You may use any size of lights as long as they are UL listed for use on Christmas trees and for indoor use. The large-bulb outdoor lights will not be permitted, because of the heat they generate.
- 🌲 It is highly recommended that you bring extra light strands and that you pre-test them before they go on the tree. You don't want to get your tree fully decorated only to discover that half your lights are not working.

FIRE CODE INFORMATION:

- 🌲 Look for a fire resistant label when purchasing artificial trees, wreaths or garland to be used in the Festival.
- 🌲 All decorations must be nonflammable or fireproofed.
- 🌲 Open flames are not permissible in the lobbies.
- 🌲 Artificial snow must be made of fire retardant material.
- 🌲 Do not use natural materials (like straw, wheat, grasses) unless you spray them with a fire retardant chemical. Eucalyptus may not be used; as it is highly flammable.

SUGGESTED EQUIPMENT YOU MAY WANT TO BRING WITH YOU DURING SET UP:

- 🌲 Covered and or floral wire for ornament, decoration, and light attachment.
- 🌲 Needle nose pliers, regular pliers and scissors.
- 🌲 Glue gun with extension cord and glue sticks.
- 🌲 Tape – floral, masking, etc.
- 🌲 Ladder or step stool.