



# Sponsor Entry Form

**Deadline**

**November 28, 2023**

SPONSOR NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL/HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**TYPE OF SPONSORSHIP:**

- Corporate    Small Business/Retail    Non-Profit Organization    School/Youth Group  
 Member Group    Family    Individual    Other (please specify):

**TREE NAME** (if different from Sponsor Name; this name will be printed on signage and media releases): \_\_\_\_\_

**DETAILED DESCRIPTION OF TREE THEME** (Please be specific):

---

---

---

**PROCEEDS GO TO:** \_\_\_\_\_

Once completed, please sign and return your application form to:

City of Waynesboro  
615 N Liberty St  
Waynesboro, GA 30830

The Festival of Trees provides an opportunity for your organization to accrue funds and community exposure. It is a community event and can be a fundraiser for tree sponsors. Sponsors accrue funds through a silent auction for each tree, if they wish to do so. All auction information will need to be gathered from the sponsor.

Please read the following terms and conditions. Your signature is acceptance of the terms and conditions contained therein.

### **TERMS AND CONDITIONS**

1. The Mayor's Festival of Trees (herein after called the "Management") and the Tree Sponsor agree that all displays must be fully set-up and operational by Tuesday, Nov. 28, 2023.
2. Sponsor agrees that Management reserves the right to reject, modify or restrict any tree.
3. Sponsor agrees that space assignments are at the discretion of Management.
4. Sponsor agrees that their tree will be artificial and that electrical power supply and installation will be provided by tree sponsor.
5. Sponsor agrees not to make undue noise, odor, use bright or hazardous lights, cause damage to the area or equipment or act in any manner deemed inappropriate by Management. Sponsor shall be liable for all damages which they may cause to the building, or otherwise in connection with their tree.
6. Sponsor agrees that they have no authority to incur cost or liability for or against Management. Sponsor shall pay all costs pertaining to decorating trees and all equipment and supplies.
7. Sponsor agrees to assume all responsibility for personal injuries to himself, his employees, agents, representatives, or visitors, and shall indemnify, defend and hold harmless the City of Waynesboro presenter of the Mayor's Festival of Trees, from any and all liability in connection with any and all of the above.
8. Sponsor agrees that, except as otherwise specifically provided herein, this agreement constitutes the entire agreement between the parties, and supersedes all proposals, promotional materials, negotiations and understandings of any nature whatsoever. This agreement may be amended only by written instrument signed by both parties.
9. Sponsor agrees that this agreement shall be governed and construed in accordance with the laws of the state of Georgia, and any disputes between the parties shall be brought in the courts of said state.

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# Tips for Planning Your Tree!

The Festival of Trees opens on Nov. 27th and closes on Dec. 31, 2023. The festival is open to the public any normal business day Monday -Friday 7:00 am - 6:00 pm & December 1st until 9 pm, during Christmas on Liberty. Tree set up is Nov. 20th - Nov. 22 and Nov 27th - 28th between the hours of 7:00 am and 6:00 pm.

## **TREE DECORATING AND SET-UP TIPS:**

- Trees are required to have a tree skirt, topper and LED lights.
- No edible items
- Ornaments or items of value should be wired to or secured under your tree.
- Bring a step stool or ladder with you if needed. Management will not provide equipment or assistance in decorating.
- Tree placement in Galleries will be on a first come first serve basis.
- Take all packaging and boxes with you when you leave. Do not leave anything overnight if you have not finished decorating. Area around tree must be cleaned at exit.
- A container of sponsor information at base of tree is permitted.
- Photos of tree displays will be sent to media and posted on social media.

## **AWARDS**

- Each visitor may vote once for your favorite tree for People's Choice and Most Unique. Each winner will receive a \$50 gift card donated by Mayor Tinley.

## **TIMELINE**

- Nov. 20-22 and 27th & 28th, 2023 - Tree set-up. The City of Waynesboro will be open for tree set-up and decorating. Set up time is 7:00 am to 6:00 pm. All trees must be completely set-up by 6 pm on Nov. 28, 2023.
- Nov. 29, 2023 - Open to the public and voting begins.
- Dec. 1, 2023 – Christmas on Liberty from 5pm-9pm. This is a family-friendly annual event with activities downtown to include pictures with Santa, holiday crafts and more.
- Dec. 8, 2023 - Voting ends.
- Dec. 8, 2023 - Those who wish to pick up their trees can.
- Dec. 18, 2023 - The Winner of the People's Choice and Most Unique will be announced at the City Council meeting at 6 p.m.
- Dec. 29, 2023 - Last day of viewing for Mayor's Festival of Trees.
- Jan. 2 & 3 2024 - Tree removal 7:00 am to 6:00 pm.
- If you have any questions about the Mayor's Festival of Trees please call (706) 554-8000 for Don Lively or Emma Mullis or email donlively.dda@gmail.com