



November 21-December 14 at the Museum of Coastal Carolina

Fundraiser Sponsor Entry Form - Deadline September 10, 2019

SPONSOR NAME: _____ CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

CELL PHONE: _____ DAYTIME 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/Donor Name; this name will be printed on signage and media releases):

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

TREE DECORATION DATES/LOCATION: All trees MUST HAVE LED LIGHTS and are to be set-up on Sunday, November 17 and Monday, November 18 between the hours of 1:00 pm and 5:00 pm. Trees will be displayed in galleries at the Museum of Coastal Carolina, 21 East 2nd Street, Ocean Isle Beach, NC. Artificial trees will be provided by the MOCC and placed in galleries. Tree sponsors will select their tree and placement in the galleries by random draw. Trees will be 5 ft. to 7 ½ ft.

Please read the terms and conditions on the back of this donor form. Your signature below is acceptance of the terms and conditions. Once completed, please sign and return your application form to: **Festival of Trees, Museum of Coastal Carolina, 21 East 2nd Street, Ocean Isle Beach, NC 28469.** You will be notified within two weeks of receipt of application as to confirmation of your participation.

AUTHORIZED SIGNATURE: _____ **DATE:** _____

TERMS AND CONDITIONS

1. The Ocean Isle Festival of Trees (herein after called the "Management") and the Tree Sponsor/Donor agree that all displays must be fully set-up and operational by 5pm. on Monday, November 18, 2019.
2. Sponsor/Donor agrees that displays will not visually or physically disturb aisles or adjacent exhibitors. MOCC will provide signage at all trees and vote gift boxes.
3. Sponsor/Donor agrees to conform to all State of North Carolina inspectional Services, State of North Carolina Fire Department and the State of North Carolina Department of Revenue rules and regulations.
4. Sponsor/Donor agrees that Management reserves the right to reject, modify or restrict any tree.
5. Sponsor/Donor agrees that space assignments are at the discretion of Management.
6. Sponsor/Donor agrees that all trees will be lit with LED lights and that electrical power supply and installation will be provided by Management.
7. Sponsor/Donor agrees not to make undue noise, or odor, use bright or hazardous lights, cause damage to the area or equipment or act in any manner deemed inappropriate by Management.
8. Sponsor/Donor agrees that no soliciting for business will be conducted in aisles or in other tree areas.
9. Sponsor/Donor agrees that no sponsor/donor shall have authority to incur cost or liability for or against the Museum of Coastal Carolina, presenter of the Ocean Isle Festival of Trees. Sponsor/Donor shall pay all costs pertaining to decorating trees and all equipment and supplies. Sponsor/donor shall be liable for all damages which he may cause to the building, or otherwise in connection with his tree.
10. 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 the Ocean Isle Museum Foundation, Inc., DBA: Museum of Coastal Carolina presenter of the Ocean Isle Festival of Trees, from any and all liability in connection with any and all of the above.
11. Sponsor/Donor 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.
12. Sponsor/Donor agrees that this agreement shall be governed and construed in accordance with the laws of the state of North Carolina, and any disputes between the parties shall be brought in the courts of said state.

For more information about the

Festival of Trees Fundraiser
at the Museum of Coastal Carolina
visit our website at museumplanetarium.org



Tips for Planning Your Donor Tree!

The Festival of Trees provides a wonderful opportunity to support the Museum of Coastal Carolina. It also provides an opportunity for your organization to accrue funds and community exposure.

TREE SIZE AND TYPE: Artificial trees 5 ft to 7 ½ feet will be provided by MOCC. You may request to provide your own tree. That tree must be 5 to 7 ½ feet in height and be available for silent auction. Tree placement in Galleries will be determined by random drawing with actual location determined by management.

YOUR DONATION: All lights and decorations on the tree. Once the tree is completed by you, it will be placed in a silent auction. The sponsor/donor will receive the highest bid on their tree in full. We can provide you with a donation verification letter should you desire it for tax purposes.

TREE DECORATING AND SET-UP TIPS:

Tree set up Sunday, November 17 & Monday, November 18 between the hours of 1:00 pm and 5:00pm.

- The total height (including tree toppers) cannot exceed 8 ft. All items placed with the tree are part of the silent auction.
- Trees should have a tree skirt, topper and lights.
- LED lights only
- Edible items, spray adhesives, loose glitter, confetti or artificial snow are prohibited
- Spraying or hot gluing on-site is prohibited.
- Do not hot glue or staple anything to the cloths covering the tree stands.
- Ornaments or items of value should be wired to or secured under your tree.
- Bring a step stool or ladder with you if needed. The MOCC will not provide equipment or assistance in decorating.
- Tree placement in galleries will be determined by random drawing. You will be directed to an approximate location for set-up.
- Please 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.
- Keep in mind that trees may be viewed from all sides.

FAVORITE TREE

Each admission (paid, member or otherwise) to the museum will receive one voting ballot. Additional voting ballots may be purchased. 1 vote for \$1.00, 6 votes for \$5.00, 12 votes for \$10.00 (sold in the museum gift shop).

Museum members are allowed one voting ballot per visit or may purchase additional ballots as outlined above.

TIME LINE

September 10 - Entry Deadline. You may send in your entry application any time after receiving this entry information packet. There is a total limit of 10 entries for this event.

September 21 - Drawing for tree sites at the Museum of Coastal Carolina, 10 am.

November 17, Sunday and November 18, Monday: Tree set-up. The Museum of Coastal Carolina will be open for tree set-up and decorating. Set up time is 1 pm -5pm. All trees must be completely set-up by 5pm on Monday, November 18, 2019.

November 19 - Photos of tree display sent to media and posted on social media with sponsor/donor list.

November 21, 2019- Soft opening to the public. The festival will be open to the public during seasonal operating hours, Thursdays and Fridays 10:00 am – 3:00 pm and extended holiday hours Saturdays 10:00 am. – 5:00 pm throughout the event.

November 29, 2019- Grand Opening. This family friendly event will be used to kick off the holiday season with activities to include a Santa Corner, letter writing with a North Pole mailbox, ornament decorating and treats.

December 14, 2019- Last day for festival and the winner of the Favorite Tree will be announced at 6 pm at the Museum of Coastal Carolina. MOCC will host a reception for Sponsor representatives. Pictures of the favorite tree with the sponsoring organization representatives will be taken for publication, media and social media.

Thank you for supporting the mission of the Ocean Isle Museum Foundation Inc.