

3rd Annual

Museum of Coastal Carolina



Sponsor Entry

Form

Deadline September 29, 2022

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:

Ocean Isle Festival of Trees c/o 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.

The Festival of Trees provides an opportunity for your organization to accrue funds and community exposure. It is a fundraiser for the Museum of Coastal Carolina, Ingram Planetarium, and tree sponsors. The Museum raises funds through general admission and selling votes for the favorite tree. Sponsors accrue funds through a silent auction for each tree's decorations.

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

## **TERMS AND CONDITIONS**

1. The Ocean Isle Festival of Trees (herein after called the "Management") and the Tree Sponsor agree that all displays must be fully set-up and operational by 4:00 pm on Tuesday, November 8, 2022.
2. Sponsor agrees that displays will not visually or physically disturb aisles or adjacent exhibitors. Management will provide signage at all trees and voting boxes.
3. Sponsor 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 agrees that Management reserves the right to reject, modify or restrict any tree.
5. Sponsor agrees that space assignments are at the discretion of Management.
6. Sponsor agrees that their tree will be lit with LED lights and that electrical power supply and installation will be provided by Management.
7. 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.
8. Sponsor agrees that no soliciting for business will be conducted in aisles or in other tree areas.
9. 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.
10. 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 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 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 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.

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



## Tips for Planning Your Tree!

The Festival of Trees opens on Nov 10 and closes on December 31, 2022. The Festival is open to the public Thursdays through Saturdays, 10:00 am to 4:00 pm. Additional public hours will be offered on non-holiday Sundays, 12:00 pm to 4:00 pm.

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

Tree set up Sunday, November 6 through Tuesday, November 8 between the hours of 10:00 am and 4:00 pm.

- The total height (including tree toppers) cannot exceed 8 ft. All items placed with the tree are part of the silent auction.
- Trees are required to have a tree skirt, topper and lights.
- Non-LED lights, Edible items, spray adhesives, loose glitter, confetti, and 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. Management 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.
- 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.
- No stanchion or signs permitted, only box of sponsor information at base of tree.
- Management will provide all signage and bid sheets for each tree.

**TREE SIZE AND TYPE:** Artificial trees 6 ft in height will be provided by MOCC. Tree placement in Galleries will be determined by random drawing actual location determined by management.

**TREE DECORATION DATES/LOCATION:** All trees MUST HAVE LED LIGHTS and are to be set-up on Sunday, November 6 through Tuesday, November 8 between the hours of 10:00 am and 4:00 pm.

Trees will be displayed in the galleries of the Museum of Coastal Carolina (MOCC). 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.

**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.

### **FAVORITE TREE**

Each admission (paid, member or otherwise) to the museum will receive two voting ballots (one for nonprofits and one for businesses).

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). Guests may indicate which type of vote they prefer.

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

### **TIME LINE**

September 29, 2022 - Entry Deadline. You may send in your entry application any time after receiving this entry information packet. There is a total limit of 20 entries for this event.

September 30, 2022 - Drawing for tree sites at the Museum of Coastal Carolina, 10 am.

November 6 through November 8, 2022 - Tree set-up. The Museum of Coastal Carolina will be open for tree set-up and decorating. Set up time is 10:00 am to 4:00 pm. All trees must be completely set-up by 4:00 pm on Tuesday, November 8, 2022.

November 10, 2022 - Opening to the public. The festival will be open to the public during seasonal operating hours, Thursdays thru Saturdays 10:00 am – 4:00 pm. Special hours are Sunday 12:00 pm to 4:00 pm on non-holiday Sundays. Photos of tree displays will be sent to media and posted on social media with sponsor list.

November 25, 2022 - HoliDAY at The Museum. This family friendly event will be used to kick off the holiday season with activities to include Santa Shark, decorate ornaments and letters to Santa.

December 22, 2022 - Voting ends at noon and the Winner of Favorite Tree will be announced at 2:00 pm at the Museum of Coastal Carolina. Pictures of Favorite Tree with the Sponsoring organization representatives will be taken for publication, media, and social media.

December 31, 2022 - Last day of viewing for Festival of Trees.

January 4 & 5 2023 - Tree removal by winning bidder 10:00 am to 4:00 pm.

**Thank you for supporting the mission of the Museum of Coastal Carolina!**

If you have any questions about the Festival of Trees please contact Traci Kelly, Marketing Coordinator at (910) 579-1016 or [marketing@museumplanetarium.org](mailto:marketing@museumplanetarium.org)