



FESTIVAL OF TREES DECORATING CONTEST

Open To Charities + Not For Profit Organizations

The West Coast Christmas Show + Marketplace wishes to invite your organization to enter a Christmas Tree Decorating Contest within the West Coast Christmas Show + Marketplace which will take place at Tradex Exhibition Centre December 2 – 4, 2011.

The trees will be a part of a feature area: The Festival of Trees. Decorated trees will be judged and the winning organization will receive a cheque for \$500 made payable to the charity noted on the registration form.

Benefits of Participation:

- Exposure of your organization to over 15,000 visitors from within the Fraser Valley area.
- Chance to win a recognition award to post in your place of business along with a cheque for \$500 to benefit your organization. Prizing will also be awarded to second and third place winners. Prizes to be determined by our sponsors and announced on confirmation.
- Media attention and possible follow up stories by the various media visiting the show.
- 10 Complimentary Admission Tickets to the Christmas Show.

Participation Details:

Tree will not be provided by the West Coast Christmas Show. Organizations must bring a tree to decorate.

Trees may be decorated on Thursday, December 1st, 2011 between 9 am and 9 pm at the Tradex Exhibition Centre.

All decorating must be complete by 9pm on Thursday, December 1st, 2011. Decorated Trees must be left on display for the duration of the show. Power will be supplied but you must bring an extension cord.

The West Coast Christmas Show will provide a sign with your organization's name and the sign will be placed in front of your tree. This will allow for all participants to have equal signage. (this is why you must complete and return the attached registration)



Participation Details Continued:

The West Coast Christmas Show will have an assigned attendant on duty within the Festival of Trees area during show hours to encourage visitors not to touch the trees or remove any decorations. The West Coast Christmas Show, Tradex, its employees, event sponsors and volunteers are not responsible for any on-site damage to your decorations, theft or personal bodily injury to you, your employees, representatives, volunteers, relatives or guests while participating in the Decorating Contest.

Registered entries are not permitted to pass out literature or give-aways promoting their organization or any other organization/business. The West Coast Christmas Show reserves the right to disqualify any tree deemed inappropriate and inconsistent with the holiday theme.

Judging + Prizing:

Judging will take place on Friday, December 2nd, 2011. An emphasis will be placed on how the decorations reflect the spirit of the season. Recognition awards will be presented to the top three entries. First place entry will receive a cheque for \$500. (must be a not for profit organization)

Registration:

A registration form must be completed and submitted no later than November 18th, 2011.

This will ensure a location in The Festival of Trees and a sign for your entry.

A **REFUNDABLE** registration fee of \$25.00 must accompany each registration form.

The registration fee will be refunded to the organization at the conclusion of the festival.



FESTIVAL OF TREES
DECORATING COMPETITION
Registration Form for Participating Not-For Profit Organizations

Name of Organization: _____

Authorized Agents Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Web Address: _____

I, _____, hereby make application to participate in the West Coast Christmas Show's Christmas Tree Decorating Competition. I hereby agree that I will have my tree fully decorated no later than 9pm Thursday, December 1st and will not remove my tree or decorations prior to 5 pm Sunday, December 4th, 2011 at which time I will remove all my personal articles from the show floor. I further understand that Show Management and Tradex assume no responsibility for the care of my decorated tree other than the normal due diligence afforded to exhibitors at the event. Failure to decorate your tree, or early removal of your tree or decorations, will lead to a forfeit of your registration fee.

_____, 2011
Authorized Agent's Signature Date

Registration Fee Payment Options:

Form containing payment options: Check for \$25 Enclosed, Payable to Executive Event Production Inc. OR Charge \$25 to my Visa Master Card. Fields for Card Number, Expiry Date, Cardholder Name, and Cardholder Signature.

Please fax to: 604-576-8853 or
Mail to: Executive Event Production Inc.
Unit 104 - 16433 64th Ave
Surrey, BC V3S 6V7