

DEADLINE
October 30, 2020

DESIGNER CONTRACT

Name of Company/Group/Individual *(Print clearly - name below will be used on ALL promotional material)*

Contact _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (Office) _____ (Home) _____ (Cell) _____

E-Mail _____

Preferred Method of Contact: Phone E-mail

Entry Item

I/we agree to design and donate a **small tree** to the Festival of Trees per the Designer Handbook regulations. **Tree Size:** _____

I/we agree to design and donate a **wreath** to the Festival of Trees per the Designer Handbook regulations.

I/we agree to design and donate a **mantlescape** to the Festival of Trees per the Designer Handbook regulations.

Description of your entry

Please complete the information below and see page 5 for entry description information. The description should be no more than 100 words *(use a separate page if needed)*. **This description will be displayed in front of your entry. Festival of Trees organizers have the right to edit the description. Descriptions cannot promote any organization or cause.**

Title of Entry: _____

Description:

Colors of entry: _____

Prominent decorative objects: _____

1. I understand the Festival Event Coordinator will assign a location for each designer's entry. Festival organizers have the right to establish and enforce quality control of designs to maintain a high standard of excellence. The Events Manager and Designer Chair has the right to refuse any donation that is deemed inappropriate. **Initial:** _____
2. I understand that I am responsible for supplying all decorations and tools to design the entry. The entry and all the materials placed under or around my entry are a donation to Festival of Trees. Festival organizers have the right to place the donated item in the live auction or silent auction during the event. **Initial:** _____
3. I have read the designer handbook and agree to the guidelines. I, the designer, will be responsible for the completion of my entry. **If entries are not completely decorated by 6:00 pm Saturday, November 14, 2020 your entry may not be eligible and will be moved to the Silent Auction.** **Initial:** _____
4. I will complete the Check-in Form and hand-in on set-up day. **Initial:** _____
5. I assume responsibility for the proper functioning of all lights and mechanics involved both during the Festival and upon delivery to the buyer. **Please provide a name and phone number where we can reach you during the Festival if there is a problem with your entry.** **Initial:** _____

NAME _____ Day # _____ Evening # _____

6. SLI, Festival of Trees, and all other parties involved shall have no liability for any damage arising from any act of omission by a designer and will assume no risk for the designer's property and property used. **Initial:** _____
7. Any items included with my entry will be turned over to SLI on Friday, November 13 or Saturday November 14. I understand late additions to the entry are NOT permitted. **Initial:** _____

NOTE: ALL ITEMS UNDER THE TREE SHOULD BE MOVABLE WITH THE ENTRY. ALL items with your display are considered part of your entry. NO COMMERCIAL ADVERTISING IS PERMITTED.

Authorized Signature _____ **Date** _____

Please return signed contract by October 30, 2020 to:

SLI
Attn: Shannon Warta
3401 SW Harrison St
Topeka, KS 66611

Fax: 785-266-8709
Email: swarta@slitopeka.org