

DESIGNER CONTRACT

Completed form due by October 29, 2021

(Print clearly - name below will be used on ALL promotional material)

Name of Company/Group/Individual:

Contact Name:

Contact Mailing Address, City, St and Zip:

Phone : (Home) _____ (Cell) _____

E-Mail: _____

Entry Item (Please Submit One Contact Per Entry)

____ 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 **large 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.

Designer set-up day (*circle one*):

November 19

November 20

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Page Two

The description paragraph should be around 100 words (use a separate page if needed). Reminder - 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: _____

Theme of Entry: _____

Description: _____

Colors of entry: _____

Prominent decorative objects: _____

Location of light or power switches: _____

Design Accessories or Gifts: _____

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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 Design Chair have the right to refuse any donation that is deemed inappropriate, up to and including the drop-off and set up day of Festival of Trees 2021. 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 the 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 3:00 pm on November 20, 2021, I understand that my entry may not be eligible for Festival display. 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. I can be reached at my provided cell phone during Festival if there is a problem with my entry. Initial: _____

6) I understand that 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 November 20. I understand late additions to the entry are NOT permitted. Initial: _____

Authorized Signature _____ Date _____

Please return all three pages of a completed and signed contract, one per entry, by October 29, 2021 to: SLI, Attn: Shannon Warta, 3401 SW Harrison St., Topeka, KS 66611 or via E-mail at swarta@slitopeka.org.