

Winter Forest & Craft Fair: Tree Sponsor

Hosted by:

Southwick Civic Fund 501(c)(3)

258 Feeding Hills Road, Southwick, MA. 01077

southwickcivicfund@gmail.com



December 11th from 4pm to 8pm (outdoor tree set up from 9am to 2:45pm)

(indoor tree set up from 1pm to 7pm December 10th)

The Winter Forest is in the Southwick Town Hall Front Lobby and the Front Lawn.

There are both indoor (artificial) tree spots and outdoor (real) tree spots available. The outdoor tree height will range from 4 to 6 feet tall and the artificial trees can range from 5 to 9 feet tall.

_____ **OUTDOOR TREE** is \$150 per tree. Yourself / Family / Business Group / ETC would decorate the tree and be responsible for providing / removing decorations. SCF will provide the real tree.

_____ **INDOOR TREE (limited spaces)** is \$100 per tree. Yourself / Family / Business Group / ETC would need to decorate and provide the artificial tree and be responsible for providing / removing decorations.

Name/Company _____

Address _____

City/Town/Zip _____

Email Address _____

Phone Number _____

Will you have a theme/color to your tree?

(family friendly please)

Placement of your tree within the Auditorium Lobby, and on the Front Lawn is determined by the Southwick Civic Fund Board of Directors, and available trees are limited.

Make your Sponsor check payable to Southwick Civic Fund

Details will be emailed to you no later than December 1st

Rules and Regulations

1. Sponsor check must be submitted with the application. Please make all checks payable to Southwick Civic Fund. All trees are assigned on a first come/first serve basis. Once application is accepted and processed, the sponsor check is nonrefundable.
2. By December 1st, all accepted applicants will receive a confirmation email with directions and details. If you will not be able to attend please let a board member know as soon as possible by contacting southwickcivicfund@gmail.com. If you cannot attend, we are not able to refund the sponsor fee.
3. Tree Décor: The trees at a minimum would need lights on it (white, or colored). We ask that you use shatterproof bulbs / decorations. You can choose a theme for your tree, get creative! ****Try not to use anything valuable on the trees, In 2019 we did have a tree stolen from the front lawn****
4. We are open to all religions and beliefs participating in this event and we ask that our tree sponsors are also considerate to others.
5. Publicity may include local newspapers, cable channel, radio, posters, and flyers.
6. All tree sponsors are responsible for their own decorations.
7. Set up time for artificial trees (indoors) will be Friday evening, December 10th from 1pm.-7pm. Set up time for real trees (outdoors) will be Saturday midday, December 11th from 9am – 2:45pm. There will be a check-in person greeting you. For safety reasons, If your tree is not decorated by 3pm on December 11th your reserved tree is subject to losing its space without return of the Sponsor fee.
8. The Event will be opened to the public at 4pm, with the Tree lighting taking place at 430pm.
10. We request that no trees & decor be removed during event hours. The Main event will be from 4pm to 8pm on December 11th and the trees will be lit every night until the end of December.
- 11. The Southwick Civic Fund and Town of Southwick are not liable for injury, damage, or losses of any kind.**
12. Any questions or concerns on the day of the fair should be brought to the attention of a member of the Southwick Civic Fund. All decisions made by the Southwick Civic Fund President and Clerk are final.
13. By completing and returning your application, you have read and agreed to comply with all rules and regulations set forth above. Any group/person found in non-compliance is subject to expulsion without refund and future refusal to exhibit. We reserve the right to refuse any submitted application. Sponsors expected to dispose of their own trash before, during and after the event.

I have read the Rules and Regulations and agree to abide by them. Once accepted, I understand that all fees are non-refundable. I agree to assume full responsibility for my merchandise, my conduct, and any property, which I may bring onto the premises. I will not hold the Southwick Civic Fund or Town of Southwick responsible for any damage, personal injury, theft or any acts that may occur at this fair.

Signature _____

Date _____