



December 2 – 6, 2009
Saint Louis Science Center, May Hall
DESIGNER/COMPANY COMMITMENT

NAME OF BUSINESS/INDIVIDUAL: _____

I agree to design a tree for Children's Holiday Festival and that I have read and agree to comply with the Designer Tree Policies and Procedures.

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

E-mail: _____

I elect to supply a new artificial, CSA-approved mini-lights tree. I understand a \$100 rebate will be provided at the conclusion of the event.

I elect to have Children's Holiday Festival supply a 7' clear pre-lit tree.

I will provide a Fair Market Value for the decorated tree by November 30. For planning purposes, I believe my tree will be placed in the following category:

JOY (Value \$1500+) PEACE (\$1000 - \$1499) HOPE (\$500 - \$999)

NAME AS IT SHOULD APPEAR FOR SIGNAGE AND PROGRAM: _____

TITLE OF CREATION: _____

BRIEF DESCRIPTION OF TREE AND ITEMS ON TREE: _____

This form is DUE TO Wende Conwell via mail or e-mail at wendeac@bjc.org by October 15, 2009

Your tree will be placed for sale or auction based on the category indicated above. If the tree does not sell prior to Saturday morning, Children's Holiday Festival Committee reserves the right to reduce the price. Proceeds from the sale of the tree benefit St. Louis Children's Hospital.

PLEASE RETURN THIS FORM IN THE ENVELOPE PROVIDED OR FAX TO 314.286.0975 or mail to St. Louis Children's Hospital, One Children's Place, St. Louis, Missouri 63110, Attn: Wende Conwell

Included in your participation of this event, you are cordially invited to attend the Preview Party on Wednesday, December 2, 2009.

If you have any questions, please call 314.286.0987.



**Saint Louis Science Center, May Hall
December 2 – 6, 2009
Designer Tree Policies and Procedures**

- Tree guidelines: You have a choice of providing a new artificial tree with CSA-approved mini-lights (must be the type that remain lit if one bulb goes out with replacement bulbs taped to the cord at the tree stand) and receive \$100 from St. Louis Children's Hospital (SLCH) **OR** agree to use SLCH supplied, approximately 7' tall, pre-lit tree. Your choice must be communicated to SLCH, Laura Barr, 314.286.1573, lbarr@bjc.org, by July 31. After July 31 we will assume that you are supplying your own artificial tree.
- All items received from the designers and displayed on the trees will be sold during the event. Pricing to be determined by Children's Hospital Festival Committee (CHFC). Please do not include any items with your display that are not for sale –SLCH, CHFC, or the Science Center will not be responsible for such items.
- **Your word of mouth is a valuable marketing tool.** Please share name and address for 'special' friends and clients you believe have an affinity for SLCH – we would love to send them an invitation. Send to: krieker@bjc.org as soon as possible prior to 10/15/09.
- **ALL** decorations must be wired securely to the trees as they are bagged and moved by truck to their new homes. Please plan to bring all pertinent supplies to decorate your tree; this may include scissors, wire, wire snippers, step ladder, etc. Please provide a 12' extension cord.
- SLCH will deliver your decorated tree to the winning bidder if it does not exceed 8' tall. If the total height exceeds 8', the Designer agrees to be responsible for transport of the tree to the winning bidder's delivery location on Monday, December 7 or Tuesday, December 8, 9a-3p. **It is SLCH intention to deliver all trees,** however some designers indicated a preference to self-deliver, and it is not our intent to limit any creation by an artificial height restriction. If you choose self-delivery, we ask that the decision is communicated to Gayle Palmer or Carol Wall, Designer Tree Committee Co-chairs (contact details below), by 3:00p, Thursday, December 3.
- Children's Holiday Festival will design the floor plan to incorporate appropriate space for each tree and make all assignments of final display location. No advertising, business logos, or personal identification is permitted. Acknowledgements and designer information will be listed in the event program and on signage card next to the tree.
- Pyrotechnics, smoke machines, loose glitter, candles, flames, living plants, animals, mylar helium balloons, and confetti are NOT allowed on the trees.
- Please include a tree skirt or other covering for the base of the tree in the design. The tree skirt or covering will be sold with the tree.
- **PLEASE provide a title and description for your creation.** This will be listed on the signage and in the Children's Holiday Festival Event Program. If the designer does not provide a title by **October 15, 2009**, the item will be listed as "untitled" in print materials. We cannot guarantee that last minute changes can be accommodated, but we will make every effort to do so. The description portion is essential, as the CHFC will use this to place your item and identify any special requirements.
- **Please provide a Fair Market Value by November 30** of your complete creation as IRS rules state that this is needed to provide an accurate tax receipt to the purchaser, designer and/or sponsor.
- Final display of items received from designers will be at the discretion of the CHFC and the Saint Louis Science Center's staff. All items must be suitably decorated for placement in a home, office or place of business.
- **Customary procedure is decorating trees at the Science Center's May Hall during the following times: Monday, Tuesday and Wednesday, November 23, 24, and 25 respectively, and Monday, November 30, 2009, 10:00a to 4:00 pm, except 25th closes at 3:00 pm.** Designers may unload their supplies via the 'red' loading dock, located behind the Science Center's main building, during these times.
- You will receive one ticket (\$75 value) and are invited to attend the Preview/Auction Party, Wednesday, December 2, 6:00 – 9:00. We encourage you to make "tree fluffing" appointments with the purchaser of your tree. A new client perhaps?
- Questions? Wende Conwell 314.286.0987, wendeac@bjc.org, Gayle Palmer 703.850.1613, vapalmers@sbcglobal.net or Carol Harris Wall 314.576.5888, carol@mitchellwall.com

Thank you for supporting Children's Holiday Festival
We are eager to 'ooh & aah' over your creations!