

FESTIVAL OF TREES



A Fairytale Christmas

The Electric City Trolley Station & Museum
300 Cliff Street
Scranton, PA 18503

INNOVATION STARTS HERE™
Lackawanna
County

COMMISSIONERS:
COREY D. O'BRIEN • JIM WANSISACZ • PATRICK H. O'MALLEY

A Fairytale Christmas



THE ELECTRIC CITY
TROLLEY STATION & MUSEUM
PRESENTS THE ANNUAL

FESTIVAL OF TREES

Opening Reception: Friday, December 13th
Exhibit Dates: December 13th-31st

BENEFITS



A Fairytale Christmas

The annual Festival of Trees showcases our community's goodwill, creativity and holiday spirit. We hope that you will be part of this event. The opening reception for Festival of Trees is Friday, December 13th from 5:30-8:00 p.m. featuring appetizers and holiday music. Admission is \$20.00/ per person. Trees will be on display through Tuesday, December 31st during regular museum hours. All proceeds benefit Toys for Tots.

ENTRY FEES: To display a tree, cost is \$100.00 for corporations and \$50.00 for non-profits and small businesses (under 50 employees). Proceeds will benefit Toys for Tots.

DEADLINE FOR ENTRIES: The theme this year for decorating the trees is "A Fairytale Christmas". All registration forms must be received by Friday, December 6th. Space is limited.

TREE CRITERIA: Organizations are responsible for supplying tree and decorations. Trees will be on display inside the Electric City Trolley Museum. Please note, no cut or living trees will be accepted. Only artificial trees will be displayed. The Festival of Trees committee reserves the right to refuse set-up of any tree or exhibit not deemed appropriate for this event.

DECORATIONS: To help prevent the theft of ornaments displayed on trees, it is highly recommended that all decorations be wired onto the tree branches, not simply hung with standard hooks.

EXHIBITION SPACE: Exhibitors will have an 8 foot x 8 foot space to display their tree. Electrical outlets will be provided for lights. Entrants should provide their own heavy duty extension cord at least 8 feet in length. Set-up and break down are the responsibility of each entrant.

TREE SET-UP: Trees may be set-up between Monday, December 9th - Friday, December 13th. All trees must be fully decorated by noon on Friday, December 13th for the judging. The museum is open for decorating trees from 9 a.m. - 4:30 p.m. If you need time in the evening, please contact Maureen McGuigan, Deputy Director of Arts and Culture, at 570-963-6590 x102 or mcguiganm@lackawannacounty.org.

TREE BREAK-DOWN: Trees must be taken down by Wednesday, January 8th. The Museum must be notified in advance if any exhibitor is not able to remove their tree by this date.

TREE SECURITY: Every effort will be made to monitor the trees against theft of items. The Trolley Museum assumes no responsibility for the loss or damage of items displayed.

TREE RECOGNITION: Plaques will be awarded to the winners at the reception. There will be awards for 1st Place, 2nd Place, 3rd Place, Honorable Mention, and People's Choice.

ADDITIONAL INFORMATION:
Please contact the
Electric City Trolley Museum at
570-963-6590

Company:
Street Address:
City/State/Zip:
Contact Name:
Phone Number:
Title of Entry (if known):.....

- My check for \$100 is enclosed (\$50 for non-profits & small businesses)
- Check will follow

Please charge the following credit card:

- Visa
- MasterCard
- American Express
- Discover

Number:.....
Expiration Date:.....
Verification Code:.....

To secure your tree reservation, fax or mail your payment by December 6, 2013 to:

Electric City Trolley Museum
300 Cliff Street
Scranton, PA 18503
Fax: 570-963-6447