

# 2019 Tree Entry



## *You are invited...*

The Boys and Girls Club of Leduc is proud to organize the 9<sup>th</sup> Annual Festival of Trees; a celebration of business and community. This prestigious festival will be held November 23<sup>rd</sup> and November 24<sup>th</sup>, 2019. Last year, this event brought out close to 3,500 participants, with your tree (and in turn, your business) being on full display during our full slate of daytime and evening events.

The decorated trees are the heart of the festival and with your help our community will create a magical Winter Wonderland. The Boys and Girls Club of Leduc invites businesses, families and organizations to enter decorated trees for display or auction with all proceeds going to the Boys and Girls Club of Leduc.

## **There are two types of entries:**

- Silent auction trees, with proceeds made payable to the Boys and Girls Club of Leduc. These trees offer a fun, easy way to give back during the Christmas season.
- Display trees are a great option for holiday fun and business promotion. ***Display tree entrants are responsible for removing your tree on Sunday, November 24<sup>th</sup> between 4:15 and 6:00 pm.***

## **Set up Details and Times:**

- You can decorate your tree at the LRC or drop off your pre-decorated tree. Should you choose option 2 or 4 (see tree entry form), the BGC will set up and decorate your tree at the LRC for you.
- Leduc Recreation Centre (4330 Black Gold Drive), Leduc County Field House (East Entrance).
- **Delivery and set-up time is November 22, 2019 between 6:30 pm to 9:30 pm (in the Boys and Girls Club) or November 23, 2019, between 11:00 PM and 3:00 PM (in the Fieldhouse)**
- You must provide tree, tree skirt, lights, decorations, and decorating team.
- Auction tree entries must have all decorations securely affixed to the tree so they can be readily moved to the purchaser's location of choice immediately after the festival closes.
- Tree themes can be non-traditional, but must be suitable for all ages.
- Tree height minimum: 2 ft. maximum: 10 ft.
- If you are unable to deliver and set-up your tree in the designated times, please call Leslie at the club (780) 986-3121 to arrange an alternative drop-off time for your *pre-decorated* tree. **All trees must be decorated and delivered by 3:00 pm on November 23rd.**

## **Tree Entry Fees:**

- Please refer to the Tree entry form for information regarding fees.

The Club will provide signage for all trees indicating the tree supplier's name and tree type (auction or display).

**Tree Entry Form DEADLINE: November 18, 2019**  
**DEADLINE for trees decorated by Boys and Girls Club: November 15, 2019**

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## CONTACT INFORMATION

<b>Name of Business:</b>	
<b>Main Contact:</b>	
<b>Address:</b>	
<b>City/Province:</b>	
<b>Phone:</b>	<b>Email:</b>

## TREE RATES

**Select the Item Entry Type below. Complete the Payment Section below.**

<b>Tree Entries:</b> Indicate your approx. tree height in feet – Minimum Height is 2 ft and Maximum Height is 10 ft.	ft.
<b>Auction Tree Entry:</b> Proceeds from Silent Auction Trees will go to the Boys and Girls Club of Leduc. Select one of the Auction Tree Options below.	
<input type="checkbox"/> Option 1 - <b>Auction Tree</b> supplied and decorated by Donor.	\$ 0.00
<input type="checkbox"/> Option 2 – <b>Auction Tree</b> supplied and decorated by Boys and Girls Club of Leduc	\$500.00
<b>Display Tree Entry:</b> Use this entry type to display a tree to advertise your organization and keep the tree. Select one of the Display Tree Options below.	
<input type="checkbox"/> Option 3 – <b>Display Tree</b> supplied and decorated by Organization.	\$250.00
<input type="checkbox"/> Option 4 – <b>Display Tree</b> supplied and decorated by Boys and Girls Club of Leduc	\$750.00
<input type="checkbox"/> Option 5 – <b>Display Tree</b> supplied and decorated by Charitable or Non-profit Organization	\$ 50.00

## AGREEMENT

I hereby acknowledge that I have read the summary of Rules and Regulations enclosed and fully understand the information requested on this contract and agree that these Rules and Regulations are a part of this Contract and those contained herein shall be binding.

Name	Signature	Date
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## PAYMENT METHOD

Make cheques payable to the **Boys and Girls Club of Leduc**. If paying by Debit or Cash please stop by the club's admin office during office hours to complete the payment. Admin Office Hours – Monday – Thursday 10:00 am – 3:00 pm. VISA or MasterCard payments may be made via phone or form above. Please note the club's banking system requires the 3-digit secure code on the back of your card – please include this information in the space provided below if using one of these methods to make your credit card payment. Payment can also be made through e-transfer to [adminassistant@bgcleduc.ca](mailto:adminassistant@bgcleduc.ca)

<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit/Cash	<input type="checkbox"/> VISA
		<input type="checkbox"/> MasterCard

<b>Name on Card:</b>	<b>Expiry: MM/DD:</b> /	<b>Code:</b>
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<b>Date Received:</b>	<b>System Receipt #</b>	<b>Tree Assignment:</b>	<b>Receiver's Initials:</b>
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