

Designer Agreement Form



Complete the following information as you want it to appear on signage and in the official Festival of Trees Program.

This form is also available for download at:

www.festivaloftreesinhagerstown.org

Return this form to by November 6th to:

Antietam Healthcare Foundation Office

Email: jbutler@wchsys.org

Fax: 301.790.9233

or mail: 251 E. Antietam Street, Hagerstown MD 21740

PLEASE NOTE: Information received after the deadline may not be included in all materials.

Name of Business/Organization: _____

Designer(s): _____

Theme: _____

Color Scheme and type of ornaments: _____

Description: In the space provide below, please write, **IN 60 WORD OR LESS**, a **descriptive paragraph about your tree. Creativity is welcome!** This information will be used to make sure that your theme is uniquely yours and to describe your tree in the Festival of Trees Program. Descriptions may be edited. Use bullets for special or interesting items.

I/We know the Festival cannot guarantee tree sizes, however, I/We prefer (in order):

7 foot tree _____ 9 foot tree _____ 4 1/2 foot tree _____

24 inch wreath _____ 30 inch wreath _____ Wall Tree _____

_____ I/We wish to donate the cost of all of my/our decorations

(Please fill out the enclosed in-kind donation form and return to the Foundation Office)

_____ I/We are interested in volunteering during the Festival of Trees.

Contact Person (please print): _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Name of Decorators: No more than eight individual names can be listed for the tree signage and the Festival programs. "Employees or Friends of the Business" may be used. Please print clearly to prevent spelling errors.

_____	_____
_____	_____
_____	_____
_____	_____

Name of Person who would be willing (if needed) to visit the buyer of your tree to rearrange or assist in set up:

Name: _____

Phone: _____(work) _____(home)

_____ (cell)

I/We agree to design an artificial Christmas tree for the 2009 Festival of Trees. Tree sizes are assigned on a first come basis. For designers donating the cost of their decorations, a special thank you is noted in the program and all post-event thank you ads.

AGAIN THIS YEAR! We have implemented a designer recognition program! Winning designers will have their talents highlighted and businesses profiled in several local publications including ones such as, Hagerstown Magazine, Smart Company Magazine, Elegant Living Magazine, AND Hagerstown Magazine's Home & Garden Edition. Don't miss your chance at this fantastic marketing opportunity to promote yourself and/or your business throughout the following year.

Please fill out the Check Request/Reimbursement Form with itemized receipts attached no later than December 7, 2009. **PLEASE NOTE:** Itemized receipts are required to receive the designing allowances and NO sales tax is reimbursed. A copy of the Foundation's tax exempt card will be issued to you upon request. All tax-exempt cards MUST be returned to the Foundation office prior to reimbursement.

Designing Reimbursements:

9 foot tree - \$375

7 foot tree - \$300

4 1/2 foot tree - \$200

24 inch wreath - \$100

30 inch wreath - \$125

I/We have read the guidelines directed by the 2009 Festival of Trees Committee and agree to abide by them.

Signature: _____ Date: _____