



CALL TO DESIGNERS & DECORATORS

Holiday Magic 2018 Fundraising with Festival of Trees, Holiday Cheer & Sounds of the Season

Holiday Magic is returning to Fort Lauderdale! For Bonnet House that means a second annual fundraising event like no other. It will all start in November 2018 with a team of designers decorating Bonnet House trees, wreaths and centerpieces that will be on sale throughout the week. On November 30th, we will kick off the festivities with a Soiree on the veranda (designers receive 1 complimentary pass -\$60 a ticket for designer/decorator guests). Bonnet House will also be open for self-guided tours at night from December 1-7 with something exciting each night; from Santa and his elves, to Christmas story telling, to strolling carolers and much more. Tree pick up or delivery (delivery fee applies) will take place on Monday, December 10th or can be brought home at the time of purchase.

- ✦ **THEME:** Designer/decorator may choose a specific theme and colors for each creation. **This information must be included on the "Holiday Magic Entry Form"**
- ✦ **TREE SIZE:** Festival of Trees provides high-quality trees at no cost to the designer/decorator. Tree sizes vary from: 3', 4.5' and 7'. All trees will be pre-lit. Stands are provided with each tree. However, some trees if donated may come without lights, if so, requirements are listed below.
- ✦ **WREATH SIZE:** Door wreaths will be 30 inches and 24 inches.
- ✦ **CENTERPIECES:** Undecorated artificial centerpieces will be 30"L x 19"W x 8"H.

Sales

Holiday Magic is a major fundraiser for the preservation of Bonnet House. All trees, wreaths and centerpieces will be for sale starting the night of November 30th and sales continue throughout the following week. 100% of the proceeds go to Bonnet House. Therefore, we are asking designers and decorators to donate their time, talent, decoration and ornaments, etc.

Friday, November 9, 2018 – DEADLINE FOR ENTRY FORMS

Holiday Magic Guidelines and Entry Form can be obtained by emailing Darla Stanton, Director of Development at darlastanton@bonnethouse.org.

Holiday Magic Entry Form

All Entry Forms and Signed Guidelines Must Be Received by November 9th at 5:00 p.m.

Name of Individual or Group (**must be 18 years of age**): _____

Address: _____

Email Address: _____

Phone Number: _____

Full sized 7 ft. Tree Décor Theme: _____

3 ft. Table top Tree Décor Theme: _____

4.5 ft. Table top Tree Décor Theme: _____

Wreath Décor Theme (30 in or 24 in): _____

Centerpiece Décor Theme: _____

Added Value Donation Items: _____

By signing this Official Entry Form, I, the undersigned, request that Bonnet House accept the Holiday Magic entry described above. I acknowledge and agree that I am the owner of the property described herein and/or the designated representative of the person, group or organization with the authority to act as its agent and bind the owners of the property in all matters pertaining to the described entry.

I have read, understood and agree that I and any person, group or organization represented by me will abide by all of the rules of Bonnet House's **Holiday Magic Guidelines** as separately outlined and attached (***please sign the guidelines and return with this entry form***). I understand and agree that Bonnet House may use photographs, video or film of actual decorated entries and/or entry information for publicity and promotions of the Event, and I waive all rights to compensation for such images.

I agree to indemnify and defend Bonnet House, Inc., its directors, employees, and agents, as well as the Florida Trust for Historic Preservation, its officers, directors, employees and agents, from and against any and all claims and losses arising from or resulting to any and all persons in connection with the participation of me or my group in the Event and from any and all claims for losses, damages or injuries incurred by any person, group or organization as a result of the participation of me or my group in the Event.

All tree and wreath decorations must be in good taste and family friendly. Bonnet House reserves the right to refuse to display any tree, wreath or centerpiece that is not in keeping with this standard, in the sole and absolute discretion of Bonnet House.

Individual/Representative's Signature

Date

Return completed **Entry Form & Guidelines** to:

Bonnet House Museum & Gardens

Attn: Darla Stanton

900 N. Birch Road, Fort Lauderdale, FL 33304 or

DarlaStanton@bonnethouse.org

Holiday Magic Guidelines

Festival of Trees + Holiday Cheer + Sounds of the Season = Light Up Bonnet House!

- ✦ **THEME:** Designer/Decorator may choose a specific theme and colors for each creation. **This information must be included on the “Holiday Magic Entry Form”**
- ✦ **TREE SIZE:** Festival of Trees provides high-quality trees at no cost to the designer/decorator. Tree sizes vary from: 3’, 4.5’, and 7’. All trees will be pre-lit. Stands are provided with each tree. However, some trees if donated may come without lights, if so, requirements are listed below.
- ✦ **WREATH SIZE:** Door wreaths will be 30-inches and 24 inches.
- ✦ **CENTERPIECES:** Undecorated artificial centerpieces will be 30"L x 19"W x 8"H.
- ✦ **DECORATING TREE AND WREATH REQUIREMENTS:**
 - All trees and wreaths must have decorations, UL approved LED lights (and replacement bulbs), an electrical power strip (described below), and a tree skirt. Tabletop tree stands OR platforms must be skirted.
 - Lights shall be new, failure tolerant; UL LED approved, fused and designed to stay lit if one or more bulbs fail. Please test lights prior to assure that they work.
 - To prevent fuse failure (larger trees), attach a multi-plug power strip cord to the mid-point of the tree trunk in which to plug the lights. A *maximum of three strings (up to 50 lights)* may be attached end-to-end to each other.
 - All decorations, lights, and trim must be wired to the tree. Ornaments must be wired to tree using an “ornament hook”. Do not glue ornaments directly to the tree.
 - Ornaments with metal caps must be glued to their caps in order to make them more substantial for delivery. If glass ornaments are used, please supply (2) extra ornaments in case of breakage.
 - All items on and under the tree must be non-flammable.
 - Degradable products such as food, candy, and gingerbread must be coated and sealed with protective varnish.
 - Living materials OR unwrapped food items may not be used.



While every effort is made to guarantee the full-sized trees are in optimum condition, some trees may require some adjustment to lights or decorations. Bonnet House asks that the decorator be available at the buyer’s location to rectify any decorating problems to their tree in a reasonable amount of time.

DECORATING ON-SITE (FULL SIZED TREES): Decoration of trees on-site will begin during daytime hours Tuesday, November 27, 2018 and go through to Thursday, November 29, 2018. Bonnet House will provide one electrical outlet per tree on site. The designer will supply UL approved extension cords and power strips. Designers are responsible for bringing the necessary tools and equipment they need. Trees will be assembled on stands. If you are decorating a full sized tree, you will need to bring a stepladder. The Soiree at Bonnet House event will take place Friday, November 30, at 6pm. Self-guided evening tours are scheduled for Saturday, December 1 through Friday, December 7 from 5:30pm – 8:30pm. Trees, wreaths and centerpieces will be sold throughout the entire week. Those that are sold can be taken immediately or can be picked up or delivered (delivery fee applies) Monday, December 10 from 9am – 4pm.

DECORATING OFF-SITE (4.5' & 3' TREES), Wreaths and Centerpieces: Decorators will be notified of the date and location where their ordered trees are to be picked up. We recommend the 4.5' and 3' trees, wreaths and centerpieces be decorated off site and returned to Bonnet House Wednesday, November 28, 2018 between 12:00 p.m. and 4:00 p.m. However, if you would like to decorate them at Bonnet House arrangements can be made.

ALL DECORATIONS, LIGHTS, AND ORNAMENTS BECOME THE PROPERTY OF BONNET HOUSE (OR TO THE EVENTUAL PURCHASER OF SAME.)
THE GUIDELINES DESCRIBED ABOVE ARE HEREBY INCORPORATED (AND MADE A PART THEREOF) OF THE DESIGNER/DECORATOR ENTRY FORM.

All tree, wreath and centerpiece decorations must be in good taste and family friendly. Bonnet House reserves the right to refuse to display any tree or wreath that is not in keeping with this standard, in the sole and absolute discretion of Bonnet House. **You must be 18 years of age to be a designer/decorator.**

ADDED VALUE FOR THE TREES, WREATHS & CENTERPIECES: Added value donation items are welcome and encouraged and must also have prior approval of Bonnet House. Such items could include but are not limited to gift cards, spa packages, gift baskets, etc.

PLEASE SIGN BELOW AND RETURN THESE GUIDELINES ALONG WITH THE ATTACHED ENTRY FORM TO:

Bonnet House Museum & Gardens
Attn: Darla Stanton
900 N. Birch Road, Fort Lauderdale, FL 33304 or
DarlaStanton@bonnethouse.org

Signature: _____ Print Name: _____

Date: _____

RETAIN A COPY OF THIS FOR YOUR REFERENCE.