



## CALL TO DESIGNERS & DECORATORS

### Holiday Magic 2022 Fundraising with Festival of Trees, Holiday Cheer & Sounds of the Season

Holiday Magic is returning to Fort Lauderdale! For Bonnet House that means a fifth annual fundraising event like no other. It will all start in December 2022 with a team of designers decorating Bonnet House trees, wreaths and centerpieces that will be on sale throughout the week. On December 2nd, we will kick off the festivities with a Soiree on the veranda (designers receive 1 complimentary pass - \$100 a ticket for designer/decorator guests). Bonnet House will also be open for self-guided tours at night on December 3<sup>rd</sup> and December 7-9 with something exciting each night; from Santa and his elves to Christmas story telling, to strolling carolers and much more. All items purchased can be picked up or delivered (delivery fee applies) on Monday, December 12<sup>th</sup> 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:** Tree sizes vary from: 3', 4.5' and 7'. All trees will be pre-lit. Stands are provided with each tree.
- ✂ **WREATH SIZE:** Door wreaths will be 30 inches and 24 inches.
- ✂ **CENTERPIECES:** Undecorated artificial centerpieces will be 36"L.
- ✂ Bonnet House will provide high-quality trees, wreaths, and centerpieces at no cost to the designer/decorator and be picked up at Bonnet House. Darla will keep you posted on your pick up date! It will probably be sometime after October 4<sup>th</sup>.

#### 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 December 2<sup>nd</sup> 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.

**Thursday, November 10, 2022 – DEADLINE FOR ENTRY FORMS**

**Holiday Magic Guidelines and Entry Form** can be obtained by emailing Darla Stanton, Director of Development at [darlastanton@bonnethouse.org](mailto: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 36"L.
- ✂ 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 Monday, November 28, 2022 and go through to Thursday, December 1, 2022.** 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, December 2, 2022, at 7:00pm. Self-guided evening tours are scheduled for Saturday, December 3 from 5:30 – 8:00pm and December 7 – 19 from 6:00pm – 8:00pm. 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 12 from 9am – 4pm.

**DECORATING OFF-SITE (4.5' & 3' TREES), Wreaths and Centerpieces:** Decorators will be notified of the date their ordered trees are to be picked up at Bonnet House (probably sometime after October 4<sup>th</sup>). We recommend the 4.5' and 3' trees, wreaths and centerpieces to be decorated off site and returned to Bonnet House on Monday, November 28th between 10 a.m. and 3:00 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.**

# Holiday Magic Entry Form

All Entry Forms and Signed Guidelines Must Be Received by November 10th 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 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