

## CONTRIBUTOR INFORMATION

### 46<sup>th</sup> Annual Festival of Trees & Traditions 11/29/19 – 12/8/19

**PLEASE SUBMIT THE CONTRIBUTORS CONTRACT FORM BY  
OCTOBER 15, 2019.**

#### SUGGESTED DONATION CATEGORIES

We welcome trees, wreaths, and topiaries (a new category this year) that include diverse cultural representations of the holiday season. We hope these ideas help to expand upon your creativity!

- **Artist or Gallery:** Choose an artist, period, or specific gallery based on the Wadsworth's extensive permanent collection.
- **Celebrations Around the World:** Create a tree or wreath that represents cultural heritage or traditions that inspire you.
- **Music and the Performing Arts:** Base your design around music, dance or theater.
- **Mother Nature:** Celebrate the beauty of nature in its varied forms.
- **Children and Community:** Trees and wreaths that celebrate children and our neighborhood organizations are always a delight!

#### DESIGN REGULATIONS

**The museum reserves the right to decline donations, so please read these regulations carefully.**

- Trees with decorations and lights may measure up to 8 feet in height. **We are especially looking for trees between 4 and 5 feet.**
- Trees should be pre-lit as we are **NOT** able to add lighting once submitted.
- All greens (including trees, wreaths, and topiaries) **MUST** be artificial.
- Any perishable items (i.e. candy, flowers, etc.) will **NOT** be permitted.
- Wall hangings, mantel pieces, garlands and mobiles cannot be accepted.
- Trees, wreaths, and topiaries **MUST** be new or in "like new" condition.
- White and multi-colored lights are encouraged, but blinking lights are **NOT** permitted.
- Ornaments should be securely wired so they are not dislodged during handling.
- All trees **MUST** have a tree skirt, unless the item is in a decorative stand or urn. The skirt and any other items related to the exhibit must be labeled in case of separation.
- All items **MUST** be structurally secure.
- Structurally-stable dried flowers may be used except dried hydrangeas.
- Help us protect the museum. Spray cans of any type, including water, are forbidden on the premises.
- Please do **NOT** use glitter.
- Ornaments that make noise are not permitted.

- All exhibits must conform to the fire regulation codes of the State of Connecticut and the City of Hartford.

### **DELIVERY OF DONATIONS**

**Donations must be delivered to the museum using the Avery Lobby entrance on Atheneum Square North, directly across from the Travelers Building.**

- Trees 4' or taller should be delivered to the museum on Monday, November 25 from 9 am until 2 pm.
- Trees 4' and under and all wreath donations are to be delivered on Tuesday, November 24 from 9 am until 2 pm.
- Parking will be available for contributors on Atheneum Square North, which runs between the Atheneum and the Travelers building.
- **The contributor's name and the specific title of the entry/donation must be provided at the check-in desk.**
- Donations may be delivered fully decorated or they may be assembled at the museum.
- We reserve the right to refuse any donation that does not comply with regulations.

### **DISPLAY AND SALE OF DONATIONS**

All donations become the property of the Women's Committee upon delivery. The Women's Committee is responsible for display, price, and sale of donated items. **Please remember that this is a fundraising event and our goal is to sell each item at the most appropriate price for the limited duration of the event.** This may differ from typical retail pricing in a store.

### **THANK YOU FOR YOUR CONTRIBUTION!**

**When you drop off your item**, you will receive your complimentary tickets to *Festival*. *Festival* hours are from **10 am – 5 pm Friday, November 29, 2019 through Sunday, December 8, 2019**. Your complimentary tickets can be used at any time during *Festival*, but without them you will be asked to pay for admission to the museum, including the day of the Contributors' Reception, so please have them with you for your visit(s).

**To honor your thoughtful and creative donation, we welcome you to the Contributor's Reception! It will be held Saturday, December 7, 2019 from 11:00am until 1:30 pm. at the museum.**

### **QUESTIONS AND INFORMATION**

For any questions regarding your submission to *Festival*, please contact Ginny Schneider of the Women's Committee H: (860) 454-4540 [wcowaginnny@gmail.com](mailto:wcwaginnny@gmail.com).