

CONTRIBUTOR INFORMATION

49th Annual Festival of Trees & Traditions 11/30/23– 12/10/23

PLEASE RETURN THE ENCLOSED CONTRACT TO: Kathryn.Hare@thewadsworth.org

BY MONDAY, NOVEMBER 13, 2023

We are especially looking for new, fully decorated artificial trees **between 4 and 5 feet tall**. Trees may measure up to a height of 7 feet. We also welcome artificial wreaths, menorahs, topiaries, or tabletop decorations that showcase diverse cultural representations of the holiday season.

To help us protect the museum and our collection, please carefully review these updated DESIGN GUIDELINES:

- Decorate your tree and pre-light it with white or multicolored lights that do not blink. We cannot add lighting or decorations once a tree is received.
- Secure all ornaments by wire so they are not dislodged during handling
- All items must be structurally secure
- All greens, including trees, wreaths, topiaries, and tabletop/centerpieces, **must be artificial**
- Trees, wreaths, topiaries and other table decorations **must** be new or in “like new” condition
- Trees **must** have a tree skirt unless they are in a decorative stand or urn. Label the skirt and other related items in case they become separated
- Dried flowers must be structurally stable; we cannot accept dried hydrangeas

WE ARE UNABLE TO ACCEPT

- Items with glitter
- Live greens
- Any perishable items (candy, flowers, etc.)
- Blinking lights
- Wall hangings, mantel pieces, garlands, or mobiles
- Spray cans of any type, including water, are forbidden on the premises
- Ornaments that make noise

All exhibits must conform to 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. Temporary parking will be available for contributors on Atheneum Square North.

- **Trees should arrive fully decorated and with lighting (if desired)**
- Trees 4 feet or taller should be delivered to the museum on **Monday, November 27, from 9 am until 4 pm**
- Trees under 4 feet and all wreaths should be delivered on **Tuesday, November 28, from 9 am until 4 pm**
- Provide the contributor's name and specific title of the donation at the check-in desk
- **Please be prepared to unload and set up your own tree. Ladders and step stools cannot be used in the museum.**

We reserve the right to refuse any donation that does not comply with our regulations to keep the museum collection safe.

DISPLAY AND SALE OF DONATIONS

All donations become the property of the Friends of the Wadsworth (FWA) upon delivery. The FWA is responsible for display, pricing, 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.

When you drop off your item, you will receive your complimentary tickets to the *Festival of Trees & Traditions*. Tree donations of 4 feet or taller receive FOUR tickets, trees under 4 feet, wreaths and tabletop items receive TWO tickets. Your complimentary tickets can be used at any time during the *Festival*. Please have them with you when you visit to avoid paying for museum admission.

THANK YOU FOR YOUR CONTRIBUTION!

QUESTIONS AND INFORMATION

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For questions about donations, please contact Ginny Schneider of the Friends of the Wadsworth at (860) 454-4540 or fottcontributors@gmail.com. For questions about the Wadsworth, please contact Katie Hare at Kathryn.hare@thewadsworth.org.