



## Exhibitor Application

# 45<sup>th</sup> Festival of Trees

### Guidelines for Participation as an Exhibitor

- Applications (please print neatly or complete digitally) *due by Wednesday, November 15, 2023 at Noon*
- Return application to Monica Juhasz: [mjuhasz@scparcs.org](mailto:mjuhasz@scparcs.org) or fax 908-766-2687
- Confirmation of participation and other correspondence will be emailed
- Exhibitors accepted on a first-come, first-served basis, as space is limited
- All trees must be artificial and a minimum of 3' tall
- A table must be provided for trees 4' tall and under
- You *must* provide an *appropriate, free-standing*, tree stand to support your tree
- You must provide an extension cord if lit (please label)
- If your decorations are 'home-made' please arrive with them completed
- Displays may not contain any kind of edible food items or tinsel
- Displays must be removed by 4:30pm on Wednesday, January 3, 2024
- Festival open daily 9:00am-4:30pm from December 1 to 28, 2023 (Closed- December 22, 24, 25)
- Set-up and Take Down protocols below/on reverse side

Name of Contact Person \_\_\_\_\_

Cell Phone \_\_\_\_\_

Group/Organization \_\_\_\_\_

Email (*please print neatly*) \_\_\_\_\_

Tree Title for Display Sign \_\_\_\_\_

Tree Size    ☐ 3'-4' (table required)    ☐ 4'-5'    ☐ 5'-6'    ☐ 6' or taller  
                  ☐ skinny    ☐ regular    ☐ extra full

☐ Check if you are providing a table.

☐ Check if your display requires access to electricity.

\* Please provide a UL listed cord, tag on, minimum 10' length.

\* Please label your cord with your name & phone number.



Somerset County  
Park Commission

Somerset County Park Commission, Environmental Education Center  
190 Lord Stirling Road, Basking Ridge, New Jersey 07920  
908-722-1200 ex.5002  
[www.somersetcountyparks.org](http://www.somersetcountyparks.org)



## Guidelines and Protocols for Tree Set-Up and Take Down

In an effort to maintain social distancing during set-up and take down, we are requesting each tree is set-up or taken down by *no more than 4 individuals*.

We are limiting the number of trees that can be set-up or taken down at any given time. Please register below for a time slot for both set-up and take down. Confirmation of your time slots will be emailed.

Time slots have been established to prevent overlap of group set-up/take down. Please respect others and adhere to the start and end times.

### SET-UP Options

#### **Saturday, November 25<sup>th</sup>**

Time Slot 'A' – 9:00am-11:00am

Time Slot 'B' – 11:30am-1:30pm

Time Slot 'C' – 2:00pm-4:00pm

#### **Sunday, November 26<sup>th</sup>**

Time Slot 'D' – 9:00am-11:00am

Time Slot 'E' – 11:30am-1:30pm

Time Slot 'F' – 2:00pm-4:00pm

#### **Monday, November 27<sup>th</sup>**

Time Slot 'G' – 9:00am-11:00am

Time Slot 'H' – 11:30am-1:30pm

Time Slot 'I' – 2:00pm-4:00pm

#### **Tuesday, November 28<sup>th</sup>**

Time Slot 'J' – 9:00am-11:00am

Time Slot 'K' – 11:30am-1:30pm

Time Slot 'L' – 2:00pm-4:00pm

### Take Down Options

#### **Thursday, December 28<sup>th</sup>**

Time Slot 'N' – 4:30pm-6:30pm

#### **Friday, December 29<sup>th</sup>**

Time Slot 'O' – 9:00am-10:30am

Time Slot 'P' – 11:00am-12:30pm

Time Slot 'Q' – 1:00pm-2:30pm

Time Slot 'R' – 3:00pm-4:30pm

Time Slot 'S' – 5:00pm-6:30pm

#### **Saturday, December 30<sup>th</sup>**

Time Slot 'T' – 9:00am-10:30am

Time Slot 'U' – 11:00am-12:30pm

Time Slot 'V' – 1:00pm-2:30pm

#### **Sunday, December 31<sup>st</sup> – Slot 'W'**

**Tuesday, January 2, 2024 – Slot 'X'**

**Wednesday, January 3, 2024 – Slot 'Y'**

My #1 choice time slot for set-up is \_\_\_\_\_.

My #2 choice time slot for set-up is \_\_\_\_\_.

My #3 choice time slot for set-up is \_\_\_\_\_.

My #1 choice time slot for take down is \_\_\_\_\_.

My #2 choice time slot for take down is \_\_\_\_\_.

My #3 choice time slot for take down is \_\_\_\_\_.



Somerset County  
Park Commission

For more information contact:

Monica Juhasz

Phone: 908-722-1200 Ext. 5328 Fax: 908-766-2687 Email: [mjuhasz@scparcs.org](mailto:mjuhasz@scparcs.org)

Individuals with a hearing/speech impairment may call the Relay Service @711.

