Tripoli Shrine

3000 W. Wisconsin Ave.

Milwaukee, WI 53208

414.933.4700

2024 TRIPOLI FEZTIVAL OF TREES

TREE SPONSOR RULES AND GUIDELINES

TREE SPONSORS: PLEASE KEEP AND READ CAREFULLY

ANY QUESTIONS PLEASE CONTACT:
fot@tripolishrinecenter.com

THE BASICS
- All applications must be received by October 31st. Space is limited.
- Setup times are November 18th thru November 21st from 9am to 7pm.
- The empty tree box and other re-useable packaging will be held by FoT staff and provided to tree winner. Trash bins will be available for disposable packaging.
- Tripoli Shrine is not responsible for loss or damage to any sponsor owned or furnished items.

THE TREE
- Tree spaces are 6ft diameter. Sponsor tree and all related items must fit in assigned area.
- Maximum tree height is 8ft. Minimum tree height is 5ft for floor-standing trees. A limited quantity of mini trees may be accommodated. Request to offer undersize tree must be clearly denoted on application.
- Trees must be artificial (NO real trees, NO exceptions).
- Trees must have LED lighting. See next section for details.
- Sponsors are asked to choose a theme when decorating their tree. The theme should be something appropriate for the general public and will represent your organization.
- Creative and non-traditional trees are most welcome so long as the guidelines are followed.
- No virtual trees

ELECTRICAL & LIGHT SHOW
- All trees must utilize LED lighting only. No incandescent lamps.

- All trees will be part of a computer-controlled light show. To accomplish this, the power to your tree will be turned off/on and dimmed in time with holiday music, all other trees, and dozens of other lights around the room.
- For best appearance in the light show, we prefer trees which are "dumb" meaning ones which have standard LED lighting of any color(s) but <u>do not</u> have any kind of program, chase, or digital function. As a general rule, if it has a control box or button of any kind, it's probably not ideal.
- We realize that smart trees are very popular and sponsors may already have purchased the tree they'd like to use. Smart trees are allowed – however if the lighting control system is unable to control it, it may be switched off completely for the duration of the light shows.
- Each tree space will be designated one outlet to use, which may be up to 15ft away.
- Each sponsor MUST use the outlet assigned to them. FoT staff will be on-hand during setup times to assist.
- Maximum power draw is 5A.
- Sponsors should provide with their tree (1) extension cord which is UL or ETL listed. We recommend this cord being 15-20ft long so it will be guaranteed to reach your outlet. This cord will be given away with the tree.

PRIZES

- Unless specifically marked and labeled, the winner of each tree will be awarded everything displayed: the tree itself, all decorations, all presents under the tree, any high value prizes safeguarded by FoT staff, and any packaging stored during setup.
- Most sponsor trees include presents related to the tree's theme. The presents are typically displayed under the tree unwrapped so guests can see them. If wrapping presents, offering a lot of items, it is useful to provide a list which can be hung from the tree.
- Do not place cash or especially high value small items (such as jewelry) on or under the tree. These items will be locked up by FoT staff to be given to the winner. Instead, you can decorate the tree with fake money, photos, or a letter explaining the prizes.
- No alcohol is to be placed with the tree. If you are an alcohol sponsor, please contact FoT staff (fot@tripolishrinecenter.com) for further information.

EVENT CONCLUSION

- On the final evening, we will host a public prize drawing in accordance with Wisconsin raffle requirements.
- Winners will be immediately notified by the contact information they provided during ticket purchase.
- The list of all winners will be posted on the Tripoli website as well as published in the next edition of our newsletter, the Tattler.