

TREE SPONSOR RULES AND GUIDELINES BASICS

- Time and Place - Festival of Trees will be held from Wednesday 11/26 – Sunday 11/30, closed on Thursday 11/27 Thanksgiving Day
- Application Deadline - All applications must be submitted or staff notified by October 1, 2025
- Set up time - The set-up time for a sponsor to set up their tree is Sunday 11/23 or Monday 11/24 • 10am-7pm.
- Sponsorship Night - Tuesday, 11/25 • 7-10pm. Sponsors will be provided five (5) tickets to this special Event with 5 drink tickets and assorted appetizers. Raffle ticket purchases will be available.

TREE SPECIFICATIONS

- Tree spaces are 6 foot by 6 foot (all trees, gifts and related items must fit in the assigned area)
- Trees must be a minimum of four (4) feet unless pre-approved by the Festival of Trees staff.
- Trees must be artificial
- Trees must have LED lighting ONLY
- Sponsors are asked to choose a theme for their tree decorations that are appropriate for the public and represents their business, organization or family. Beja Festival of Trees reserves the right to not allow any tree deemed inappropriate.
- Creative and non-traditional trees are welcome if they follow the tree rules.
- Each tree will be provided with one electrical outlet to use. Sponsors must use the assigned electrical outlet. Festival of Trees staff will be available to assist with electrical connections.
- Sponsors should provide one (1) extension cord with UL or ETL listed. It is recommended that the cord be 15-20 feet long. The cord will be given away with the tree.
- Empty tree boxes and other reusable packaging will be held by the Festival of Trees staff and provided to the tree winner

PRIZES

- The winner of each tree will receive everything displayed, (including the tree, decorations and presents under the tree) unless specific items are marked and labeled. Sponsor display signs and event decorating remain the property of the Beja Festival of Trees.
- High-Value prizes will be safeguarded by the Festival of Trees staff.
- Presents related to the trees theme should be displayed under the tree and unwrapped for the guests to view.
- Cash or high-value items should not be placed on or under the tree. These items will be held by the Festival of Trees staff and issued to the tree winner at pickup. Instead, sponsors can use photos, fake money, or a letter explaining the prizes.
- Alcohol is allowed as a decoration or placed as a gift with any tree. – Tree Raffle with alcohol must be 21 to participate.

EVENT CONCLUSION

- On the final day November 30th at 4pm, the prize drawing will be held in accordance with the Wisconsin raffle requirements. All raffle items must be picked up at the conclusion of the event on 11/30 from 4pm-7pm or make arrangements with the event coordinator.
- Winners will be immediately notified by the contact information on the ticket.
- Purchase ticket holders need not be present to win.
- Sponsors need not be present to take down of donated tree by winner but are welcome.
- The list of winners will be posted on the Beja Festival of Trees Facebook page and the Beja Website.
- Liability - Beja Shriners, Beja Shrine Center, Shriners International and Shriners Hospitals for Children are not responsible for any loss or damage to any sponsored owned or furnished items during the event. Not liable for any accidents or bodily injury that may occur on the event premises.

Thanks for your support, from the Festival of Trees staff

Any questions, please contact event coordinators at 920-498-1985

Brad Ottum, Event Coordinator