

The Third Annual Toy Town Tree Festival

Presented by the Beals Memorial Library Board of Trustees

MONDAY, NOVEMBER 29 – SATURDAY, DECEMBER 11

MONDAY – THURSDAY 1:00PM – 8:00PM, FRIDAY 9:00AM – 5:00PM, SATURDAY 9:00AM – 1:00PM

HOLIDAY OPEN HOUSE: SATURDAY, DECEMBER 11, 9:00AM – 1:00PM

Thank you for joining the **Third Annual Toy Town Tree Festival, Stories in the Trees!**

We look forward to having your tree displayed at the Beals Memorial Library auditorium.

Below are the setup dates and times, as well as the guidelines. Placement is on a first come, first serve basis.

Please check in at circulation desk prior to setup.

SETUP DATES:

NOVEMBER 19, 9:00AM – 4:00PM

NOVEMBER 20, 9:00AM – 12:00PM

NOVEMBER 22 – 23, 1:00PM – 7:00PM

- Your display can have a theme representative of your favorite story or book, or a theme that reflects your business or personal interest. It's completely up to you, as long as it's appropriate for a family event.
- All trees should be artificial and be no more than 8' tall. If you plan to use a tree under 5' tall, please consider placing it on a pedestal/platform. (Table will be provided)
- All items placed on your tree will be considered part of the tree unless marked "For Display Only". These items include pedestals, wrapped boxes, etc.
- All items must be suitable for someone's home, office, or business.
- Code does not allow the use of unwrapped edible items, spray adhesives, loose glitter, confetti, or other loosely sprinkled items. Ornaments can be glittered or sprayed, as long as it is done before you to come to setup your tree. Degradable items, such as candy or gingerbread, should be wrapped or sealed with varnish.
- Remember that all displays will be removed after the Toy Town Tree Festival, so it is important that all decorations are securely attached.
- Businesses/Organizations/Families are responsible for complete setup at the Beals Memorial Library auditorium. Overflow locations will be provided in the event that additional display space is needed.
- All businesses/organizations/families will be acknowledged on individual tree signage and other promotional material.
- Please bring a stepladder, **extension cord**, or other equipment needed to decorate your tree.
- Please do not place any items on the auditorium piano.

Viewer Voting will be for the best overall tree, and trees that are part of the auction will be listed on the silent auction. Both voting and auction winners will be publicized. If your tree is not bid on, you will have the option of donating it to a local charity, a nursing home, or retaining for your own use.

If your tree is not bid on, you will be responsible for removal of your tree.

Trees must be removed by 5:00pm on Thursday, December 30.

Proceeds from the Toy Town Tree Festival will go toward the new Children's Room at Beals Memorial Library.

Please feel free to contact toytowntreefestival@gmail.com with any questions. Thank you for your support!

Robert Courtemanche

BML Trustee

(978) 906-3193

Manuel King

Library Director

(978) 297-0300

