



## INFORMATION FOR DESIGNERS

**Festival Theme 2007: Holiday Memories**  
**Festival Dates: Tuesday, Nov. 20<sup>th</sup> – Sunday, Nov. 25<sup>th</sup>, 2007**

1. Delivery & Design Times: **See Designer Agreement**
2. Please enter the Memorial Centre by the parking lot side-west doors. **Look for signs.**
3. Your creations will be sold through direct sales, auctioned or raffled during the week of Festival
4. **All ornaments must be wired on** in order to ensure careful arrival to their new owners. Edible ornaments are not permitted unless they are prepackaged. **All items under the tree must be properly secured.**
5. All trees must have a tree topper of some sort. All trees except wall trees must have a tree skirt. Wall trees must have an extension cord.
6. Gift certificates must have a stocking.
7. A sign will be displayed with your tree as indicated on Designer Agreement. For wreaths, stockings, centrepieces, 2ft trees, wall trees and gingerbreads, the company/organization and/or designer name can be **only one line maximum of 40 characters including spaces, commas etc.** For the 4ft, 7ft and 9ft trees, signage permits 2 lines of 40 characters including spaces, commas etc. **No titles will be used for any trees.**
8. **Gingerbread Category:** All gingerbread must be placed on a 2 x 2ft board, unless otherwise arranged.
9. Your Designer Agreements should be completed as soon as possible. The number of trees is limited. The Designer Agreement is to be returned to the Festival office either by mail or hand delivered to: Peterborough Festival of Trees, Attention: Designer/Merchandising, 223 Aylmer Street, Suite B-1 Peterborough, ON. K9J 3K3.
10. **Completed contracts must be received no later than October 19th, 2007.**
11. If you have any questions, please call the office at 705-743-1705.

### TAX RECEIPTS - PLEASE READ CAREFULLY!

In order to fully comply with the CRA (Customs & Revenue Agency), tax receipts will only be issued if original invoices and/or cash register tapes and complete paperwork are provided.

The Festival of Trees must abide by the rules in order to maintain our charitable status.

- i) **Cash Register tapes and/or invoices** for purchases must be submitted.
- ii) The name of the person or company to whom the receipt is to be issued must be clearly shown, along with the proper address and postal code.
- iii) If the receipt is going to a company or business, an appropriate invoice for the company or business must be submitted.
- iv) If you have several receipts, please make sure that they are totaled and the correct sum is clearly shown **excluding tax.**
- v) Income tax receipts can be issued for product only.

Note: For expenses +\$500.00 you are entitled to a ticket package with receipts being substantiated prior to the event. For expenses less than \$500.00, you will receive general admission tickets at the time of delivery/design.