



**2007 Peterborough Festival of Trees
HOLIDAY MEMORIES
223 Aylmer St N, Suite B1, Peterborough, ON K9J 3K3**

SPONSOR AGREEMENT

| | |
|-----------------------------|--------------|
| Festival Representative | Telephone: |
| Name of Business/Individual | Telephone: |
| Contact Name: | Fax: |
| Address | Postal Code: |
| Town/City | Province |
| Email Address: | |

SPONSORSHIP AND/OR GIFT IN KIND DETAILS

PLEASE INDICATE THE ITEM(S) AND QUANTITY SPONSORED:

TREES: (Indicate #)
 9 Foot Tree (\$2500.00) 7 Foot Tree (\$1,000.00) 4 Foot Tree (\$500.00)
 Wall Tree (\$300.00) 2 Foot Tree (\$100.00)

OTHER ITEMS: Basket/Centrepiece (\$100.00) Wreaths/Swags (\$100.00) Mixed Media (\$100.00)

EVENT/AREA:
 Specify Event/Sponsored _____ Value: _____

GIFT IN KIND:
 Specify Gift in Kind Contribution _____ Value: _____

SPECIAL INSTRUCTIONS:

TICKET PACKAGE ENTITLEMENT (If Eligible)

Gala: # of Tickets - Value _____ Auction: # of Tickets - Value _____
 Other: # of Tickets - Value _____ General Admission: # Value _____

Value of Sponsorship: \$ _____
 Value of Ticket Package: \$ _____
 Tax Receipt Value: \$ _____

I require an official Income Tax receipt for tax purposes* or I do not require a Tax Receipt
 * Official invoices/receipts must be submitted for gift-in-kind donations to receive a Tax Receipt

SPONSOR – TERMS OF AGREEMENT

I do not wish to decorate my tree and realize decorations will be provided by a selected designer and our names will appear jointly on signage.
 I wish to decorate the items I sponsor – see terms below

- I recognize that the Festival Designer Merchandising Committee must approve my decorations and design
- I acknowledge that the decorated items become the property of the Festival of Trees
- I understand that the location of the item cannot be guaranteed
- I understand that the selling of items cannot be guaranteed and that selling price info may not be available.

DELIVERY/DESIGN TIMES

Pre-designed items - 4:00 p.m. – 8:00 p.m. – Sun., Nov. 18 or 9:00 a.m. – 12:00 noon – Mon., Nov. 19, 2007
 Trees – 4 ft., 7 ft. and 9 ft. – Designers should arrive after 4:00 p.m. on Mon., November 19, 2007
 Showcases/Vignettes – 8:00 a.m. – 1:00 p.m. – Tuesday, November 20, 2007

PROMOTIONAL INFORMATION

I understand that the deadline for Festival promotional material is **Friday, October 19, 2007**
 NAME ON SIGNAGE (Maximum 40 characters)

I will provide an electronic logo to the Festival Office for banner promotional material (where applicable)
 Business Card attached

Signed by Sponsor Representative: _____ Date: _____

THANK YOU FOR SUPPORTING THE FESTIVAL OF TREES. WE TREAT YOUR INFORMATION WITH RESPECT. WE DO NOT RENT, SELL OR TRADE OUR MAILINGS LISTS. THE INFORMATION YOU GIVE US WILL BE USED TO PROVIDE RECOGNITION AND RECEIPTS AND TO KEEP YOU INFORMED ABOUT FESTIVAL ACTIVITIES AND OPPORTUNITIES. IF AT ANY TIME YOU WISH TO BE REMOVED FROM OUR LIST, CONTACT US BY PHONE AT 705-743-1705 OR VIA EMAIL AT PTBO.FEST@ON.AIBN.COM FAX : 705-743-7126 Web Site – www.pfot.org

COPIES: WHITE – FESTIVAL OFFICE CANARY – TICKET OFFICE PINK – COMMITTEE GOLD - SPONSOR
 FOR OFFICE USE ONLY:

Received: _____ Ticket Package: _____
 Entered: _____
 Invoice #: _____ Gift in Kind Receipts: _____
 Paid: _____
 Method: _____ Income Tax Receipt: _____