



Adopt-a-Tree Application - 2022

Please complete and return this application to Fantasy of Trees. Acceptance is based on a first-come basis in each category. When your application is approved, you will receive a letter of confirmation by email, along with a copy of your application. If you need additional information, please contact the Fantasy of Trees office at (865) 541-8385, or email fot@etch.com.

Name of school/youth organization: _____

Contact person(s): _____ Teacher/Staff Volunteer

Mailing address: _____

City: _____ State: _____ ZIP: _____

Phone (Office/School): _____ (Home): _____ (Cell): _____

Email (Office/School): _____ Email (Home): _____

1. I/We are applying to design and decorate the following item (only one tree per category per designer in 7 ft. and 4.5 ft. categories):
 7 ft. tree (one per organization) 4.5 ft. pre-lit, potted tree (one per organization) 3 ft. tree(s) – number _____

Please print name AS IT SHOULD APPEAR ON SIGN:

School/Organization: _____

2. Please check that you have read the following guidelines
- I/We understand the Fantasy of Trees will:
 - A. Provide a high quality artificial tree with an appropriate stand (with the exception of the 3 ft. trees, which the designer donates).
 - B. Design the Fantasy of Trees floor plan to incorporate appropriate space for each tree and make assignment of location.
 - C. Provide appropriate display of 3 ft. trees
 - I/We understand that all decorations on our tree and all materials we choose to place under/around our tree are a donation to the Fantasy of Trees for the benefit of Children's Hospital; and that the Fantasy of Trees and Children's has all rights to price/discount, sell, auction, or otherwise dispose of said item.
 - I/We have received the Adopt-A-Tree Guidelines and agree to adhere to requirements; I/We understand that the Fantasy of Trees reserves the right to impose additional rules and regulations.
 - I/We understand that the intent is to have children participate in making the decorations.
 - I/We understand that commercial brand-name items advertising a specific product/service are NOT allowed on trees; such products may be placed under trees only.
 - I/We understand that food items or balloons may NOT be used on tree; sealed containers of non-perishable, commercially produced food are allowed under trees only.**
 - I/We understand that live plants, hay or other highly flammable items may NOT be used on or with the tree.**
 - I/We understand that pictures of any person or names of persons are NOT allowed on or under tree; In Memory of or In Honor of someone may be listed on the signage provided by Fantasy of Trees.**
 - I/We understand that any special request signage must be pre-approved through Fantasy of Trees.**
 - All of the terms and conditions of the license agreement with the Knoxville Convention Center for the event are incorporated herein by reference and shall be applicable to all designers.

Signed: _____ (Applicant signature) _____ (Fantasy of Trees signature)

Date: _____ (Applicant signature) Date: _____ (Fantasy of Trees)

Date: _____ Date: _____

Mail to: Fantasy of Trees, ATTN: Adopt-A-Trees, c/o Children's Hospital, P.O. Box 15010, Knoxville, TN 37901
Fax to: Fantasy of Trees: (865) 541-8285
Email: FOT@ETCH.com

FOR OFFICE USE ONLY

___ Website ___ Signage ___ Tickets ___ Final instructions