



**Ramsey Town Commissioners
Festival of Trees 1st December 2018 – 5th January 2019**

Ramsey Town Commissioners are inviting organisations to take part in a Festival of Trees being staged at Ramsey Town Hall between 1st December 2018 and 5th January 2019. We would particularly welcome entries from schools, charities, community groups, sporting groups and businesses.

Entrants are not restricted to exhibiting traditional trees all we ask is that they fall within the parameters outlined in the registration form below.

Exhibitor's Registration

Organisation Name	
Contact Name	
Contact Address	
Telephone No.	Mobile:
E-mail Address	

Proposed Tree Specification

Exhibit Title:

We are only able to accept exhibits which are a maximum of 4ft in diameter.

Approximate Height:.....Width:Depth:

Materials to be used in the exhibit:

Please note:

- if using lights these should be LED lights
- materials used in the construction of the trees should be fire retardant and as stable and child-friendly as possible
- the exhibits will be in the public atrium and mezzanine of Ramsey Town Hall and will be accessible during normal opening hours of the Town Hall

Power is available to limited number of exhibits through 13amp sockets

Do you require power, if available? YES NO

Key Dates

Date / Time	Action
Thursday 15 th November – 12pm	Deadline for submitting application forms
Friday 16 th November	Allocation of spaces will be confirmed
Thursday 29 th November (9am-7pm) Friday 30 th November (9am–7pm)	Tree exhibitions to be set-up
Saturday 1 st December 2018 – Friday 4 th January 2019	Festival of Trees Open
Saturday 5 th January 2018	Remove trees

Please contact Steven Bevan if you have any questions.

**Please complete and return your registration form
by 12pm on Thursday 15th November 2018**

Steven Bevan
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Ramsey, IM8 2PL
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