



**Ramsey Town Commissioners**  
**Ramsey Festival of Christmas Trees - 30<sup>th</sup> November 2019 – 3<sup>rd</sup> January 2020.**

Ramsey Town Commissioners are inviting organisations to take part in the Ramsey Festival of Christmas Trees being staged at Ramsey Town Hall between **30<sup>th</sup> November 2019 and 3<sup>rd</sup> January 2020**. 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

<b>Organisation Name</b>	
<b>Contact Name</b>	
<b>Contact Address</b>	
<b>Telephone No.</b>	<b>Mobile:</b>
<b>E-mail Address</b>	

## 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, these will be PAT tested by our staff
- 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 very limited number of exhibits through 13amp sockets and will be allocated on a first come first serve basis.

Do you require power, if available?       YES       NO

**Key Dates**

<b>Date / Time</b>	<b>Action</b>
Friday 15 <sup>th</sup> November – 5pm	Deadline for submitting application forms
Monday 18 <sup>th</sup> November	Allocation of spaces will be confirmed
Wednesday 27 <sup>th</sup> November (9am-5pm) Thursday 28 <sup>th</sup> November (9am-7pm) Friday 29 <sup>th</sup> November (9am–12pm)	Tree exhibitions to be set-up
Saturday 30 <sup>th</sup> November 2019 – Friday 3 <sup>rd</sup> January 2020	Festival of Trees Open
Saturday 4 <sup>th</sup> January 2020	Remove trees

Please contact Steven Bevan if you have any questions.

**Please complete and return your registration form  
by 5pm on Friday 15<sup>th</sup> November 2019**

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