



JOHNSON COUNTY
CHRISTMAS BUREAU

Festival of Trees
A CHARITY AUCTION

2024

CHARITY AUCTION

**SPONSOR COMMITMENT FORM
DONOR COMMITMENT FORM
& DECORATION GUIDELINES**



JOHNSON COUNTY
CHRISTMAS BUREAU

Providing Warmth and Support for over 60 years

Use this QR Code
to Donate funds only.
Or Fill out the
following form
to receive a display
of your generosity during our
FOT CHARITY AUCTION.

Mail Only:

PO Box 14786

Lenexa, KS 66285-4786





**JOHNSON COUNTY
CHRISTMAS BUREAU**

Festival of Trees
A CHARITY AUCTION

Sponsor Commitment Form

Email: festival@jccb.org

PO Box 14786 Lenexa, KS 66285-4786

JCCB Office: 913-341-4342

Tax ID #48-0884400

Sponsor Name:

_____ (Entity, Company, Group or Individual Name)

Contact Name:

Address:

Web Site/ FB Address:

Email: _____ **Phone:** _____

ITEM (Preferred Size & Sponsor Amount)

- Decorated Tree (3 ft. - 6 ft.) Size: 3ft. & 4ft. /\$250 5ft. & 6ft./\$400
- Decorated Wreath Wreath / \$175 Other/ _____
- Other donated item Requested Theme of Item: _____

Value of additional Items/ Gifts: \$ _____

Suggested Title of Item: _____

Description of any donated Items (Include theme, color scheme, size, decorations etc.) :

To Pay Sponsor during the 2024 Festival of Trees Event, visit:

<https://one.bidpal.net/fot2024/welcome>

Questions or concerns about drop off of any additional items or gifts,
please email festival@jccb.org, or call 913-341-4342

COMMITMENT

I/We agree to Sponsor and donate the funds indicated above to JCCB Festival of Trees. JCCB may display the item, auction the item and/ or otherwise use the item as sees fit in its sole and exclusive discretion. I/We agree to to allow FOT Design Team to decorate the above items and give the FOT Design Team full discretion on design concept and theme, unless theme items are provided with donation. JCCB will display the item at the Festival of Trees Charity Auction located at Overland Park Convention Center located at 6000 College Blvd, Overland Park, KS on Tuesday, November 19, 2024.

Donor Signature: _____ **Date:** ___ / ___ / ___



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Tax ID #48-0884400

Donor Name: _____

(Entity, Company or Individual Name)

Contact Name: _____

Decorator(s): _____

Address: _____

Email: _____

Phone: _____

ITEM (See Specification Sheet)

• **Decorated Tree (3 ft. - 6 ft.)**

Size: 3ft. 4ft.

5ft. 6ft.

• **Decorated Wreath**

Wreath

Other/ _____

• **Other donated item**

Theme of Item: _____

Value of Item: \$ _____

Title of Item: _____

Description of Item (Include theme, color scheme, size, decorations etc.):

SET UP AND DELIVERY: Tuesday, November 19, 2024

Donors are responsible for delivery and set-up of the item at Overland Park Convention Center. Please indicate when you plan to deliver:

Morning (9am - 1pm)

or

Afternoon (1pm - 5pm)

Questions or concerns about drop off please email festival@jccb.org

COMMITMENT

I/We agree to donate to JCCB Festival of Trees an item as indicated above. JCCB may display the item, auction the item and/ or otherwise use the item as sees fit in its sole and exclusive discretion. I/We understand the item must conform to specification provided by JCCB and must be delivered by the donor to the Overland Park Convention Center located at 6000 College Blvd, Overland Park, KS on Tuesday, November 19, 2024.

I/We understand that JCCB reserves the right to approve all donations for display.

Donor Signature: _____

Date: ___ / ___ / ___



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Decorations Guidelines

Email: festival@jccb.org

PO Box 14786 Lenexa, KS 66285-4786

JCCB Office: 913-341-4342

Tax ID #48-0884400

**Donor Commitment Form must be received no later than November 1, 2024.
Due to the limited floor space, a 3 item limit per donor will be in effect for 2024**

ITEM TYPE:

- Trees are 3ft to 6ft tall. Must be pre-lit artificial with winged free branches and non-flammable,
- Wreaths are at least 24" in diameter and also artificial and non-flammable.

Accessories, Decorations and Assembly:

- All accessories and decorations must be wired or glued to tree, tree skirt, wreath or centerpiece.
- Tree sections must be screwed together. They should not separate during moving process.
- lights must be in new or working order.
- All ornaments and decorations must be artificial and non-glass.
- All trees must have a skirt or drape.
- All trees must be supported by a tree stand.
- All accessories under the tree will be sold with the tree. Any gifts placed under the tree will need to be group together and unwrapped,
- Wreaths must be ready to hang.

DATES TO REMEMBER

- Items must be delivered Overland Park Convention Center by the donor on **Tuesday, November 19, 2024.**
- Display dates and silent auction are November 21-24, 2024

NOTE

The JCCB Festival of Trees Committee reserves the right to re-categorize donations. All items are subject to review by the Committee. It is recommended that receipts are kept to validate the value of the donation.