



Appleton Museum of Art 2024 Holiday Tree Guidelines



The Appleton Museum of Art, College of Central Florida, invites you to decorate a tree to be displayed at the Appleton from November 2, 2024–January 12, 2025, alongside The Urban Family’s annual holiday exhibition. Sources of inspiration are endless and creativity is welcomed! For more information, contact Victoria Billig at 352-291-4455, ext. 1294, or billigv@cf.edu.

TREE GUIDELINES

TREES

- All trees must be artificial pines and supplied by you, the participant.
- All trees must be a minimum of 5 ft. tall. With decorations, the display may not exceed 10 ft. tall and 5 ft. wide.

DECORATIONS

- You must provide all decorations for your tree or display; a tree skirt or tablecloth is required.
- Decorating with live plants, food or flammables of any kind is prohibited, including but not limited to: berries, popcorn, dried fruit, candles, aerosol snow or tinsel.
- All decorations must be securely fastened with floral wire, pipe cleaners, etc.

LIGHTS

- All trees must have lights.
- No flood lights allowed. Lights must be continuous burning — no blinking or chase lights on the tree or toppers.
- Please test your lights to ensure they work. You will be notified and asked to add a new string of lights to replace those that burn out. We suggest using only newly purchased lights to avoid early burnouts.
- All lights and decorations must comply with current fire codes. Please look for UL Approval Code on packaging.

MISCELLANEOUS

- The museum is not responsible for lost or stolen decorations or display pieces.
- You are free to express your creativity and originality, but we ask that your tree represent your business, organization or family.
- The museum retains the right to remove any ornament or tree that can be considered offensive or inappropriate to visitors. Please remember, this event will attract people of all ages and should embody the holiday spirit.

THE APPLETON WILL PROVIDE:

- Electrical hookups.
- Foot switch for turning tree or display lights on and off.
- Signage for your display.
- Social media posts highlighting your organization or business.

PARTICIPANTS ARE RESPONSIBLE FOR:

- The delivery and set up of tree and all decor on Monday, October 28, 2024.
- Step stool or ladder to use while decorating and any tools required to securely fasten all decorations to the tree.
- Removal of the tree and all decorations on Monday, January 13, 2025.

Appleton Museum of Art Dates and Registration Form

SCHEDULE OF ACTIVITIES

Tree Decorating: Monday, October 28, 2024, 9 a.m. to 4:30 p.m.
All participants must decorate their tree or display within this timeframe.

Display Dates: On view from November 2, 2024–January 12, 2025

Free Family Holiday Event: December 7, 2024, 10 a.m. to 5 p.m.
This annual event draws thousands of visitors; your attendance is not required.

Tree Removal: Monday, January 13, 2025, 9 a.m. to 4:30 p.m.
All participants must dismantle and remove their display within this timeframe.



Appleton Museum of Art 2024 Holiday Tree Form

Business/Organization Name _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Please describe your anticipated tree theme: _____

By signing this form, I release and hold harmless the Appleton Museum of Art, College of Central Florida, its employees, officers and agents from any and all claims for loss, damage or injury incurred by contestants' creations, participants, and their employees. Upon receipt of this completed form, your entry will be confirmed by email or phone. We look forward to displaying your tree and sharing the holiday spirit with our visitors.

Signature: _____ Date: _____

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For more information, contact Victoria Billig at 352-291-4455, ext. 1294, or billigv@cf.edu. Return this completed form to Appleton Museum of Art, 4333 E. Silver Springs Blvd. Ocala, FL 34470, or email to billigv@cf.edu.

