



Appleton Museum of Art 2025 Holiday Tree Guidelines



The Appleton Museum of Art, College of Central Florida, invites you to decorate a tree for display at the museum from November 1, 2025–January 11, 2026, alongside The Urban Family’s beloved annual holiday exhibition. Let your creativity shine — the possibilities for inspiration are endless! 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 provided by you, the participant.
- Trees must be at least 5 feet tall, and with decorations, may not exceed 10 feet in height or 5 feet in width.

DECORATIONS

- Participants must provide all decorations for their tree or display. A tree skirt or tablecloth is required.
- Decorating with live plants, food or flammable materials is prohibited. This includes, but is not limited to: berries, popcorn, dried fruit, candles, aerosol snow or tinsel.
- All decorations must be securely fastened to the tree using floral wire, pipe cleaners, or similar materials.
- Need inspiration? Scan the QR code below to see some trees from previous years.

LIGHTS

- All trees must be lit; flood lights are not permitted.
- Lights must be continuous burning — no blinking or chase lights on the tree or toppers.
- Test all lights before installation to ensure they work. If any lights burn out, you will be notified and asked to replace them.
- To avoid early burnouts, we recommend using only newly purchased lights.
- All lights and decorations must comply with current fire codes; look for the UL Approval Code on packaging.

MISCELLANEOUS

- The museum is not responsible for lost or stolen decorations or display pieces.
- Participants are encouraged to express creativity and originality; however, trees should reflect the identity of your business, organization or family.
- The museum reserves the right to remove any ornament or tree deemed offensive or inappropriate for visitors. This is a family-friendly event attended by guests of all ages and should embody the spirit of the holiday season.

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 27, 2025.
- 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 12, 2026.



Scan the QR code to visit our Community Trees webpage.

Appleton Museum of Art 2025 Dates and Registration Form

SCHEDULE OF ACTIVITIES

Tree Decorating: Monday, October 27, 2025, 8:30 a.m. to 4:30 p.m.

All participants must decorate their tree or display within this timeframe.

Display Dates: On view from November 1, 2025–January 11, 2026

Free Family Holiday Event: December 6, 2025, 10 a.m. to 5 p.m.

This annual event draws thousands of visitors; your attendance is not required.

Tree Removal: Monday, January 12, 2026, 8:30 a.m. to 4:30 p.m.

All participants must dismantle and remove their display within this timeframe.



Appleton Museum of Art 2025 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.

