



HOPE FOR THE *Holidays*

2023 Tree Festival & Auction
November 14-16, 2023 | Switchyard Pavilion

Important Information for Tree Donors:

- * Please drop off your trees already assembled OR come decorate them on-site at Switchyard Park Pavilion (1601 S. Rogers St., enter from Rogers St.) on **Sunday, November 12 between 12:00-5:00 PM**. Volunteers will be there to help load/unload and we will have ladders if you need them.
- * Please e-mail us a title and short description for your tree (including any additional items, gift cards, or other giveaways that come with the tree) to include on our web site. **E-mail your description by Friday, November 3rd to hope4theholidays@newhope4families.org**
- * Trees with special giveaways attached or placed underneath, such as gift cards, tickets, and products, are very popular! Include these items in the description of your tree (for our online listing), and make sure visitors know what comes with your tree. Include a sign to put on/under your tree if needed.
- * Small Trees up to 4 feet tall will be displayed on tables; Large trees over 4 feet tall will be displayed around the room on the floor. All trees should be artificial.
- * The more lights, the better! Power outlets will be provided to plug in lights. Please bring an extension cord but we will have extra if needed. Please avoid battery operated lights if possible, unless they will last 3 days.
- * Provide a tree skirt or some kind of decorative base. Trees should stand on their own without additional support.
- * All ornaments and decorations should be attached as securely as possible, so they do not risk falling off or being lost during display and/or delivery to their new home after the auction.
- * All events will take place at Switchyard Park Pavilion, 1601 S. Rogers Street. Free parking is available. Please use the Rogers Street entrance.
- * Public viewing will take place daily **November 14th- November 16th from 4-8 PM**. Trees are available for purchase all week at a "Buy it Now" price. Some trees sell in the first ten minutes on the first day, so if you know someone is interested in buying your tree, let them know to act quickly! A live auction will be held on **Thursday, November 16th starting at 6:30** and all remaining trees will be sold.
- * Buyers can also purchase trees for New Hope families at any time during the week or during the live auction.
- * The event is free and family friendly and will feature entertainment and special guests. Hot chocolate and cookies are complimentary and there is a bar and food truck on auction night. Invite your co-workers, family and friends to come see your tree! Please post about your tree and about the event on social media!
- * Buyers can pick up their tree on Friday, November 17th, or take advantage of free delivery.
- * 100% of the proceeds from the event will benefit families impacted by homelessness in our community.

**Always e-mail us with any questions at hope4theholidays@newhope4families.org.
Thank you for your time, effort and support of New Hope for Families!**

**Amy Stolberg & Betsy Smith
Hope for the Holidays 2023 Co-Chairs**