



# CITY OF FAIRVIEW

## 2022 Tinsel Trail

### Guidelines & Application

**APPLICATION/PAYMENT DEADLINE: 10:00 AM MONDAY, NOVEMBER 18, 2022**

**DECORATING DAYS: NOVEMBER 25 TO DECEMBER 3**

**DECORATING DEADLINE: DECEMBER 3 AT NOON**

**TRAIL DATES: DECEMBER 3 THROUGH DECEMBER 31**

The City of Fairview invites individuals and families along with local businesses and organizations to participate in our 2022 Tinsel Trail by sponsoring and decorating a tree. The City will provide the tree and signage while the sponsor provides themed decorations and solar LED lighting. The Tinsel Trail is a unique opportunity to foster community spirit by promoting your business or group or it can be a beautiful way to honor the memory of a loved one.

Trees will be on display on the grounds of Fairview City Hall beginning Saturday, December 3, at the City of Fairview Tree Lighting and Holiday Marketplace event. Attendees of this event will cast a vote for their favorite trees. Winners will be announced at the event just prior to the tree lighting. Tinsel Trail is a free event and the display will be open to the public for enjoyment from noon on December 3 through December 30.



#### **GENERAL GUIDELINES:**

- Application submittal deadline is 10:00 am on Monday, November 18, 2022, and all applications should include payment of \$100. LATE APPLICATIONS WILL NOT BE ACCEPTED.
- A limited number of trees is available and will be assigned on a first come, first served basis in the order completed applications and payment are received.
- Cut trees will be provided and securely staked by the City of Fairview. Tree height ranges from six to seven feet tall, however, we cannot guarantee the width or shape of each tree.
- Sponsor signage for each tree will be supplied and installed by the City of Fairview. NO ADDITIONAL SIGNAGE IS ALLOWED TO BE INSTALLED IN THE GROUND.
- The City of Fairview is not responsible for any decorations that may be damaged, lost or stolen. DO NOT USE sentimental or valuable ornaments.
- Sponsors must provide their own decorations and lighting. Bring a step ladder for decorating.
- You may not hire a professional to decorate your tree for you.
- Do not use water soluble glue on ornaments and spray any fabrics with Scotch Guard to prevent mildew.
- Trail volunteers will be monitoring the trees often during the display period. If we find your tree needs

attention (such as lights falling off or malfunctioning) you will be notified.

- Tinsel Trail is a family friendly display. Please, no offensive or inappropriate décor. The City of Fairview reserves the right to remove offensive displays.
- Specific information relating to tree assignment will be emailed to the applicant prior to November 25.

### **TREE DECORATING GUIDELINES:**

- Tree decorating may begin on Friday, November 25<sup>th</sup> but must be completed no later than noon on Saturday, December 3, 2022. If the tree is not completed by the deadline, the sponsorship sign and tree will be removed.
- Trees may be decorated in any theme from general holiday themes to those representing your business, organization or in honor of a loved one as long as it complies with all the guidelines.
- All decorations must be able to withstand outdoor conditions, including wind, rain and freezing precipitation. Trees will be subjected to the elements for the duration of the display.
- If you plan to spray paint your tree, please bring a plastic tarp or drop cloth to shield the surrounding area from overspray. Be mindful of windy conditions and neighboring trees
- ALL decorations must be securely attached to the tree. The use of zip ties is recommended but tightly wrapped wire, pipe cleaners or string could work as well. Standard ornament hooks should NOT be used unless the ends are tightly secured.
- Edible decorations are prohibited including, but not limited to, candy canes, popcorn and birdseed. They attract wildlife which will compromise the integrity of the exhibit.
- Decorations are NOT ALLOWED to be placed or installed on the ground surrounding the tree in any way, with the exception of a spotlight (as noted below), however, exact placement MUST be approved by City staff.
- Only solar-powered LED lights are allowed on trees. Sponsors may also utilize a solar-powered LED spotlight to help illuminate your tree at night. Sponsors are responsible for providing outdoor-rated solar LED lighting and securely attaching it to your tree. Electricity is NOT available.

### **JUDGING**

- Trees will be judged by attendees of the City of Fairview Tree Lighting and Vendor Marketplace event on December 3.
- Voting will be open from 2 pm until 5 pm only.
- Judging will be based on the following criteria: Theme, Creativity and Overall Aesthetic Appearance.
- Awards will be presented in the categories of: Most Creative, Most Spirited and Best Overall.
- Winners will be announced and awards will be presented just prior to the tree lighting.

### **UNDECORATING:**

- Sponsors are responsible for undecorating their tree between Saturday, December 31, 2022, and Tuesday, January 3, 2023.
- Disposal of all decorating materials is the responsibility of the sponsor.
- Trees will be removed with or without decorations on January 4, 2023.
- Trees will be recycled after event.



## 2022 CITY OF FAIRVIEW TINSEL TRAIL APPLICATION



QUESTIONS? CONTACT RICHARD ROSS AT 615-387-6140 OR [RROSS@FAIRVIEW-TN.ORG](mailto:RROSS@FAIRVIEW-TN.ORG)

**PLEASE PRINT LEGIBLY**

☐ \$100 FEE TO BE INCLUDED WITH APPLICATION

TREE SPONSOR: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ALTERNATE CONTACT PERSON: \_\_\_\_\_

ALTERNATE CONTACT PHONE NUMBER: \_\_\_\_\_

ALTERNATE CONTACT EMAIL ADDRESS: \_\_\_\_\_

BRIEFLY DESCRIBE YOUR TREE'S THEME AND DECORATING IDEAS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TREE SIGNAGE INFORMATION

☐ SPONSORED BY ☐ IN MEMORY OF ☐ OTHER \_\_\_\_\_

\_\_\_\_\_  
BUSINESS NAME, IN MEMORIAM NAME OR OTHER INFORMATION EXACTLY AS IT SHOULD APPEAR ON THE  
TREE SIGNAGE. PLEASE PRINT LEGIBLY AND PROOFREAD. IF YOU HAVE A BUSINESS OR ORGANIZATION  
LOGO OR OTHER SPECIAL INSTRUCTIONS, PLEASE EMAIL TO [RROSS@FAIRVIEW-TN.ORG](mailto:RROSS@FAIRVIEW-TN.ORG)

\_\_\_\_\_  
TREE THEME/TITLE

\_\_\_\_\_  
SPONSOR CONTACT SIGNATURE

\_\_\_\_\_  
DATE

BRING COMPLETED FORM AND PAYMENT OF \$100 (IN THE FORM OF CHECK OR MONEY ORDER PAYABLE TO CITY OF FAIRVIEW) TO CITY HALL, ATTN: RICHARD ROSS, 7100 CITY CENTER WAY, DURING NORMAL BUSINESS HOURS (MON-FRI 8 AM TO 4:30 PM) OR USE COURT CITATION DROP BOX AFTER HOURS. WE DO NOT RECOMMEND MAILING YOUR APPLICATION AND FEE DUE TO THE EXTRA VOLUME OF HOLIDAY SHIPPING.

**CITY OF FAIRVIEW USE ONLY**

APPROVED \_\_\_\_\_

REC'D \_\_\_\_\_

EMAIL SENT \_\_\_\_\_

PAID \$ \_\_\_\_\_

SHOW/NO-SHOW \_\_\_\_\_