



# MELHA SHRINERS



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RANDY WESSELS  
ORIENTAL GUIDE

August 1, 2019

Dear Sir or Madam,

The Melha Shriners will be holding their 9th Annual "Fez"tival of Trees from November 29th to December 8th, 2019 at our **NEW LOCATION, Clarion Hotel 1080 Riverdale Street, West Springfield, MA 01089**. This is the street between Friendly's and Cal's Restaurant.

Santa Claus will be available for pictures and more than twenty vendors will be joining the "Fez"tival. We will also be having our Breakfast with Santa on both Sundays of our "Fez"tival, see attached flyer for information.

We are requesting organizations and businesses to donate new, fully decorated artificial Christmas trees to be displayed and raffled. This fundraiser will help us continue to support Melha's various activities which enable us to increase awareness of the work of the Shriners and the Shriners Hospitals in the community in which we live. All proceeds are for the benefit of Melha Shriners activities, and payments are not deductible as charitable contributions.

If you choose to make a tree donation, Melha Shrine Center will be open Sunday, November 24th from 10am to 8pm, Monday, November 25th and Tuesday, November 26th from 10am to 8pm so you or someone from your business or organization can come set-up and decorate the tree. If you have questions or concerns, please contact Tricia Plourde at (413) 348-4211 or email [triciap70@yahoo.com](mailto:triciap70@yahoo.com).

Chairman,

*Leo Plourde*

Chairman "Fez"tival of Trees Committee

## MELHA SHRINERS

Tel: (413) 736-3647 Fax: (413) 731-9572

### 2019 MELHA 9th ANNUAL FEZTIVAL OF TREES TREE SPONSOR RULES AND GUIDELINES

#### TREE SPONSORS PLEASE KEEP AND READ CAREFULLY

ANY QUESTIONS PLEASE CONTACT: Leo or Tricia Plourde (413) 348-4211 (413) 348-3889

OR BY EMAIL: [triciap70@yahoo.com](mailto:triciap70@yahoo.com) or [leop08@charter.net](mailto:leop08@charter.net)

#### Guidelines

- All trees must be new artificial trees in the original box.
- Trees may be any size, but smaller trees may have to be elevated to be enjoyed and may require additional set-ups. We reserve the right to display small or miniature trees where we can fit them in. We suggest floor trees of four feet and up. The taller trees are the most impressive.
- Tree spaces are 5'x5', tree and prizes must fit in designated area. Any other space options must be discussed and approved by the "Fez"tival Director.
- Trees must be properly secured for free standing. A good solid stand will provide the best stability.
- A skirting or stand covered with cotton batting is recommended. Items placed at the bottom or on the skirting will be considered part of the tree and will be given away, **unless otherwise clearly marked.**
- A new extension cord must be provided and meet standard electrical codes.
- All set up accessories (wire, tape, decorating hangers, wire ties, etc.) must be supplied by tree sponsor.
- Sponsors must select a theme to be displayed under your Company or Group name on both your sign and the raffle ticket box. The theme may represent your business, areas of interest (hobbies, etc.), the holidays, or any other theme that you would be proud to have your business or group associated with in the public eye. The winner of your tree will be drawn from your raffle container at the close of the "Fez"tival.
- Please do not attach money, gift cards or scratch tickets to the tree, we will copy said items and put the actual items in an envelope marked with the tree name and number. This envelope will be placed in Melha's safe and given to the tree winner when they pick up the tree.
- A contact name and number must be listed on sponsor form as a primary contact for the tree.
- Set-up at Clarion Hotel will be Sunday November 24th 10am to 8pm, Monday November 25th and Tuesday November 26th 12pm to 8pm. All trees must be in place by 8pm Tuesday, November 26th.
- Empty boxes decorated as Christmas gifts and placed under the tree must be labeled "For Display Purposes Only" on the package.
- The "Feztival" will be open Friday, November 29th to Sunday, December 8th.
- Hours of operation are Friday, November 29th, 10am to 8pm; Saturdays (Nov. 30 & Dec 7) 10am to 8pm, Sunday (Dec. 1) 9am to 5pm and 9am to 2pm, Sunday (Dec. 8); Monday Dec. 2-Friday December 6 from 4pm to 8pm,.
- Raffle drawing will be Sunday, December 8th at 2pm. Winners need not be present to win. All winners will be contacted on Sunday, December 8th.
- All trees and prizes will need to be picked up Sunday, December 8th by 9pm.

**Registration forms must be submitted to Melha Shrine Center by Friday, November 15, 2019.**

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How the "Fez"tival Works:

The mission of the "Fez"tival is to have organizations and businesses donate fully decorated artificial trees that will be displayed throughout the event. The public is invited to come and see the holiday display of trees.

A sign designating the name of your Business or Organization will be prominently displayed with your tree throughout the event.

Admission to the showing of the trees is \$2.00 and children under 12 years of age are free. Raffle tickets will be available for sale so that the viewers may enter their tickets in the hopes of winning a beautiful tree. Each tree winner gets to take it home, fully decorated and ready for the Holidays.

A Vendor Fair will be underway during the "Fez"tival and we will also have refreshments and food available throughout the week of the display, as well as special visits from Santa for the children.

MELHA SHRINERS  
"FEZ" TIVAL OF TREES  
(413) 736-3647

BUSINESS/ORGANIZATION \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

DONATE A DECORATED TREE  
TREE THEME \_\_\_\_\_

MAKE A MONETARY DONATION  
DONATION AMOUNT \_\_\_\_\_

Date and time of set-up (as stated in guidelines) Date \_\_\_\_\_ Time \_\_\_\_\_

Please return to Melha Shrine Center  
Attn: Leo or Tricia Plourde

**MELHA SHRINERS**



For information contact Melha Office (413) 736-3647, Leo or Tricia Plourde at (413) 348-3889 or (413) 348-4211  
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as charitable contributions.