

2023 Festival of Chimes & Lights  
**Tree Decorating Contest**  
25<sup>th</sup> Anniversary

- \* **Start date for paid reservations: June 1, 2023, [www.portorchardwa.gov](http://www.portorchardwa.gov)**  
Planter location preferences, for previous sponsors, may be made prior to paid reservations. *(See planter map on reverse side)*
- \* **\$TBD payable to the City of Port Orchard**
- \* City will place trees in planters November 1-3, 2023 and will provide signs recognizing sponsorship
- \* **Decorating will take place November 6-23, 2023.**  
City will provide extension cords.  
Decorations only; no charity or giving trees.
- \* **Battery or power LED Lights required on all trees**
- \* LED lights and decorations need to be provided by the Applicant and must be removed no later than January 16, 2024.
- \* **The city will not accept liability for any lost or stolen decorations.**  
Please note that items such as hats/clothing and food items may be more apt to disappear than other types of decorations.
- \* **Trees will be judged after November 24<sup>th</sup>.**
- \* **Winners will be announced at the Chimes and Light event on December 2<sup>nd</sup> to kick-off the 2023 Festival of Chimes and Lights**
- \* Ad recognition will be given to participants
- \* Pickup of prizes will be arranged with the winners in the following categories:  
**Most Classy/Classic, Overall Best in Show, Best Business Representation and Best Swiss theme**
- \* City will remove and recycle trees. Sponsors, please do not remove trees.
- \* Planter locations subject to change



**Reservation and Sponsorship Entry Form**

Sponsor Name: \_\_\_\_\_

Name to be listed on Planter: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Planter Number: \_\_\_\_\_

**To be completed by City Staff:**

Date Planter Reserved: \_\_\_\_\_ Coding: 001.00.347.90.00

Date Payment Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_