

THE ROTCH-JONES-DUFF HOUSE & GARDEN MUSEUM

CONTRIBUTOR INFORMATION

Holiday Trees Exhibition

11/30/18 – 12/09/18

**TO PARTICIPATE, PLEASE RETURN THE ENCLOSED CONTRACT BY
October 31, 2018.**

TIMELINE at a GLANCE

October 31	Applications to participate due
November 5	Contributors confirmed by email
November 26 & 27	Delivery & set up days 9am and 3pm
November 28	Delivery and set up day 9am - noon
November 29	Holiday Tree-View Party (RSVP required)
Nov. 30 – Dec. 9	Exhibition open daily
December 10 & 11	Pick-up days

SUGGESTED DONATION CATEGORIES

We welcome trees and wreaths that include diverse cultural representations of the holiday season. You are free to use our themes or your own ideas.

- ***Whale of a Tale:*** Something's fishy with this theme that includes anything to do with whales, other marine life, or the whaling history of New Bedford.
- ***History/Herstory/Ourstory:*** Choose a historic period, figure, or topic to portray.
- ***Lighting the Way:*** Dazzle with your design of lights, sparkle, and glitz.
- ***Art Smart:*** Celebrate the arts with your decorations.
- ***Child's Play:*** Celebrate children and our playful natures.

DESIGN SPECIFICATIONS

The museum reserves the right to decline donations that do not conform to these specifications, so please read these carefully.

- Trees with decorations and lights may measure up to 8' in height.
- Wreaths may be no more than 24" in diameter.
- Your contribution may take the form of topiaries made of either artificial greens or other materials, but cannot include candy or any perishable material.
- Wall hangings, mantel pieces, garlands and mobiles cannot be accepted.
- Trees, wreaths, and topiaries must be artificial.
- White and multi-colored lights are encouraged, but blinking lights are not permitted.
- Ornaments should be securely wired so they are not dislodged during handling.
- All trees must have a tree skirt, unless the item is in a decorative stand or urn. The skirt and any other items related to the exhibit must be labeled in case of separation.
- Please be sure that the stand you provide can bear the weight of your tree.
- All structurally-stable dried flowers may be used except dried hydrangeas.

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- Help us protect the museum's collections. Spray cans of any type, including water, are forbidden on the premises. NO glitter can be used.
- Ornaments that make noise are not permitted.
- All exhibits must conform to the fire regulation codes of the State of Massachusetts and the City of New Bedford

DELIVERY OF DONATIONS

- Donations must be delivered to the museum using the Main Entrance on County Street. Heavier items may be brought through the lower level, entrance on Madison Street. Cars may pull in to the circular driveway at the front of the house ONLY during load in.
- All donated trees, wreaths and topiaries must be delivered between 9am and 3pm on Monday, November 26 and Tuesday November 27, or between 9am and noon on Wednesday November 28, 2018.
- Parking is available on surrounding streets, but not on County Street.
- The contributor's name and the specific title of the entry/donation must be provided at check-in.
- Donations may be delivered fully decorated or they may be assembled at the museum.
- Please limit donations to 1 item per contributor.

DISPLAY AND SALE OF DONATIONS

All donations become the property of the RJD upon delivery. The RJD is responsible for display, price, and sale of donated items. Please remember that this is a fundraising event and our goal is to sell each item at the best, but most realistic price.

- When you drop off your item, you will receive your complimentary tickets to the RJD. Museum hours are from 10am – 4pm Monday through Saturday, and Sundays, 12pm – 4pm with the exception of Fridays, November 30 and December 7 when we will be open until 6pm.
- Your complimentary tickets can be used at any time during public hours and the run of the exhibition.
- Contributors are also eligible for discounted tickets (two at \$40/per ticket) to the **Holiday Tree-View Party on Thursday, November 29, 6pm – 8pm**. Contact Kim Rioux to register for this event and pay for your tickets. RSVP by Wednesday November 21. 508-997-1401 or krioux@rjdmuseum.org

QUESTIONS AND INFORMATION

For any questions regarding your submissions to the HTE, please contact Dawn Salerno, 508-997-1401 or dsalerno@rjdmuseum.org.

THANK YOU FOR YOUR CONTRIBUTION!