

# The 2024 Toy Town Tree Festival

Presented by the Beals Memorial Library Board of Trustees and the Friends of the Beals Memorial Library

**MONDAY, DECEMBER 2<sup>ND</sup> – SATURDAY, DECEMBER 14<sup>TH</sup>**

**DAILY VIEWING DURING LIBRARY HOURS**

**HOLIDAY OPEN HOUSE: SATURDAY, DECEMBER 14<sup>TH</sup>, 9:00 AM – 1:00 PM**

**BOSTON JAZZ VOICES A CAPELLA HOLIDAY CONCERT AT 2:00 PM**

**Thank you for joining the 2024 Toy Town Tree Festival!**

We look forward to having your tree displayed at the Beals Memorial Library auditorium.

Below are the set-up dates and times, as well as the guidelines. Placement is on a first come, first serve basis.

**Please call the library at (978) 297-0300 to schedule your set-up time.**

**Please check in at circulation desk prior to set-up and check out when done.**

## **SET-UP DATES:**

**NOVEMBER 23, 9:30 AM – 12:00 PM**

**NOVEMBER 25 – 26, 1:30 PM – 7:00 PM**

**NOVEMBER 30, 9:30 AM – 12:00 PM**

- Your display can have a theme that reflects your business or personal interest. It's completely up to you, as long as it's appropriate for a family event.
- All trees should be artificial and be no more than 8' tall. If you plan to use a tree under 5' tall, please consider placing it on a one of our tables.
- All items placed on your tree will be considered part of the tree unless marked "For Display Only". These items include pedestals, wrapped boxes, etc.
- Building Regulation Code do not allow the use of unwrapped edible items, spray adhesives, loose glitter, confetti, or other loosely sprinkled items. Ornaments can be glittered or sprayed, as long as it is done before you to come to setup your tree. Degradable items, such as candy or gingerbread, should be wrapped or sealed with varnish.
- Remember that all displays may be moved, so it is important that all decorations are securely attached.
- Businesses/Organizations/Families are responsible for complete set-up in the Beals Memorial Library auditorium. Overflow locations will be provided in the event that additional display space is needed.
- All businesses/organizations/families will be acknowledged on individual tree signage and other promotional material.
- Please bring a stepladder, or other equipment needed to decorate your tree.
- Please do not place any items on the auditorium piano or stage.

Viewer Voting will be for the best overall tree, and trees that are part of the silent auction will be listed. Both voting and auction winners will be publicized. If your tree is not bid on, you will have the option of donating it to a local charity, a nursing home, or retaining for your own use. **If your tree is not bid on, you will be responsible for its removal. Trees must be removed by 5:00 PM on Monday, December 23.**

Proceeds from the Toy Town Tree Festival will go toward the new Children's Room at Beals Memorial Library.

**Please feel free to contact [BealsTTTTF@gmail.com](mailto:BealsTTTTF@gmail.com) with any questions. Thank you for your support!**

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