



2026 Sugarplum Festival of Trees Donation Contract for TREES and Decor



Circle one item per contract: (Due no later than Nov 1, 2026)

Designer Tree

Tabletop Trees/Decor

Children's Tree

Name of Item: Use a descriptive item name that accurately reflects the item and encourages buyer interest. Item titles are limited to 30 characters, including spaces.

Description: Please include height (with tree topper), width, and depth (if applicable), as well as a detailed description of the item(s) including decorations, and any special information about the tree or décor.

Fair Market Value: \$ _____

This is the price anyone would be willing to pay for an item and you are willing to sell an item. It is the replacement cost when purchasing retail. The beginning bid will start at 50% of the Fair Market Value.

Tree Size: (Circle one) Tree height is determined prior to adding a topper

Small (4-5 ft.)

Medium (5 ½ ft. – 6 ½ ft.)

Large (7-8 ft.)

Finished height of Tree: _____

Width of Tree: _____

Designed/Donated by: _____

Phone: _____

Email: _____

Contracts:

- * Your contract must be turned into the below SFOT chairperson by Sunday, November 1, 2026.

SFOT Committee Chairs:

- * Designer Trees – Andrea Herman; aherman665@aol.com
- * Tabletop Décor and Tabletop Trees - Dee Williams; dewbeacon@woh.rr.com
- * Children's Trees – Meredith Curtis; mbowers43@hotmail.com

Please review the following tree requirements and check each box to confirm that your tree complies:

- ☐ You will provide your own tree and appropriate (metal or wooden) stand. Plastic stands do not provide the needed stability.
- ☐ You will provide a Tree Skirt or appropriate covering for the base of the tree.
- ☐ Your lights must be NEW and UL approved. Lights that are not pre-wired need to be wired in place.
- ☐ Your decorations must be securely attached to the tree. For example: caps on ornaments should be hot glued onto the ornaments and wired to the tree so that they do not fall off during packing or delivery. Tree stands must be secured and connections between the tree's poles need to be permanently attached.
- ☐ Perishables and unwrapped food items are not permitted on the trees.
- ☐ There should be no stains on or damage to any of the items associated with the item.

All items will be vetted to ensure the items are in acceptable condition and featured in the proper area.

Other general guidelines:

- * Any items displayed with an item for auction become the property of SFOT and part of the package and will be sold together.
- * All items must be prepared and stored in a non-smoking environment.
- * All items are to be delivered to the Life Connection of Ohio at 2800 Donation Circle, Kettering, OH 45420. We will use SignUp Genius to set up delivery times.
- * A copy of this contract must accompany the item when it is delivered. No item will be accepted unless there is a contract.

We appreciate your attention to these details so that wrapping, loading into the truck and delivery to the customer's home, if appropriate for the item, is handled in an efficient manner with no breakage or damage to the item or its decorations. I have read and agree to the above specifications.

I have read and agree to the above specifications.

Signature of Designer/Donor

Date

Sign up for dropping off your items.

<https://tinyurl.com/47r36sxa>



Online Form:

<https://tinyurl.com/36s8zava>

