

# ANNUAL PARADE OF TREES

*The City of Green Cove Springs is honored to continue this Christmas Tradition!*

**There are 130 trees: premium trees and regular trees. Reservations will be closed once all trees are reserved. Applications can be found at [www.greencovesprings.com](http://www.greencovesprings.com).**

**Trees will be monitored on a regular basis, but we suggest that you also check on your tree from time to time.**

Generally, we do not have a problem with lost/stolen items, however do not display items that you are not willing to part with. Please use items that will hold up to the elements, i.e. laminate photos, etc. **No Glass! No Ceramic! No items that may shatter!** You may place marketing or gift items (pens, pencils, key chains, etc.) on the tree for the purpose of people removing them; however, they must be secured for wind conditions. Use hooks, paper clips, or wire to secure your items. Do not use heavy items, bend, twist, or damage tree branches to secure your items. Do not switch your tree or location, move other trees or signs, add lights, add yard signs or make any alterations to your assigned tree, i.e. cutting, painting, tinsel, spray snow, etc. To allow adequate room around each tree, please limit additional items/decorations placed under the tree canopy, such as skirting, gifts, etc. The first day to decorate will be **Saturday**,

***The City reserves the right to remove inappropriate or offensive decorations or items.***

Trees will be lighted each evening starting December through December  
You are welcome to keep your personalized laminate sign when you remove your decorations but please leave the stake. All decorations must be removed no later than Saturday, January  
Any decorations removed by staff/volunteers after said date will only be stored for one week.

Complete and return the application form and payment to: (cash, check, or money order)

City of Green Cove Springs  
Attn: Kimberly Thomas  
321 Walnut Street  
Green Cove Springs, FL 32043

For more information contact: Kimberly Thomas, Executive Assistant at  
(904) 297-7500 Ext. 3320 or [kthomas@greencovesprings.com](mailto:kthomas@greencovesprings.com)

## Parade of Trees - One Form Per Tree

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**What do you want your personalized sign to say? (Please Print Clearly)**

**Please note: Your sign will say exactly what you write; no additional names, phrases or wishes will be assumed!**

### TREE ADOPTION OPTIONS

<b>Option #1</b>	<b>YOU decorate with YOUR decorations</b>	<b>Regular \$ __ \$45 Premium \$ __ \$75</b>
<b>Option #2</b>	<b>VIA decorates with YOUR decorations</b>	<b>Regular \$ __ \$45 Premium \$ __ \$75</b>

**Option #2: Decorations will be added and removed by the GCS Village Improvement Association (VIA)**

#### Choice of Tree Location:

1<sup>st</sup>     \_\_\_\_\_  
2<sup>nd</sup>     \_\_\_\_\_  
3<sup>rd</sup>     \_\_\_\_\_

**All decorations must be in one container/box with your name and contact information clearly printed, and must be dropped off no later than Wednesday, \_\_\_\_\_ at:**

City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043  
Attn: Kimberly Thomas, 2<sup>nd</sup> Floor

**By submitting this form with payment, I certify that I have read the information and the rules, and I agree to abide by them. I do hereby release the City of Green Cove Springs, the Green Cove Springs Village Improvement Association (VIA), and all volunteers/affiliates from any and all liability for any loss or damage to my property during my participation in the Parade of Trees. I further agree to hold harmless, defend, and indemnify the parties listed above against any and all claims, losses, damages or liability of any kind arising out of participation.**