



FORT ADAMS FESTIVAL OF LIGHTS

INFORMATION SHEET

Affiliated with



www.fortadams.org
www.mahercenter.org
www.christmasinnewport.org

Sponsored by



What: Fort Adams Festival of Lights: An All-Island Charity Event.

Where: Inside the Fort at Fort Adams State Park,
90 Fort Adams Drive, Newport, RI 02840



When: Saturday, December 10, 2011
(Rain date—Sunday, December 11, 2011)

Why: This is a community event fundraiser to support children and adults with developmental disabilities.

Details: This is a one day event from 8:00 a.m. to 8:00 p.m.

- 8:00 a.m. to 10:00 a.m. Tree decorating
- 10:00 a.m. to 6:00 p.m. Christmas Stroll
Public viewing and voting
Music & Prizes
Hot soups, hot beverages and sweets available
- 6:00 p.m. Voting closes
- 7:00 p.m. Winners announced when ballots tallied
- 7:00 p.m. to 8:00 p.m. Removal of trees

- How:**
- 1) Pre-register and Sponsor a Christmas tree.
 - 2) Come decorate your tree on December 10, 2011.
 - 3) Compete for prizes!
Winners featured in *Newport This Week* and other local media.



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REGISTRATION SHEET

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Name: _____

Company: _____

Address: _____

Telephone: (____) _____ - _____ Email: _____ @ _____

Join our All-Island Charity Event with businesses, schools and families at this year's
Festival of Lights at Fort Adams State Park on December 10, 2011.
(Rain date - December 11, 2011)

PARTICIPATION FEES:

Christmas Tree	- ordered before September 1, 2011	\$ 65.00	_____
	- order September 2nd thru December 2, 2011	\$100.00	_____
Includes: name card, ballot box, program listing, delivery, set-up, one fresh cut Christmas tree for decorating, and electricity for your lights.			
Program Advertisement		\$ 25.00	_____
One 2" x 3" (business card size) advertisement			
PDF artwork to size required—email to jane@mahercenter.org			Total _____

Please make check payable to:

James L. Maher Center
120 Hillside Avenue
Newport, RI 02840

This is a community/family event, therefore by signing below I agree to decorate my tree in an appropriate manner. Any decorations deemed to be inappropriate by the James L. Maher Center and/or Fort Adams Trust will be promptly removed.

Sign

Date

The James L. Maher Center is a tax exempt organization under the provisions of the Internal Revenue Code, section 501(c)3. Gifts to the James L. Maher Center are tax deductible to the extent allowed by law.

Print name as you would like it to appear on your Christmas Tree name card and program listing.



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STANDARD RELEASE FORM

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For Participants and Volunteers

In consideration of my participation in the Fort Adam’s Festival of Lights on 12/10/11 or in the event of inclement weather on 12/11/11 (the “Event”), I, for myself, my business, my heirs, executors, and administrators do hereby waive and release any and all rights, claims and causes of action I have or may have against the James L. Maher Center, Fort Adams State Park, Fort Adams Trust, Fort Adams Foundation, the City of Newport, State of Rhode Island and Providence Plantations, their agents, employees, sponsors, volunteers, event officials, organizers, as well as any other association connected with this event, its representatives, successors and assigns (“Event Organizers”) that may arise as a result of my participation in the Event. I further agree to defend, indemnify and hold harmless Event Organizers from and against any and all personal injuries, damages, losses, causes of action, liabilities and expenses resulting or which may result from my participation in the Event on 12/10/11 or 12/11/11 and the condition of Fort Adams property, facilities or equipment used for the Event.

I also grant full permission to all Event Organizers to store, use, license and reproduce the use of my name, likeness, voice, image, motion pictures, recordings or photograph of me, in any media or in any manner, including any electronic media for any legitimate commercial or business purposes, including advertising purposes. In addition, I hereby acknowledge that I am 18 years of age or older or, if applicable, that I am the parent or legal guardian of a child under the age of 18 who I am registering for the Event. I recognize the risks involved in my participation in the Event and do hereby expressly assume all known and unknown risks.

Name: _____

Signature: _____
(Parent or Guardian must sign if entrant is under 18 years old)

Date: _____



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INSTRUCTION SHEET

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Your group, business, or family is registered to participate in the **2011 Fort Adams Festival of Lights** on Saturday, December 10th, 2011 (rain date: Sunday, December 11, 2011).
For rain date information go to www.fortadams.org after noon on Friday, December 9, 2011.

Materials Needed : Decorations, lights, tree skirt, and outdoor extension cord

1. Design a unique Christmas Tree display for this All-Island Charity Event.
2. Know that your 6' - 8' tree has been delivered, set-up and is awaiting your decorations.
3. Arrive at 8:00 a.m. and check-in at the East Gate of the Fort to obtain your tree number and ballot box.
4. Locate your tree along the paved walkway inside the Fort.
5. Decorate your tree and the 4' x 4' pallet base prior to 10:00 a.m.
6. Maintain your tree area throughout event.
7. Invite your family and friends to help boost your votes.
8. Await announcement of 1st, 2nd and 3rd place winners.
9. Remove Christmas tree and decorations after winners announced and prior to 8:00 p.m.

Invite your family & friends to help boost your votes. Admission tickets will be used by the public to vote on their favorite tree. Winners will be announced by 7:00 p.m. inside the Fort. Winners will be featured in *Newport This Week* and other local media.

If you would like to donate your tree to a needy family rather than take it home at the completion of the festival, you may sign up in advance for our collaborative program with Child & Family Services.

Thank you for participating in the 2011 Fort Adams Festival of Lights!