



Festival of Trees

National Railroad Museum™
Presented by **Amerhart**
Beyond the Order®

Sponsor A Tree in 2023!

The holiday season is a magical time at the National Railroad Museum, made even better with our annual Festival of Trees fundraising event!

The Festival of Trees displayed among our historic locomotives enchants more than 20,000 Museum patrons, Polar Express™ passengers, and Holidays on the Rails participants during the 8-week period between November 16, 2023 – January 1, 2024.

Sponsors will be assigned tree locations on a first-come, first-served basis after we receive a completed reply form (digitally or by mail), and payment. We will do our best to accommodate location requests.

Sponsors will have their names and websites listed both online and in this year's 2023 Festival of Trees Visitor Guide, which will be handed out to all patrons. We will also recognize sponsors in our E-News, Rail Lines Newsletter & on social media.

We invite our sponsors to join us at a private reception for a "Sneak Preview" of the Festival of Trees on Wednesday, November 15, 2023, from 5:30 p.m. to 7:30 p.m. Light refreshments will be served. **Each tree sponsor will receive two tickets to this reception.** All tickets can be picked up on your decorating date.

Tree sponsorships provide key support for the Museum and our educational mission. **Space is limited, so sign up early!**

While the wonder of the Festival of Trees may only come once a year, we are grateful every day for all our generous partners that make it happen! Thank you!

Standard Tree – \$75.00

- All Standard Trees are located between the Dwight D. Eisenhower locomotive exhibit and Union Pacific "Big Boy" in the Museum's Frederick J. Lenfestey Center as assigned on a first-come, first-served basis.
- **30 Standard trees available**
- Sponsors decorate a Museum-provided tree between 7-9' in height. (Sponsors may also provide their own 7-9' tree.)

Deluxe Tree – \$100.00

- Deluxe Trees are in the Museum's Harold E. Fuller Gallery, Bauer Drumhead Gallery, or prominently displayed in our Frederick J. Lenfestey Center as assigned on a first-come, first-served basis.
- **30 Deluxe trees available**
- Sponsors decorate a Museum-provided tree between 7-9' in height. (Sponsors may also provide their own 7-9' tree.)

Signature Tree – \$150.00

- Signature Trees are located prominently in the Museum's Harold E. Fuller Lobby and on the Polar Express stage as assigned on a first-come, first-served basis.
- **10 Signature trees available**
- Sponsors decorate a Museum-provided tree between 8-14' in height. (Sponsors may also provide their own 8-14' tree.)

SOLD OUT

Guidelines/Housekeeping:

- Please submit your sponsorship reply form by noon on **Wednesday, November 1, 2023.**
- Setup is between Monday, November 6 and Tuesday, November 14, 2023, during regular Museum hours of 9am to 5pm. Decorating appointments are required.
- Teardown is between Tuesday, January 2 and Friday, January 5, 2024, during regular Museum hours of 9am to 5pm. Removal appointments are required.
- All decorations, lights and indoor/outdoor 8-10 ft. extension cords are to be provided by sponsors. Museum will provide power to each tree.
- Decorating space for each level is limited to the tree plus a small table, if desired.
- Each tree must have lights, a tree skirt and a tree topper that are provided by sponsor.
- All trees must be properly secured.
- **If you have questions on the Festival of Trees event or sponsorship process, please get in touch with Liz Van Pay, Events Coordinator, by phone at (920) 437-7623 x119 or email at lvnpay@nationalrrmuseum.org.**



**National
Railroad
Museum**

Federal Tax ID 39-6031429



Sponsorship Reply Form

Please submit by noon on Wednesday, November 1, 2023.

Full Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Decorating Date & Time (Required): _____

Setup must take place between Monday, November 6th and Thursday, November 14th, 2023 during regular Museum hours of 9am to 5pm. If this appointment time no longer works or you need to change it, please let us know!

Teardown Date & Time (Required): _____

Teardown must take place between Tuesday, January 2nd and Friday, January 5th, 2024 during regular Museum hours of 9am to 5pm. If this appointment time no longer works or you need to change it, please let us know!

Please send an invoice

Check enclosed (Made Payable to National Railroad Museum)

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I plan to provide my own tree to decorate.

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