



Application & Information

ANNUAL HOLIDAY FESTIVAL OF LIGHTS

Sinnissippi Park-1401 N. 2nd St. Rockford, IL.

Holiday Tree Lighting Opening Ceremonies at Nicholas Conservatory:

Sunday, November 27, 2011

Activities (& free photos with Santa) 4:00 p.m.- 5:15 p.m.

Tree Lighting 5:30 p.m.

Festival of Lights Open from 6:00 p.m. – 10:00 p.m.

Festival of Lights Display Viewing:

Thursday, Friday, Saturday, & Sunday Viewing-

November 27th – December 11th, 2011

5:00 p.m. – 10:00 p.m.

Nightly Viewing 7 days @week begins

December 15th – January 1st, 2012

5:00 p.m.- 10:00 p.m.

Closes January 1, 2012 at 10:00 p.m.

HOLIDAY FESTIVAL OF LIGHTS GUIDELINES

❄️ Display Construction ❄️

1. Holiday Festival of Lights' displays must relate to the:

“The Holiday Season & Spirit of Christmas”
2. For the betterment of your display and to use less power at your display site, please use LED C7 or C9 Light bulbs or LED String Lights. This will make your display much brighter.
3. All maintenance and upkeep of the display is the sole responsibility of the participant.
4. Display must be durable to withstand the weather, i.e. high winds, ice storms, rain, and heavy snow.
5. To allow for snow plowing, display must be constructed at least twelve (12) or more feet away from the side of the road.
6. Participants furnish all materials for design and construction of the display.
7. Advertising of your company name will be limited to the sign provided by the Holiday Festival of Lights Committee. No other recognition signage will be allowed as part of your display. Sign provided will be 2' x 4', and the bottom of the sign will be no higher than 2' off the ground. The sign will read “Display Courtesy of your company name.”
8. **SPOT LIGHTS** - Maximum quantity of 75 watt spot lights are Four (4) and **MUST BE ON STAKES 18” OFF THE GROUND**. Failure to do so can cause lights to malfunction due to moisture.
9. **MINIMUM LIGHTING REQUIREMENT**- Primarily string lights-miniature bulbs or tube lights. Each display must be constructed with a minimum of 500 light bulbs. Example 500 Christmas tree lights. If using strings of lights we recommend using strings that do not burn out completely when only one bulb burns out.

INSTRUCTIONS

Submit the Following to the Holiday Festival of Lights Committee for approval no later than Friday, November 4, 2011:

COMPLETED "OFFICIAL ENTRY FORM"

- ~please be sure to provide all information requested
- ~if your entry form is missing information, it will be returned to you

ENTRY FEE

- ~**Schools & Churches \$25, Social Clubs \$100, Businesses \$150**
- ~check or money order payable to: *HOLIDAY FESTIVAL OF LIGHTS*
- ~ if your entry form is not accepted, your check will be returned to you

DESCRIPTION OF DISPLAY

- ~including theme and describe what the viewers will see in your display
- ~list how many lights are included with your display along with the dimensions

SKETCH & PRODUCTION DETAILS OF THE DISPLAY

- ~include the quantity of string lights & quantity of spotlights
- ~length, width, & height of display
- ~even if you are a prior participant in the "Holiday Festival of Lights", you will still be required to submit a detailed description & sketch as part of your application

✉ MAIL EVERYTHING TO: HOLIDAY FESTIVAL OF LIGHTS
P.O. BOX 1027
ROCKFORD, IL 61105-1027

????? QUESTIONS: ☎ CALL - 815/965-0768
✉ WRITE - to the address listed above or
☎ FAX - 815/965-1502
✉ EMAIL-julyfourth@comcast.net

DEADLINE ENTRY IS FRIDAY, NOVEMBER 4TH, 2011

'HOLIDAY FESTIVAL OF LIGHTS'

Very Important Festival Dates

- **BROCHURE LISTING** – Application (with payment) received by MONDAY, NOVEMBER 4, 2011, will be printed in the brochure as a displayer. Any applications received after this date will miss the printing deadline but will still be listed as a displayer on the webpage.
- **CREATION OF DISPLAYS** - Begins MONDAY, OCTOBER 24, 2011, and continues until SATURDAY, NOVEMBER 19, 2011.
- **DISPLAY PHOTOGRAPHS** – Your display will be photographed and placed on www.rockfordfireandice.com for public viewing. WTVO Channel 17 will place photos on www.mystateline.com for public voting. ALL displays completed by SUNDAY, NOVEMBER 20, 2011 will be photographed and featured on websites. Any displays assembled after this date may miss the opportunity for their lighted displays to be highlighted along with others on these websites.
- **DISPLAY SET-UP COMPLETION** – SATURDAY, 19, 2011.
- **TESTING OF LIGHTS** – Electrical testing of power to the park begins MONDAY, NOVEMBER 21, 2011 through SATURDAY, NOVEMBER 26, 2011.
- **COMMUNITY TREE LIGHTING & OPENING DAY** – SUNDAY, NOVEMBER 27, 2011.
- **DISPLAY VIEWING-**
THURSDAY, FRIDAY, SATURDAY, & SUNDAY only
 November 27, 2011 through December 11, 2011
 5:00 pm – 10:00 pm
NIGHTLY VIEWING 7 DAYS @WEEK BEGINS:
 December 15, 2011 through January 1, 2012
 5:00 pm – 10:00 pm
 Closes Sunday, January 1, 2012 at 10:00 pm
- **DISPLAY TEARDOWN** – Begins MONDAY, JANUARY 2, 2012 through SUNDAY, JANUARY 8, 2012. *These dates are firm*, as the annual Snow Sculpting preparations begin shortly after the Festival of Lights.

OFFICIAL ENTRY FORM

⁶HOLIDAY FESTIVAL OF LIGHTS⁹

November 27, 2011 through January 1, 2012

PLEASE PROVIDE ALL OF THE INFORMATION REQUESTED BELOW:

PARTICIPATING ORGANIZATION NAME:

Name of Organization

Address of Organization

City

State

Zip Code

PRIMARY CONTACT PERSON:

Name

Day Phone Number

***Evening Phone Number/Cell #

SECONDARY CONTACT PERSON:

Name

Day Phone Number

***Evening Phone Number/Cell #

*****Please Be Sure to List an Evening Phone Number. Most concerns with the displays are discovered at night, so we must have an evening phone number so a committee member can contact you should a question or problem arise concerning your display!**