



**City of Rockledge 2022 Light Up Rockledge!  
Festival of Trees Sponsor/Vendor Registration Form  
Rockledge Civic Hub**

**Saturday, December 3, 2022 4:00 PM – 7:30 PM**

CIRCLE ONE:            TREE SPONSOR            GIFT VENDOR            BOTH

Sponsor/Vendor Name \_\_\_\_\_

Contact Person \_\_\_\_\_

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

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

Phone \_\_\_\_\_

Email \_\_\_\_\_@\_\_\_\_\_

**REGISTRATION DEADLINE: Monday, November 21, 2022 by 5:00 p.m.**

SELECT ONE:

\_\_\_ TREE SPONSOR REGISTRATION FEE (Tree only): \$70.00

\_\_\_ GIFT VENDOR REGISTRATION FEE (Vendor Only): \$20.00

\_\_\_ TREE SPONSOR/GIFT VENDOR REGISTRATION FEE: \$80.00

Mail checks and completed registration forms to:

City of Rockledge  
1600 Huntington Lane  
Rockledge, FL 32955  
Attn: Light Up Rockledge

**\*\*Food trucks and gift vendors will open at 4:00 PM. The lighting program will begin at 6:00 PM.**

TREE SPONSOR INSTRUCTIONS:

1. Sponsors are expected to pick up their tree at the Rockledge Civic Hub on Saturday, December 3, 2022 between 1:00 p.m. – 3:00 p.m.
  - a. City staff will be available to help sponsors move their trees to designated locations around the Civic Hub.
2. Sponsors are required to provide the tree stand, lights (LED only), ornaments and other decorations for the trees.
  - a. The City will provide one extension cord per tree for lighting.
  - b. **All decorating needs to be complete no later than 4:00 p.m.**
3. Trees are to be auctioned off during the event with all proceeds going to Brevard Humane Society.
  - a. Auction will close at 6:50 p.m. and winners announced at 7:00 p.m.
  - b. If a sponsor's tree is not purchased during the auction, they will need to take it with them.
  - c. **Expect everything to go with the tree including tree stand, all lights, ornaments and decorations.**
  - d. **The City of Rockledge is not responsible for any trees, stands, ornaments or lights left in the Civic Hub following the conclusion of the event.**



**GIFT VENDOR INSTRUCTIONS:**

1. Vendors must provide their own table and chairs (one table permitted, max 6 ft.).
2. Vendors must be set up no later than 4:00 p.m.
3. **NO POWER will be provided to vendor tables.**
4. **No TENTS are allowed.**
5. If you are **also sponsoring a tree**, you will be permitted to set up your vendor table next to your tree.
6. If you are **only setting up as a vendor**, you will be placed in a spot designated by the City.
7. Vendors are permitted to sell goods and pre-packaged foods that can be gifted, as well as gift cards and gift baskets. No vendor-made food can be sold without proper licensing (proof of license must be submitted with your completed registration form).

**GIFT VENDORS ONLY:**

Item(s) Offered \_\_\_\_\_

Price Range \_\_\_\_\_

License Provided (if applicable)    YES    NO

**RELEASE:** The undersigned hereby releases and forever discharges, and holds harmless the City of Rockledge and any of its agents of and from any and all manner of actions, suits, damages or claims whatsoever arising from any loss or damage to the property of the undersigned while in the possession or supervision of the Light Up Rockledge/Festival of Trees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please email [kcharbonneau@cityofrockledge.org](mailto:kcharbonneau@cityofrockledge.org) or call 321-221-7540 ext. 160 for more information.