



## "THE CHARITY TREES AT MAUNA LANI" RULES AND REGULATIONS

We hope you will choose to participate in our 16<sup>th</sup> annual event "The Charity Trees at Mauna Lani" at the Mauna Lani Bay Hotel and Bungalows. As mentioned in our letter, we will be awarding monetary prizes as follows:

1st Place	\$2,000
2nd Place	\$1,000
3rd Place	\$500

The judging will be open to the public by ballot from Monday, December 7<sup>th</sup>, 2009, with the winning announcement at a reception hosted by the General Manager on Tuesday, December 22, 2009 from 5:30 to 6:30 p.m. in our main lobby for participants and hotel guests. Ballots will be available at the front desk - one dollar (\$1) allows you one vote for your favorite tree. **(The monies collected from the ballots will be equally distributed amongst the participating organizations, with the exception of the first, second and third place winners.)**

### THERE IS NO ENTRY FEE !!!

Listed below are the do's and don't of this competition:

- 1) The completed application to participate is due in to the hotel by 8:00 a.m. on Monday, November 30<sup>th</sup>, 2009 to the attention of Ranie Fukumoto.
- 2) The trees must be delivered and placed by your organization either on Monday or Tuesday, December 7<sup>th</sup> or 8<sup>th</sup>, 2009, between the hours of 8:30 a.m. and 4:30 p.m.
- 3) The trees can be either natural, fresh cut or artificial. If fresh, we suggest they be stood in sturdy water containers, which you must provide. The hotel will take on the task of watering daily. **We also request that the tree be at least a minimum of 5 feet high and no taller than 8 feet high. No tabletop trees please.**
- 4) Decoration of the tree is up to the individual organization, however:
  - ♣ We ask that there not be any offensive or controversial decorations and reserve the right to deny any entry that does not meet this criteria.
  - ♣ There should be no open fire or flame as part of the decor or enhancement.
  - ♣ **As it gets very windy at times, please do not place any loose material on or around your tree that may fly away such as artificial snow, confetti, icicles, etc.**
  - ♣ Please have your decorations securely fastened to the tree to prevent loss or damage from the wind and from day-to-day spectators. The tree should be in a sturdy tree stand [which you are to provide].
  - ♣ Live animals are **not** permitted as part of the display.
- 5) The hotel will supply electrical outlets for normal Christmas tree string lights, however we request that you bring an extension cord.
- 6) The hotel cannot be held responsible for the trees, nor contents/decorations, breakage or missing items. The hotel will, to the best of our ability, control and secure the area in which the trees are displayed.
- 7) An small easel with a small poster board is acceptable, however no over-sized banners please. Please remember the wind-factor and tie down your poster board to the easel. Also, if you leave flyers, please be sure that it is also weighed down with a heavy paperweight.
- 8) First place winners will be requested to voluntarily sit out from participating the following year in an effort to give others a chance to win.
- 9) All trees must be undecorated and items collected and removed from Mauna Lani Bay on **Monday, January 4<sup>th</sup>, 2010**, between the hours of 9:00 a.m. and 12:00 noon. The hotel will dispose of the trees if they are not collected by that time. Any uncollected items will be considered unwanted and discarded along with the tree after 12:00 noon.



**"THE CHARITY TREES AT MAUNA LANI"  
2009 APPLICATION FORM**

NAME OF DULY REGISTERED NON-PROFIT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

\*EMAIL ADDRESS: \_\_\_\_\_

*\*Please fill this in – important for future correspondence & efforts to be 'green'.*

FACSIMILE NUMBER: \_\_\_\_\_

FEDERAL TAX IDENTIFICATION # (NON-PROFIT): \_\_\_\_\_

\_\_\_\_\_ YES, WE WILL PARTICIPATE

\_\_\_\_\_ NO, WE ARE UNABLE TO PARTICIPATE

REMINDER: YOU ARE REQUIRED TO BRING AN EXTENSION CORD IF YOU HAVE LIGHTS AND REQUIRE AN OUTLET. ALSO, TREES MUST BE A MINIMUM OF 5 FEET TALL AND MAXIMUM OF 8 FEET TALL.

WHEN DO YOU PLAN TO SET UP YOUR TREE? PLEASE REMEMBER THAT SET UP TIME IS BETWEEN 8:30 A.M. AND 4:30 P.M. ONLY. WE WILL HAVE STAFF & EQUIPMENT TO ASSIST YOU ONLY DURING THIS TIME FRAME.

MONDAY, DECEMBER 7<sup>TH</sup>, 2009 -- PLEASE NOTE TIME: \_\_\_\_\_

OR

TUESDAY, DECEMBER 8<sup>TH</sup>, 2009 -- PLEASE NOTE TIME: \_\_\_\_\_

IF YOU ARE A 'FOR-PROFIT' ORGANIZATION, WHO WILL BE THE DULY REGISTERED NON-PROFIT ORGANIZATION THAT YOU WILL DESIGNATE AS THE RECIPIENT OF THE PRIZE MONEY SHOULD YOU WIN?

\_\_\_\_\_



PLEASE (1) FAX (885-1450); (2) EMAIL to [rfukumoto@maunalani.com](mailto:rfukumoto@maunalani.com);  
OR (3) MAIL US YOUR APPLICATION FORM . . .

**by 8:00 a.m. on Monday, November 30<sup>th</sup>, 2009**

Mauna Lani Bay Hotel and Bungalows  
68-1400 Mauna Lani Drive  
Kohala Coast, HI 96743-9796  
Attn: Ranie Fukumoto

