



**PADUCAH PARKS & RECREATION**  
ALWAYS SOMETHING TO DO!

## **2023 CHRISTMAS CARDS IN THE PARK GUIDELINES**

1. There are **25** spaces available, and are first come first serve. To reserve a spot and submit the signed Christmas in the Park Guidelines Form, contact the Parks & Recreation Office at 270-444-8508, find us online at [www.paducahky.gov/registration](http://www.paducahky.gov/registration) or visit the office at 1400 HC Mathis Drive. Each Christmas Card spot is \$26.50 (tax included).
2. A current designated member of the organization or company will be the only City of Paducah contact, and all guidelines will be the responsibility of the designee to follow and instruct its organization or company. An alternate point of contact can be provided if necessary.
3. Greeting cards are to be no larger than 4 feet by 8 feet in dimension and must be made of metal alucabond. Cards should be displayed at 8 feet high and 4 feet wide position. Cards that do not fit these requirements will not be accepted.
4. There is a limit of one (1) greeting card per business, civic group or individual.
5. The Parks & Recreation Department will accept registration for spots with signed Christmas in the Park Guidelines Form from September 18, 2023 at 8:00am through November 3 at 12:00pm. To reserve a spot and submit the signed Christmas in the Park Guidelines Form, contact the Parks & Recreation Office at 270-444-8508, find us online at [www.paducahky.gov/registration](http://www.paducahky.gov/registration) or visit the office at 1400 HC Mathis Drive.
6. Greeting card entries are based on a first-come/first-serve basis. If the maximum number of 25 entries is reached before the deadline, Paducah Parks & Recreation will add interested parties to a waitlist and will not accept any cards. It is the responsibility of the organization or designee to ensure spots are still available before dropping off a card. Furthermore, Paducah Parks & Recreation will not accept a card unless they have completed the enrollment process.
7. Cards are to be delivered by the organization by Monday November 13, 2023. Delivery of cards must be coordinated through the Parks & Recreation Department prior to bringing them to the Parks & Recreation Office during regular business hours by calling 270-444-8508. A city representative must be present when the card is delivered. Cards dropped off unannounced will not be placed and will be discarded.
8. After the Christmas event, cards must be picked up from the Parks & Recreation Office no later than January 12, 2024. Christmas cards will not be stored past that date.

9. Paducah Parks & Recreation reserves the rights to discard, throw away, or not accept any application that was not filled out correctly or if a card was not delivered at the agreed upon time. The City of Paducah will be held harmless from any damage to greeting cards while in their possession. The City of Paducah will not make repairs to paint, holes, or any cosmetic feature or defects of cards. This is the responsibility of the organization. Cards not meeting standards or with cosmetic blemishes will be rejected. It will be the responsibility of the designee to make the necessary changes before being placed.

10. The City will provide the posts to set up the card, personnel to put up cards, and lights to display the cards. Anything more will have to be provided by the organization of the Christmas card and must meet city approval.

11. By signing below, you are stating you have fully read and understand the guidelines.

Organization Name: \_\_\_\_\_

Card Designee Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Organization Email: \_\_\_\_\_

Card Designee Phone: \_\_\_\_\_

Card Designee Email: \_\_\_\_\_

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