

*Downtown  
PoCo*

*Christmas Tree Festival 2023*

# Festival Details



In support of  
*PoCo Heritage*



# *Downtown PoCo* Christmas Tree Festival

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*We're excited to announce that the 11th Annual Christmas Festival is back and better than ever!*

## Details

Registration is open for our 11th Annual Christmas Tree Festival!

With proceeds going to PoCo Heritage, the Downtown PoCo BIA invites you to bring your artificial trees to be set up and decorated in one of the following City locations: City Hall, Michael Wright Art Gallery, Terry Fox Library, Port Coquitlam Community Centre, Hyde Creek Recreation Centre, or in the PoCo Heritage Museum. Alternatively, you can keep your tree on location at your Port Coquitlam business and become a scavenger hunt location. The price to enter will be \$125 for businesses. Non-profit community groups may enter at no cost.

Everyone is welcome to enter a tree, whether as an individual or an organization. You may enter more than one tree. As in previous years, this is a contest! The decorators of the trees with the most votes at the end of the festival will win a prize. There will also be prizing for the scavenger hunt participants.

## Registration & Payment

Register your tree or trees via our website at [downtownpocobia.com/christmas-festival](https://downtownpocobia.com/christmas-festival)  
Simply fill out the [registration form](#) and then process your payment. Payment can be done one of two ways:

### 1. Credit Card

To pay via credit card, please visit the square store at [port-coquitlam-heritage-and-cultural-society.square.site](https://port-coquitlam-heritage-and-cultural-society.square.site) and add the number of trees you registered to your basket. You can then check-out with your credit card.



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## 2. Cheque

To pay via cheque, please make a cheque payable to the "Port Coquitlam Heritage and Cultural Society" for the amount of all the trees registered.

Cheques can be mailed or dropped off at City Hall, **Attention: Christmas Tree Festival**, 2580 Shaughnessy St, Port Coquitlam, BC V3C 3G3.

Allow ample time for delivery if mailing a cheque. Cheques must be received before trees are installed.

## Important Dates

Registration Opens:	Nov. 4th
Registration Closes:	Nov. 13th
Tree Setup:	Nov. 18th - 30th
Festival Start:	Dec. 2nd
Voting Ends:	Dec. 15th
Winners Announced:	Dec. 18th
Tree Takedown:	Jan. 8th - 13th



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## Tree Set Up & Takedown

During the week of November 13th, you will be contacted with your assigned set up location, date, and time. You will also be assigned a time for tree takedown in the second week of January.

## Voting

Voting will take place via the Downtown Port Coquitlam BIA website at [downtownpocobia.com](http://downtownpocobia.com). When the festival starts, each tree will be given a QR code for the public to vote for their favourite trees.

The location of each tree can be found on the scavenger hunt map. Printed maps will be available at City Hall, Port Coquitlam Community Centre, Hyde Creek Recreation Centre, Terry Fox Library, and PoCo Heritage Museum. Maps may also be downloaded from [downtownpocobia.com](http://downtownpocobia.com). Completed scavenger hunt maps can be deposited into collection boxes at City Hall or the Port Coquitlam Community Centre to be entered for a prize draw.

## Prizes

Winners will be selected by popular vote. Winners will be contacted to set up a time for prize pickup.

## Contact

If you have any questions or concerns, please reach out to:

Jennifer McKinnon  
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