



**BONSAI SOCIETY OF THE CAROLINAS**  
TREE DISPLAY AND LOAN AGREEMENT  
TREE AND OWNER INFORMATION FORM

**Daniel Stowe Botanical Gardens**  
**6500 South New Hope Road**  
**Belmont, NC 28012**

**TREE LOAN AGREEMENT AND TREE & OWNER INFORMATION FORMS:**

All TREE INFORMATION FORMS must be RECEIVED no later than **Saturday, April 8, 2017** in order to be considered for the initial display setup on April 14, 2017. A Tree Loan Agreement and Tree & Owner Information Form must be completed and signed for each tree. All members, regardless of skill, are encouraged to offer trees for the display, since we will have a special "Beginner Bonsai" display area. The Display Committee will assess each tree and decide if it should be used for the display. After members' initial bonsai are entered, then additional bonsai may be entered as space permits.

**SUBMIT A TREE INFORMATION FORM** for each bonsai you wish to show. Return your forms by:

- a) Saving this blank document to your computer. Type in your information and save it again as your completed document. Then email your completed document to [carlmaxwell@twc.com](mailto:carlmaxwell@twc.com). You can also bring it to the April 8<sup>th</sup> meeting with your tree to be reviewed.
- b) Print out the tree form and write in the information and mail the form to Carl Maxwell, 79276 Ridgehaven Road, Lancaster, SC 29720. Your form must be **received** no later than **April 7<sup>th</sup>**.
- c) If you do not have the capability to print the form from a computer, please email me or call me at (757) 575-9913 and I will mail you a printed copy of the form.

**SPRUCE-UP AND EVALUATION:**

Please bring bonsai and any other display items that you want to loan to the Gardens, along with your completed and signed Loan Agreement and Tree Identification Form to our April 8<sup>th</sup> meeting at the Bonsai Learning Center. We'll discuss and offer suggestions for finishing touches for your bonsai and make arrangements to deliver your trees to the Gardens on April 14<sup>th</sup>.

**BRINGING YOUR BONSAI TO THE GARDENS:**

- All trees must be delivered to the Gardens for set up by **12 Noon on Friday, 4/14/2017**.
- Attach identifying information to tree, stand, & accent plant (tape to bottom of container).
- Owner is responsible for indicating the front of each tree.

**PICKING UP YOUR BONSAI:**

- You must call Peter Grimaldi, the Horticulture Director, at the Gardens to set up a time to pick up your tree. His phone number is (704) 813-9106. You also need to call Carl Maxwell at (757) 575-9913 so I can find a replacement tree. Please give us at least 3 days notice.
- The owner should take his Tree Loan Agreement and a picture ID to the Gardens when you pick up your tree. This is for security purposes so that trees are protected. If someone other than the owner will pick up the tree, they must have a letter stating their name and that they have your permission to pick up the tree. The letter must be signed by the tree owner.



**BONSAI SOCIETY OF THE CAROLINAS AND  
DANIEL STOWE BOTANICAL GARDENS  
TREE LOAN AGREEMENT**

**IDENTIFICATION:** The tree owner, \_\_\_\_\_, hereby agrees to loan the following bonsai specimen, \_\_\_\_\_, including the \_\_\_\_\_ pot (color & size), \_\_\_\_\_ stand (type & size), and \_\_\_\_\_ accent plant or accessory, for the purposes of public display at the Daniel Stowe Botanical Gardens.

**DATES OF DISPLAY:** The tree shall be displayed from \_\_\_\_\_ (beginning date) until \_\_\_\_\_ (ending date). Tree may be removed at an earlier date from display if it is damaged or suffers from insect or disease infestation or the health of the tree is in danger.

**CARE AND FEEDING:** Daniel Stowe Botanical Gardens will provide personnel to perform watering and fertilizing of the tree, as directed by the owner's written instructions on the TREE INFORMATION FORM. If it is determined that the plant suffers from insect or disease infestation, or is showing signs of distress, you will be notified by phone or email before any treatment is applied.

**TRIMMING AND OTHER MAINTENANCE:** Tree owner will provide all trimming, pruning, repotting, and other maintenance of their own trees. You will be given an Identification Card to present to the Gardens that identifies you as a member of the Bonsai Society of the Carolinas. You may appoint another member of Bonsai Society of the Carolinas to do maintenance, or appoint personnel of the Daniel Stowe Botanical Gardens to do maintenance by completing below:  
I, \_\_\_\_\_, the owner of the identified tree, do hereby appoint  
( ) \_\_\_\_\_, a member of the Bonsai Society of the Carolinas, or  
( ) personnel of the Daniel Stowe Botanical Gardens, to perform trimming, pruning, repotting, or any other required maintenance to my plant during the display and loan to the Gardens.

**SECURITY:** All trees will be secured to their displays, when possible, using pot locks or similar restraints, to minimize movement and prevent removal. When possible, trees will be displayed out of the normal reach of visitors. Displays will also be monitored by personnel of the Gardens.

**MEMBER SALES:** If a member wishes to sell trees or supplies at the Daniel Stowe Botanical Gardens, the Gardens will retain a commission of 10% of the total of any sales.

**HOLD HARMLESS AGREEMENT:** Tree owner and Bonsai Society of the Carolinas agrees to hold harmless and otherwise indemnify Daniel Stowe Botanical Gardens, its Board of Directors, officers, and employees for any damage to the loaned bonsai trees due to vandalism, acts of God, theft, or any other act that is beyond the control of Daniel Stowe Botanical Gardens including any damages or loss arising from this transaction and related activity. Tree owner also agrees to hold harmless members of the Bonsai Society of the Carolinas or employees of the Gardens appointed by the owner to do trimming and maintenance of the tree from damages or loss arising from the performance of such trimming and maintenance.

\_\_\_\_\_, Tree Owner \_\_\_\_\_, Date  
\_\_\_\_\_, DSBG Representative \_\_\_\_\_, Date



**TREE AND OWNER INFORMATION FORM  
BONSAI SOCIETY OF THE CAROLINAS AND  
DANIEL STOWE BOTANICAL GARDENS**

<b>TREE ID#:</b> (FIRST 4 LETTERS OF LAST NAME AND TREE #)	
Common Name	
Botanical Name	
Style	
Owner Name	
Owner Email	
Owner Phone	
Where Obtained	
Years in Training	Age
Special Instructions for Watering, Fertilizing, or Care:	
Maintenance Performed by: <input type="checkbox"/> Owner <input type="checkbox"/> DSBG Personnel	
<input type="checkbox"/> BSC Member Name:	
Display Beginning Date:	
Display Ending Date:	
Pot Color & Size:	
Stand Type & Size:	
Accent Plant or Other Display Items:	

\*Tree owner is responsible for designating what is considered the "front" of the tree for the display.

Date Received By DSBG \_\_\_\_\_ by \_\_\_\_\_ DSBG Representative

Date Picked Up By Owner \_\_\_\_\_ by \_\_\_\_\_ Owner Signature