



PADUCAH PARKS & RECREATION
ALWAYS SOMETHING TO DO!

2026 CHRISTMAS CARDS IN THE PARK GUIDELINES

1. There are **50** 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 or visit the Parks & Recreation Office at 2701 Park Ave. Each Christmas Card spot is \$100.00 + tax. Cash, check, or credit card is accepted. Service fees apply to payments made with credit cards.
2. The point of contact of the organization or company will be the only City of Paducah contact, and all guidelines will be the responsibility of the point of contact 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. Paducah Parks & Recreation will accept registration for spots with signed Christmas in the Park Guidelines Form from October 1st at 8:00am through October 29th at 4:30pm. To reserve a spot, contact the Parks & Recreation Office at 270-444-8508 or visit the office at 2701 Park Ave to submit the signed Christmas in the Park Guidelines Form and make payment.
6. Christmas card entries are based on a first-come/first-serve basis. If the maximum number of 50 entries is reached before the deadline, Paducah Parks & Recreation will add interested parties to a waitlist and will not accept any cards from waitlist. It is the responsibility of the organization and point of contact 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 9, 2026. Delivery of card must be coordinated through the Parks & Recreation Department by calling 270-444-8508 during regular business hours prior to bringing it to the former Parks & Recreation Office at 1400 HC Mathis Drive. 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 1400 HC Mathis Drive no later than January 11, 2027. Pickup times should be scheduled through the Parks & Recreation Office by calling 270-444-8508. 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 point of contact 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. Once installed, any requested alterations must receive city approval.

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

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Point of Contact's Name: _____

Point of Contact's Phone: _____

Point of Contact's Email: _____

If your organization is using a printing company, what is the name of the business:

Signature: _____ Date: _____