



Decoration Guidelines

Email: festival@jccb.org

PO Box 14786 Lenexa, KS 66285-4786

JCCB Office: 913-341-4342

Tax ID #48-0884400

**Donor Commitment Form must be received no later than November 1, 2026.
Due to the limited floor space, a 3 item limit per donor will be in effect for 2026**

ITEM TYPE:

- Trees are 3ft to 6.5 ft tall.
- Must be pre-lit artificial with winged free branches and non-flammable
- Wreaths are at least 24" in diameter and also artificial and non-flammable.

Accessories, Decorations and Assembly:

- All accessories and decorations must be wired or glued to tree, tree skirt, wreath or centerpiece.
- Tree sections must be screwed together. They should not separate during moving process.
- Lights must be in new or working order.
- All ornaments and decorations must be artificial and non-glass.
- All trees must have a skirt or drape.
- All trees must be supported by a tree stand.
- All accessories under the tree will be sold with the tree. Any gifts placed under the tree will need to be group together and unwrapped,
- Wreaths must be ready to hang.

DATES TO REMEMBER

- Items must be delivered Overland Park Convention Center by the donor on **Tuesday, November 17, 2026.**
- Display dates and silent auction are November 18-22, 2026

NOTE:

The JCCB Festival of Trees Committee reserves the right to re-categorize donations.

All items are subject to review by the Committee.

It is recommended that receipts are kept to validate the value of the donation.

Thank you for supporting and being a neighbor helping neighbors.