

# Tree and Wreath Guidelines

(Please read carefully and keep this information for your reference.)

## Registering Your Tree or Wreath

- Fill out the registration for online, contact [festivalofthetreesvc@gmail.com](mailto:festivalofthetreesvc@gmail.com) or print out registration form and email back to [festivalofthetreesvc@gmail.com](mailto:festivalofthetreesvc@gmail.com)
- Your space will be assigned only if all registration forms are completely filled out and received by November 15, 2024.
- Your space will be guaranteed if registration forms are received by November 15, 2024. After November 15, 2024, registrations will be accepted as space is available.
- Upon receipt of your completed paperwork, you will be sent an email confirmation.
- If you do not receive your confirmation within 14 days after submitting your paperwork, please email us at [festivalofthetreesvc@gmail.com](mailto:festivalofthetreesvc@gmail.com).
- If for any reason you find you are unable to fulfill this commitment after you have registered and have received your confirmation, please notify us at [festivalofthetreesvc@gmail.com](mailto:festivalofthetreesvc@gmail.com), so all spaces can be utilized.
- Watch Decorators Video.
  - Watch demonstrations wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your tree and information so that your tree can be delivered safely.

## Things to Remember When Decorating Your Tree or Wreath

- Use NEW artificial trees and wreaths only. Pre-Lit trees are best; otherwise, lights must be wired onto the tree or wreath.
- **Christmas and holiday themed trees/wreaths sell best.**
- Attach Replacement Bulbs and Fuses to the Tree Skirt.
- If your tree is in sections, they must be attached with rebar down the middle to hold them together.
- All Decorations must be nonflammable.
- To avoid an electrical overload (fire) be careful of the amount of items displayed around your tree requiring electricity.
- Furnish a Tree Skirt. Attractive tree skirts and a few accessories help the tree to sell. If you use batting as a tree skirt, fire-retardant batting must be used.
- When Festival of the Trees is over, your tree or wreath will be delivered to its new home. Great care is taken in delivering your tree. Decorations must be wired onto the tree and the metal ornament cap must be glued onto every ornament for successful delivery. . Because Christmas trees aren't designed to be transported, these requirements will ensure that your tree does not bend, break or fall apart.
- All Items Under and Around the Tree will be sold with the Tree. All trees and accessories become the property of Festival of the Trees upon completion and will be priced and sold as such.

- If your tree or wreath is dedicated to an individual, you may bring a photo of one 8"x10" photo to be placed with the tree. When choosing a photo display, be mindful of those who will be viewing it. Please include the dedication name on the registration form. No other personal photos will be allowed on or around the tree. (Only one picture per tree space is allowed.) Photos and Frames will not be returned and become property of the Festival of Trees.
- No Advertising or Inappropriate Material. Festival of the Trees is a benefit for cancer patients in our community. Do not use your tree to advertise a business or product.
- Be mindful that the display will be visible from all angles, including the back. Be considerate of neighboring tree displays. Festival of the Trees reserves the right to remove objects that are causing obstruction.
- You may want to include a story about your tree or wreath. This will be attached to the back of the tree or wreath sign.

### **The Following will NOT be accepted at the Festival of the Trees**

- Live trees, sand, or plants of any kind.
- Old or previously used trees, decorations, and accessories.
- Trees taller than 9 ft. (including tree top decorations).
- Trees with branches that have to be inserted into the tree. Tree branches must be permanently connected to the tree trunk by the manufacturer.
- Trees featuring tobacco or adult content material.
- Walls or barriers creating an obstruction. (Nothing higher than 48" or weighing over 50 lbs.)
- Water ornaments, globes, or other water features.
- Trees decorated to advertise a business or product.
- Remember these trees are being delivered to homes and businesses. Trees need to fit through a regular sized door. If your tree breaks during delivery, you may be asked to help repair or replace it.

### **Decorating Day**

- Decorating Days and times will be emailed out starting November 1, 2024. Sign up days will be November 17<sup>th</sup> – 19<sup>th</sup>, times will vary.
- First thing: Check in at the Tree/Wreath registration table to review your sign, receive other information, and turn in gift certificates and story card.
- Keep an Accurate Record of Expenses and Save Receipts for your Tax Purposes.
- On your Decorating Day, you will be asked at check-out for your itemized expense list to help determine the fair market value of your tree or wreath.
- Come Prepared. Bring rebar, scissors, florist wire, wire cutters, hose clamps, step stool, glue gun, pliers, drills, screw drivers, folding chairs, ladder, and clean up tools such as a trash bag, etc. Please label all your supplies so you don't lose them.
- Due to security and safety issues, we recommend children under 16 years of age be left at home.

- A FOT Worker must complete Tree/Wreath Check-Off List upon completion of your tree. Return to the check-in desk to complete check-out process and receive your Opening Night Invitations or Thank You Tickets.
- At check out, upon completion of your tree or wreath, you will receive 1 Opening Night invitation (admits 2), OR four thank you tickets to the Festival to be used any time during public hours.
- Babies and children under the age of 16 are not recommended on opening night.

Upon completion, all trees and wreaths become the property of Festival of the Trees.

QUESTIONS, CALL: Email us at [festivalofthetreesvc@gmail.com](mailto:festivalofthetreesvc@gmail.com)