FESTIVAL OF TREES

Small Tree Policies and Procedures

2012

Small Trees (5 ft. and under)

Registering Your Tree

- Small Tree Registration forms must be received by October 15, 2012.
- Your space will be guaranteed only if your registration is received by October 15, 2012. After October 1, registrations will be accepted as space is available.
- Upon the receipt of your completed paperwork, you will be sent a confirmation card or an email confirmation. If you do not receive a confirmation card or email within 14 days after mailing your paperwork, please call: Jennifer Ward, 801.782.7673, or email: jwardfot@gmail.com.
- Your space will be guaranteed if registration forms are returned by October 15. After October 15, registrations will be accepted as space is available.
- If for any reason you find you are unable to fulfill this commitment after you have mailed in your registration form and have received your confirmation card, please notify Jennifer Ward so all spaces can be utilized.
- You may also register online by going to www.festivaloftreesutah.org.

Attend Decorator's Workshop Saturday, October 13, 10:00 a.m. – 12:30 p.m. (Open House)

- Have at least one representative attend this workshop at Primary Children's Medical Center, multipurpose room (third floor).
- See demonstrations for wrapping lights, wiring and gluing ornaments, decorating tips, helpful hints, and information so that your tree can be transported safely.

Things to Remember When Decorating Your Tree

- **New this year:** All trees 4 ft. and over must be permanently secured at all sections or joints with self-tapping screws or small rebar attached with hose clamps. This will prevent tree sections from separating.
- Use ***NEW*** artificial trees no taller than 5 ft. Four ft., 4 ½ ft., and 5 ft. trees will be placed on the floor with a space approximately 45 inches in diameter. Three ft. and 3 ½ ft. trees will be placed on 8-ft. long tables and will have a space of 36 inches square. Trees smaller than 3 ft. will have a space 18 inches square and will be placed side-by-side on 8 ft. long tables and spaced appropriately.

Things to Remember When Decorating Your Tree Cont…

- Christmas themed trees sell the best.
- Difficult or hard to sell trees include:
  - Non-Christmas themed trees
  - Non-Christmas colored trees
- ***Be Sure Lights are New and Wired Onto Tree.*** For safety, use lights with UL listing. ***DO NOT overload your tree with lights.*** This is a fire safety issue. The recommended number: Three strands (100 lights per strand per extension cord), or four strands (50 lights per strand per extension cord). Read the instructions on the light box for specific information. Please bring a heavy-duty extension cord (6-9 ft.) or a power strip that will be sold with the tree.
- Attach any replacement bulbs and fuses to your tree skirt.
- If using a pre-lit tree, ***do not*** add additional lights.
- All decorations must be non-flammable or fireproofed.
- ***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.
- Decorations must be glued together and wired on the tree.
- **Do not put decorative walls around your tree space.**
- ***All Items Under and Around the Tree will be Sold With the Tree.*** All trees and accessories become the property of Festival of Trees upon completion and will be priced and sold as such.
- Please do not use pictures of loved ones that have been taken after death.

The Following w*ill NOT* be Accepted at the Festival of Trees

- Live trees.
- Old or previously used trees.
- More than one 5x7 photo for each assigned space. **(Because of space limitations, trees smaller than 3 ft. are not allowed to have photos.)** No other personal photos will be allowed on or around the tree.
- Trees featuring tobacco, alcohol, or adult content material.
- Live plants, water ornaments, globes, or other water features are not allowed.
- Trees decorated to advertise a business or product.

Decorating Day, Monday, November 26

- **The South Towne Expo Center will open** at 7:00 a.m.
- **First thing**: Check in at the Small Tree registration table to review your sign and receive other information.
- Your tree ***MUST*** be completed by 7:00 p.m.
- Groups larger than 10 individuals must make special arrangements with Jennifer Ward, 801.782.7673, or email: jwardfot@gmail.com.
- ***Keep an Accurate Record of Expenses and Save Receipts for your Tax Purposes.*** On Decorating Day, you will be asked at check-out for your itemized expense list to help determine the fair market value of your tree. (This form is included with this packet.) To receive a tax receipt from the Festival of Trees, bring all receipts for purchased items associated with your display.

Decorating Day, Monday, November 26 Cont…

- ***Come prepared.*** Bring scissors, florist wire, wire cutters, step stool, glue gun, pliers, drills, screw drivers, folding chairs, ladder, and clean up tools such as a broom, dustpan, and garbage bags with you to the South Towne Expo Center. Please label all your supplies.
- Do ***NOT*** remove chairs from South Towne chair racks.
- ***Leave children home.*** Due to security and safety issues, we recommend children be left at home.

Opening Night

- At check out, upon completion of your tree, you will receive one Opening Night invitation for Tuesday, November 27, at 8:00 p.m., *OR* two thank you tickets to the Festival to be used any day Wednesday through Saturday, November 28-December 1.
- Each Opening Night invitation will admit **two** adults.
- **Babies and children under the age of 16 will NOT be admitted on Opening Night.**
- After Decorating Day, Opening Night tickets ***cannot*** be exchanged for admittance into the Festival later in the week.
- If you wish to attend the 5:00 p.m. bidding portion of Opening Night, you must purchase a bid number by calling Primary Children's Medical Center Foundation, 801.662.5966.

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

FOR QUESTIONS CALL:

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jwardfot@gmail.com

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Thank you for your
"Gift of Love" to children at
Primary Children's Medical Center

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