



2022 Nativities Policies and Procedures

Registering Your Nativity:

- Register online by going to www.festivaloftreesutah.org.
- **Effective January 1, 2022, all Nativity donations must be new or unused, and in their original box (unless it is a handmade item, or you are providing a storage box).** If you are unsure about your item and if it is an acceptable donation, please reach out to Julie Walker at 801.310.4490 or email at nativitiesfot@gmail.com to discuss it with her personally.
- We will accept the first 150 Nativities registered.
- Complete and return the registration form. Follow the instructions thoroughly.
- Please register early to avoid not getting a space.
- Remember to specify the size of your Nativity to reserve an appropriate amount of space.
- If you are unable to fulfill this commitment, please notify Julie Walker at nativitiesfot@gmail.com or 801.310.4490 so all spaces can be utilized.
- **Note: Do NOT** solicit businesses for a donation without first clearing that contact with
 - Primary Children's Hospital Foundation. Call 801-357-3638 with any questions.

Things to Remember:

- Be creative – think of ways to make your nativity stand out.
- Tables are covered with black tablecloths. However, you may provide table coverings that will be sold with your item to compliment your creation. Adding some silver, gold or other colored fabric is a great way to make your Nativity stand out.
- Please make sure to furnish box(es) for delivery and storage of your item, and please make sure to clearly label them with the name of your Nativity. If using lights, use those with UL listing (include any replacement bulbs and fuses). For battery operated lights please include extra batteries.
- **Live plants, water ornaments, globes or other water features are not allowed.**
- All creations become the property of the Festival of Trees upon completion and will be priced and sold accordingly. We cannot guarantee your items will be purchased for the financial investment you made.

Drop Off Times and Instructions:

- Drop off time will be 8:00 a.m. and throughout the day, the first Monday after Thanksgiving.
- Nativity Scene must be completely assembled. **Please provide a picture of how you would like it displayed.**

- **Keep an accurate record of expenses and save receipts for your tax purposes.** You will be asked for your “Itemization of Expenses” form to help determine the fair market value of your tree. Keep all receipts associated with your tree and display for tax purposes.
- All sold Nativities will be available for pickup beginning Sunday morning at 8:00 a.m.

Thank you for your support of Primary Children’s Hospital!

For additional information contact:

Julie Walker
801.310.4490
nativitiesfot@gmail.com