



## 2022 Aisle of Wreaths Policies and Procedures

Wreath size 24" to 40" maximum.

**ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED**

*Please read carefully and keep this information for your reference.*

### Registering Your Wreath:

- Register online at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org).
- We will accept the first 120 Wreaths registered.
  - Your space will be assigned only if your registration is received. Registrations will be accepted as space is available.
  - Once 120 Wreaths have been registered, a waiting list will be generated. If there are any cancellations, we will use our waiting list to fill the empty spot.
- When selecting a name for your wreath, please make sure it is less than 22 characters. This includes spaces and punctuation.
- **Upon receipt of your completed paperwork, you will be sent an email confirmation. If you do not receive your confirmation email (*check your spam folder*) after submitting your online registration form, please email Brooke Thompson at [festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com).**
- The Wreaths Department Chair will be in contact with you around November 1, 2022. Please allow the Aisle of Wreaths Chair time to manage all of the registrations received.
- If for any reason you find you are unable to fulfill this commitment after you have registered and have received your confirmation, ***please*** notify **Brooke Thompson at [festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com) ASAP** 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 (801-357-3638). If you have a sponsor, contact the Foundation to properly handle funds.

### Decorators Workshop (*optional for Wreath Decorators*):

- Saturday, October 8, 2022, beginning at 9:00 a.m. (Open House)
- It's suggested that at least one representative from your group attend the Decorators Workshop at the Festival of Trees Warehouse, 824 Fine Drive, Suite 100 (3710 South), Salt Lake City, UT.
- Creative decorators, suppliers will be on hand to answer decorating questions.
- See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints.
- Attend a 45-minute Q & A from Festival of Tree's Leadership to answer questions about contribution forms, check requisition form, itemization of Expenses and much more

### Things to Remember When Decorating Your Wreath:

To preserve/maintain the purpose and integrity of this fundraiser, memorabilia included on a wreath would be defined as **"something valued or collected within a popular field of interest."**

- **Use NEW artificial wreaths only.** Wreath must be sturdy, durable, and constructed of high-quality materials.
- Wreaths must have a retail value of at least \$150.00. Those with a retail value of less than \$150.00 will be sold in the Gift Boutique.
- **Each door space measures approx. 3 ½ ft. wide by 2 ½ ft. deep. All doors are wood stained.**
- Christmas themed wreaths sell best.
- Difficult or hard to sell wreaths include:
  - Non-Christmas themed wreaths
  - Non-Christmas colored wreaths, such as pink, blue, purple, black
- Lights must be new and wired onto the wreath if not pre-lit. **If using battery operated lights, a second set of batteries must be included. Lights will not be turned off and on, and batteries will not be replaced by Festival of Trees Volunteers.**
- **Bring extra strands of lights** on Decorating Day for replacements if needed.
- **All Decorations must be nonflammable (no straw).**
- **All Decorations** must be wired onto the wreath and the metal ornament cap must be glued onto every ornament. **NO GLASS OR GLASS ORNAMENTS.**
- A metal wreath hanger must be used. Some will be available on decorating day however you are welcome to bring your own.
- Items can be hung or attached to the door with removable adhesive or Command Brand by 3M.
- Items such as garland, potted artificial florals/plants, and cute doormats are allowed at the base of your door.
- Display items are limited to a height of 48" or 4'. **Not to exceed a weight of 20 pounds. NO FURNITURE.**
- **For wreaths dedicated to an individual, a photocopy of a picture in a frame no larger than 5"x7" can be used. A story card can also be included that will be attached to the back of the wreath sign.**
- **Please be mindful of your viewing audience when choosing your photo: no photos of loved ones taken after death. Photo will be included with the wreath when purchased.**
- **If display includes Gift Certificates, it must be signed by company owner or authorized person.**
- **All items displayed with the wreath will be sold with the wreath.**
- All Wreaths and accessories become the property of Festival of Trees upon completion and will be priced and sold as such.

#### **Large Wreath Displays (*End Caps*):**

- Large Wreath displays must be a minimum of \$300.00.
- Please contact Brooke Thompson about availability.

#### **The Following WILL NOT be Accepted at the Festival of Trees:**

- Live wreaths, old or previously used wreaths.
- Wreaths featuring tobacco, alcohol, weapons, or adult content material.
- Painting of doors is not allowed. **NO EXCEPTIONS.**

- Live plants, sand, water ornaments, globes, or other water features.
- Wreaths decorated to advertise a business or product.
- Plastic door hangers.
- **Glass or glass ornaments.**
- Furniture items.
- **Nails and screws. Please DO NOT nail anything to the doors.**
- **Full Size Trees with your wreath. (Alpine or pencil trees 4' or less are acceptable).**
- No photo's (only dedication photo if applicable).

**Decorate Day:**

- **Drop off times and instructions:**
  - **Decorate Day is November 28, 2022.** The Expo Center will be open to decorators from 7:00 a.m. to 7:00 p.m. You will need to have your Wreath delivered and completed before 7:00 p.m.
- **Upon Arrival at Expo Center:**
  - Please locate Wreath Check-in / Check-out area.
  - Check-in with a volunteer and they will show you where your wreath space is located.
  - **Come prepared!** Bring everything you need to hang your wreath, wreath hanger, extension cords, glue gun, scissors, pliers, stepstool, broom, dustpan, garbage bags, etc. Label your supplies.
  - When you are done, leave any boxes (include wreath number on box).
  - **Do not remove chairs from Mountain America Expo chair racks.**
  - For safety and security, please leave children home.
  - **Return to Check-in / Check-out area to have a volunteer check off your completed wreath.** After check-off, you will receive either an Opening Night invitation or two general admission tickets.
  - Keep an accurate record of expenses and save receipts for your tax purposes. When you check your wreath out, please give us your Itemization of Expenses form to help determine the fair market value of your wreath. Keep all receipts associated with your wreath and display for tax purposes.
  - Upon drop off, all Wreaths become the property of Festival of Trees.

Thank you for your "Gift of Love" to children at Primary Children's Hospital!

**For additional information contact:**

Brooke Thompson  
801-589-1661  
[festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com)

Robin Silatolu  
801-699-6439  
[festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com)