



## 2022 Gingerbread Village Policies and Procedures

### Registering Your Gingerbread

- Gingerbread registrations must be received by November 1, 2021.
- Register online by going to [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org)
- Follow the instructions thoroughly and fill out the form completely.
- Registration will be on a “first come, first served” basis
- Remember to specify the size of your Gingerbread creation to reserve an appropriate amount of space.
- If you registered but you are unable to fulfill this commitment, please notify Julie Walker at 801.310.4490 so all reserved 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 for questions.

### Gingerbread Construction Requirements

- The base size can be from 15 x 15 inches to a maximum of 30 x 30 inches. Height cannot be taller than 36”. Weight cannot be more than 50 lbs. Must be able to fit into a car and through a standard doorway.
- **Build your house as sturdy as possible.** Purchaser will pick up Gingerbread Houses. Please be considerate of height and weight.
- Place borders or fence at least 2 inches from the edge of the base.
- Use a wooden board as a base.
- **Materials:**
  - Use gingerbread for your main structure.
  - Colorful candies and icing will make your creation look festive and will catch the buyer’s eye.
  - You can also use decorative items such as tree branches, mirrors, toy people and animals, etc.
  - Use quality icing. The air in the exhibit hall tends to dry out creations.
- Live plants, water ornaments, globes or other water features are **not** allowed.
- Lights are a nice addition but be sure to use ones that won’t melt chocolate or icing. Bring an extension cord or extra batteries if using battery operated lights.
- **Name Your Display:** Please give your gingerbread creation a name (22 characters or less).
  - A sign will be printed with the name of your creation, along with the names of the donor, decorator, and buyer. It will be displayed next to your entry throughout Festival week. Accuracy is essential.

- All creations become the property of the Festival of Trees upon completion and will be priced and sold as such.

### **Gingerbread Village Drop Off**

- Drop off will be on Monday, November 28, 2022 beginning at 7:00 a.m.
- Please check in at the Gingerbread Village registration table to review your sign and be assigned your space.
- Your Gingerbread creation **MUST** be completed by **7:00 p.m.**
- Keep a record of all expenses and save receipts for your tax purposes.
- Complete and turn in the Itemization of Expenses form, this will help determine the fair market value of your creation.
- Come Prepared. Bring supplies you might need to touch up, repair, or complete your display.
- Due to security and safety issues, we recommend children be left at home.

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

**For more information contact:**

**Julie Walker**

801.310.4490

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