



## 2022 Large Trees (6ft – 10ft)

### Policies and Procedures

ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED

#### Registration

- Register opens on July 4, 2022. And will be available online at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org)
- 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 Becky Yamasaki at [largetreesfot@gmail.com](mailto:largetreesfot@gmail.com).
- Your space number will be assigned and emailed to you after October 1, 2022. Please allow the Large Tree Chair time to manage the hundreds of registrations received.
  - Your space will be assigned only if your registration forms are filled out completely and submitted.
  - Registrations will be accepted as space is available.
- If for any reason you register and then find you are unable to fulfill this commitment after you have registered and have received your confirmation, please notify Becky ASAP so all spaces can be utilized.

#### Tree Structure Requirements

- When Festival of Trees is over, your tree will be delivered to its new home and because Christmas trees are not designed to be transported, these requirements will ensure that your tree does not bend, break, or fall apart.
- Use NEW artificial trees only.
- Trees must be 6ft – 10ft, including the tree topper.
- Trees need to fit through a regular sized door.
- Approved stand is mandatory. Dates for pickup listed under Important Dates.
  - Tree stand payment of \$42.00 to be made at time of pick-up.
- Each tree space measures 6 ft. wide by 6 ft. deep.
- All trees must have their trunks reinforced.
  - **Rebar: 3/8 inch solid steel rebar, no PVC.**
  - One (1), preferably two (2), continuous pieces must be attached on either or both sides of the tree trunk.
  - Rebar should be from the floor to 6" above the top joint of the tree but should not extend above the top of the tree topper.
  - **Hose Clamps:** Hose clamps should secure the rebar to the tree stand, above and below each joint of the tree to prevent them from separating during delivery.
  - Decorators responsible for rebar and hose clamps.
- If the tree trunk base is pointed, cut off the point with a hacksaw. This will prevent the tree from bending at the top or breaking at the base during delivery.

- Lights must be new and wired onto tree if not pre-lit.
  - Use lights with UL listing
  - To reduce risk of fire, no more than 75 to 100 lights per foot.
  - Bring a heavy-duty extension cord (6ft. - 9 ft.) and a power strip that will be sold with the tree.

### **Decorating Tips**

- Christmas themed trees sell best.
- If you include items under and/or around your tree include items like toys, books, bikes, dolls, trucks, games, etc.
- Difficult or hard to sell trees include:
  - Non-Christmas themed trees
  - Non-Christmas colored trees, such as pink, blue, purple, black
- Attach replacement bulbs and fuses to the tree skirt.
- Bring extra strands of lights on Decorating Day for replacements if needed.
- All decorations must be nonflammable (No Straw)
- To avoid an electrical overload (fire) be careful of the number of items displayed around your tree requiring electricity.
- Furnish a Tree Skirt.
- All decorations must be wired onto the tree and the metal ornament cap must be glued onto every ornament for a successful delivery.
- We do not have doors or easels available for your display.
- Wreath stands under 48" can be used to display wreaths.
- All items around the tree will be sold with the Tree.
- Trees dedicated to an Individual:
  - If your tree is dedicated to an individual, you may bring one 8 x 10 photocopy of a photo to be (frame cannot exceed 11"x 14").
  - Please include the dedication name on the registration form.
  - Pictures of loved ones taken after death cannot be used, Large tree chair has final say on photos
- If you include a story about your tree, it will be attached to the back of the tree sign.
  - Other written material on or around your tree that is not defined as art will not be permitted.
- Attend Decorator's Workshop
  - Creative decorators, suppliers will be on hand to answer decorating questions
  - See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your tree and information so that your tree can be delivered safely.

### **Not allowed**

- No weapons are allowed to decorate the tree
  - including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- No glass ornaments, water, sand, fake snow or batting

- No Multimedia Presentations (TV's, DVD players)
  - TV's and DVD players may be included as boxed items under your tree
- No Advertising for a business or product.
- No Furniture, Doors, Mantles
- No Live trees, sand, or plants of any kind.
- No old or previously used trees, decorations, and accessories.
- Trees with branches that must be inserted into the tree.
  - Tree branches must be permanently connected to the tree trunk by the manufacturer
- No Trees featuring tobacco, alcohol, adult content material, weapons, or gift certificates for weapons.
- No walls or barriers that create an obstruction.
- No water features
- No Inflatable lawn ornaments or decorations.
- No Adhesive on floor

#### **Meetings and Important Dates**

- Tree Stand pick up – Festival Warehouse
  - October 8, 2022 - 9:00 a.m. until 11:30 p.m.
  - November 5, 2022 - 8:00 a.m. until 10:00 a.m.
  - November 19, 2022 - 8:00 a.m. until 10:00 a.m.
- Decorator's Workshop – Festival Warehouse
  - October 8, 2022, from 9:00 a.m. until 11:30 p.m.
- Decorating Day - Mountain America Expo Center
  - November 28, 2022 from 7:00 a.m. – 7:00 p.m.

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

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

**For more information, please contact:**

Becky Yamasaki

435-230-0567

[largetreesfot@gmail.com](mailto:largetreesfot@gmail.com)

We would love to have your help during Festival week!  
Please visit [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org) for more information about volunteering.