



2022 Playhouse Plaza Policies and Procedures

Playhouse Plaza includes playhouses, gazebos, dollhouses, children's furniture, backyard décor, and playground equipment.

Registering Your Playhouse:

- You may register online at www.festivaloftreesutah.org. Please follow instructions thoroughly.
 - Registrations will be accepted as space is available.
- Your space will only be assigned if your registration forms are completely filled out and submitted properly.
- If you have registered and are unable to fulfill this commitment, please notify Dan Craner so all reserved spaces may be utilized.
- **Note:** Do not solicit businesses for a donation without first clearing that contact with Primary Children's Hospital. Call 801-357-3638 for questions.

Building/Decorating Your Playhouse:

- **Size:** Playhouse Plaza items should not exceed overall dimensions of 10 feet in width, 16 feet in length, and 10 feet in height (10' x 16' x 10). These dimensions should be from the outermost points (from eave to eave).
 - If the playhouse exceeds these dimensions, the builder will need written approval from Dan Craner, and they will be responsible for delivery to new owner the following Sunday.
- Playhouses must be built on a framework that can be lifted with a large forklift. Refer to the playhouse webpage on the website for base instructions.
 - Depending on finished size this base may not be required.
- Add Christmas items, wreaths, lights, etc. to promote the festive season. Finishing touches and accessories adding to the décor or theme are welcome.
- Live plants, sand, glass ornaments or décor, water ornaments, globes, or other water features are **not** allowed.
- **Safety:** All playhouses made for human occupancy must follow Utah Building Codes and be made as child safe as possible.
- If wired for electricity, please incorporate as many safety features as possible.
- All playhouses must be equipped with a smoke detector.
- If your creation is dedicated to an individual, you may bring an 8"x10" photocopy of one photo.
 - Matted and framed, it cannot exceed 11"x14".
 - When choosing a photo for display, please be mindful of those who will be viewing it. Do not use pictures of loved ones that have been taken after death.

- Keep a record of expenses and save receipts for tax purposes. Your completed “Playhouse Plaza Itemization of Expenses Form” will help determine the fair market value of your item. For tax purposes, keep all receipts pertaining to your display.

Delivery and Setup

- Playhouses are to be delivered to Mountain America Expo Center on Saturday, November 26, 2022 between 12:00 noon and 4:00 p.m. You may work on it until 6:00 p.m.
 - Finishing touches on all playhouses can be completed on Monday, November 28, 2022 from 7:00 a.m. until 7:00 p.m.
- **Playhouse must be finished by Monday, November 28, 2022 at 7:00 p.m. – No Exceptions**
- Smaller items should be delivered on Monday, November 28, 2022 between 7:00 a.m. and 7:00 p.m.
- Turn in the completed Itemization of Expenses form when you deliver your creation to the Festival of Trees.
- Due to security and safety issues, we recommend children under 16 years of age be left at home during setup.

Upon completion, all playhouses, additions, and accessories become the property of Festival of Trees and will be priced and sold as such.

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

For more information contact:

Dan Craner

801-518-3733

fotplayhouseplaza@gmail.com