



2022 Small Trees Policies and Procedures Small Trees (3 ft. to 6 ft.)

ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED

Registering Your Tree:

- Register online by going to www.festivaloftreesutah.org.
- We will accept the first 275 Small Trees registered.
- Your space will be assigned only if your registration forms are completely filled out and submitted. Registrations will be accepted as space is available.
- Upon receipt of your completed paperwork, you will be sent an email confirmation. If you do not receive your confirmation email (*please check your spam folder*) after submitting your online registration form, please email: fotsmalltrees@gmail.com or call Ann Norton or Jodi Shumway, Small Tree Co-Chairs (contact information below).
- Your space number will be provided to you when you check in.
- If for any reason you find you are unable to fulfill this commitment after you have registered and have received your confirmation, please notify one of the Small Tree Co-Chairs ASAP so all spaces can be utilized.
- No Festival of Trees tree stands are required for any small tree.
- **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:

- There will be a Decorator's Workshop on Saturday, October 8, 2022, beginning at 10:00 a.m. to 12:30 p.m. (Open House)
- If this is your first experience decorating a tree, it is strongly suggested that at least one representative from your group attend this workshop at the Festival of Trees Warehouse, 824 Fine Drive, Suite 100, Salt Lake City, UT (3710 South). The information presented is also helpful for returning decorators.
 - Creative decorators and suppliers will be on hand to answer decorating questions.
 - See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your 5-6' tree and other information so that your tree can be delivered safely.
 - Attend a 45-minute Q & A from Festival of Tree's Leadership to answer questions about contribution forms, check requisition forms, itemization of expenses, and much more.

Things to Remember When Decorating Your Tree:

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

- Use **NEW** artificial trees only.
- Each tree space measures 4' wide by 4' deep.
- Christmas themed trees sell best.
- If you include items under and/or around your tree, only include items that you would see under your Christmas tree on Christmas morning (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.
- Lights must be new and wired onto tree if not pre-lit. For safety, use lights with UL listing. To reduce risk of fire, use one strand (100 lights per strand) per extension cord, or four strands (50 lights per strand) per extension cord.
- **DO NOT** overload your tree with lights. Bring a heavy-duty extension cord (6' – 9') and a power strip that will be sold with the tree.
- 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).**
- The Fire Marshall advises that to avoid an electrical overload (fire), be careful of the number of items displayed around your tree requiring electricity.
- Furnish a tree skirt as attractive tree skirts and a few accessories help the tree to sell. If you use batting as a tree skirt, fire-retardant batting must be used.
- All decorations must be wired onto the tree and the ornament cap must be glued onto every ornament.
- All items under and around the tree will be sold with the tree. All trees and accessories become the property of Festival of Trees upon completion and will be priced and sold as such.
- If your tree is dedicated to an individual, you may bring a photocopy of a photo to be placed with the tree. The picture and frame cannot exceed 5"x7". When choosing a photo to display, be mindful of those who will be viewing it. Pictures of loved ones taken after death cannot be used. Please include the dedication name on the registration form. No other personal photos will be allowed on or around the tree. (Only one picture per tree space is allowed.)
- No weapons are allowed to be used to decorate the tree, including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- No glass ornaments, water, sand, or fake snow are allowed.
- No multimedia presentations (TV's, DVD players) are allowed. **NOTE:** TV's and DVD players may be included as items under your tree as part of your gifts, but these items cannot be plugged in for display use.
- No advertising or inappropriate material is allowed. Festival of Trees is a fundraiser for the children at Primary Children's Hospital. Do not use your tree to advertise a business or product.
- Be mindful that the display will be visible from all angles, including the back. Be considerate of neighboring tree displays. Festival of Trees reserves the right to remove any/or all objects that are causing obstruction.

- 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. To preserve and maintain the purpose and integrity of Festival of Trees, art included on or around a tree must qualify as a *“decorative or illustrative item within a popular field of interest.”*

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

- **ALL Furniture.**
- Live trees, sand, or plants of any kind.
- 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.
- More than one 5”x7” photo for each assigned tree space.
- Trees featuring tobacco, alcohol, adult content material, weapons, or gift certificates for weapons.
- Walls or barriers that create an obstruction.
- Glass or glass ornaments, water ornaments, globes, or other water features.
- Inflatable lawn ornaments or decorations.
- Trees decorated to advertise a business or product.
- Adhesive on floor.

If your tree is between 5’ and 6’ high, the following is required to reinforce your tree:

- Rebar: One continuous piece of rebar must be attached on each side of the tree trunk. Rebar should be from the floor to 6” above the top joint of the tree and secured with hose clamps. Do **NOT** use multiple pieces in shorter lengths. Rebar should not extend above the top of the tree topper.
- Hose Clamps: Hose clamps must be used to secure the rebar to the tree stand. They should be fastened above and below each joint of the tree to prevent the trunk from separating during delivery.
 - Most common sizes of hose clamps are 1¾” to 2¾” and 2¾” to 3¾”.
- Pointed Bottom Tree Trunk: 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.
- Any exceptions must be approved by a Small Tree Department Co-Chair or the Tree Delivery Department Chair.
- Decorators must provide rebar and hose clamps.
- Please check out our video online at www.festivaloftreesutah.org under the Large Tree section. This video will give you a close look at how to reinforce your tree.

Decorating Day:

- Decorating Day for small trees is Sunday, November 27, 2022. There will be some openings for small tree decorators on Monday, November 28, 2022. If you would like to decorate your tree on Monday, please contact a Small Tree Department Co-Chair.
- The Mountain America Expo Center will open at 7:00 a.m.
- Look for signs showing the location of the Small Tree check in area.
- Check in at the Small Tree registration table:
 - Review your sign (*only sign corrections are allowed*).

- Receive your tree location aisle and space number.
- Turn in your itemized expense sheet.
- Turn in gift certificates (*if applicable*).
- Turn in story card (*if applicable*).
- For security purposes, all decorators must exit the building by 7:00 p.m. *No exceptions.*
- Your tree **MUST** be completed by 6:30 p.m.
- Keep an accurate record of expenses and save receipts for your tax purposes. On Decorating Day you will be asked for your itemized expense list to help determine the opening auction bid for your tree.
- Come prepared. Bring scissors, florist wire, wire cutters, glue guns, ladders/step stools, and clean up tools (such as brooms, dustpans, and garbage bags), etc. with you to the Mountain America Expo Center. You may also wish to bring a cart/wagon to help you transport items to your tree space.
- Do **NOT** remove chairs from Mountain America Expo chair racks.
- For safety and security, please leave children home.
- Please leave pets at home.
- Before you leave the Expo Center:
 - An Aisle Worker **MUST** complete the “*Small Tree Check-Off List*” upon completion of your tree. **NOTE:** *Please look for Small Tree Aisle Workers who will be wearing green scarves.*
 - Return to the check-in desk to complete the check-out process.
 - Make sure all documents, gift certificates, receipts, story card, and any other items are completed and turned in.
 - As a thank you for your efforts and generosity, you will receive four tickets to the Festival to be used any day Wednesday, November 30, through Saturday, December 3. If you wish to attend the auction on Opening Night, tickets can be purchased online.
- Upon completion, all trees become the property of Festival of Trees.

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

For additional information contact:

Ann Norton
 Small Trees Co-Chair
 719-201-6532
fotsmalltrees@gmail.com

Jodi Shumway
 Small Trees Co-Chair
 801-651-1188
fotsmalltrees@gmail.com

We would love to have your help during Festival week!
 Please visit www.festivaloftreesutah.org for more information about volunteering.