



2023 Aisle of Nativities Policies and Procedures

Policies and Procedures will be strictly enforced

Registering Your Nativity:

- Register online at: www.festivaloftreesutah.org.
- **Effective January 1, 2022, all Nativity donations must be new or unused and in their original box (unless it is a handmade item, or you are providing a storage box).** If you are unsure about whether your item is an acceptable donation, please contact Alisha Heath at 801.400.3627 or email at nativitiesfot@gmail.com to personally discuss.
- We will accept the first 150 Nativities registered.
- Follow the instructions thoroughly and fill out the registration form completely.
- Please register early to avoid not getting a space.
- Remember to specify your Nativity's size to reserve an appropriate amount of space.
- If you are unable to fulfill this commitment, please notify Alisha Heath at nativitiesfot@gmail.com or 801.400.3627 so all spaces can be utilized.
- **Do not** solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801-357-3638 with questions.

Things to Remember:

- Be creative – think of ways to make your nativity stand out.
- Tables are covered with black tablecloths. You may provide table coverings to compliment your creation that will be sold with your Nativity. Adding silver, gold, or other colored fabric is a great way to distinguish your Nativity from the rest.
- Please furnish clearly labeled box(es) that include the name of your Nativity, to assist with delivery and storage of your item. If using lights, use those with UL listing (include any replacement bulbs and fuses). For battery operated lights please include extra batteries.
- **Live plants, water ornaments, globes or other water features are not allowed.**
- All creations become the property of the Festival of Trees upon completion and will be priced and sold accordingly. We cannot guarantee your items will be purchased for the financial investment you made.

Drop Off Times and Instructions:

- Drop off will be Monday, November 28, 2023, from 7:00 a.m. to 7:00 p.m. with the set up being fully completed by 7:00 p.m.
- Nativity Scene must be completely assembled. **Please provide a picture of how you would like it displayed.**
- **Keep an accurate record of expenses and save receipts for your tax purposes.** You will

be asked for your **Itemization of Expenses** form to help determine the fair market value and starting price of your Nativity.

Opening Night

- As a **Thank You** for your efforts and generosity, upon completion of your Nativity setup at checkout you will receive one Opening Night invitation (each invite will admit two adults) for Tuesday, November 28, at 7:00 p.m., **or** two Festival tickets to be used any day Wednesday through Saturday of Festival week.
- Babies and children under the age of 16 will **not** be admitted Opening Night.
- After Decorating Day, Opening Night tickets cannot be exchanged for admittance into the Festival later in the week.

Upon completion, all Nativities become the property of Festival of Trees.

Thank you for your *Gift of Love* to the children of Primary Children's Hospital!

For more information contact:

Alisha Heath

801.400.3627

nativitiesfot@gmail.com

Please consider volunteering during the week of Festival. Visit www.festivaloftreesutah.org for more information.