



2023 Centerpieces and Collectibles Policies and Procedures

Table Displays, Centerpieces, Mantel Decorations, etc.

Registering Your Centerpiece/Collectible

- We will accept the first 200 Centerpieces or Collectibles registered.
- Register online at www.festivaloftreesutah.org beginning July 3, 2023
- Space will be assigned only if your registration forms are complete and submitted.
- Registrations will be limited to four per decorator. Each centerpiece submitted by the same decorator must be unique.
- If for any reason you are unable to fulfill this commitment, please notify Sam Callahan so all reserved spaces may be utilized.
- Please submit a photo of your item with your registration. If a photo is not currently available, please submit a photo by October 15.
- Remember to specify the approximate size of your creation to reserve an appropriate amount of space.
- Centerpieces or collectibles with a retail value less than \$75 will be sold in the Gift Boutique or additions may be made to increase the value.
- **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.
- Collectibles must have a **current** value of \$75 or more

Things to Remember When Decorating Your Centerpiece or Collectible

- **Must Be Artificial.**
- Centerpieces with a Christmas theme sell best. Beauty, creativity, and imagination add spice!
- Furnish a box(es) (marked with the name of the design and space number and placed directly under the display table) for delivery and storage of your item.
- Tables are covered in white. You may provide table coverings (which will be sold with your creation) to complement your arrangement.
- If using lights, use those with UL listing. Include any replacement bulbs and fuses in your storage box.
- We encourage the use of accessories (candles, ceramics, table settings, table coverings, etc.) that will enhance your design (accessories will be sold with the arrangement).
- Live plants, water ornaments, globes, or other water features are not allowed.
- Framed puzzles are not allowed.

- All Centerpieces and Collectibles and accessories become the property of Festival of Trees and will be priced and sold as such.
- No advertising or inappropriate material will be accepted.
- Provide an easel if one is required for your creation.
- Collectibles should come with original packaging.

Decorating Day, Monday, November 27, 2023

- **The Mountain America Expo Center will open at 7:00 a.m.** to begin decorating.
- **First thing:** Check in at the Centerpieces and Collectibles registration table to review your sign and receive other information.
- Your item **Must** be completed by 7:00 p.m.
- **Keep a record of expenses and save receipts associated with your display for your tax purposes.** On Decorating Day, you will be asked at check out for your **Itemization of Expenses** form to help determine the fair market value and starting bid of your item.
- Due to security and safety issues, we recommend children be left at home.

Opening Night

- As a **Thank You** for your efforts and generosity, upon completion of your Centerpiece or Collectible 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 creations become the property of Festival of Trees.

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

For registration information or if you have questions, please contact:

Sam Callahan

801.897.0026

festivalcenterpieces@gmail.com

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