



2023 *Gingerbread Village* Policies and Procedures

Policies and Procedures will be strictly enforced

Registering Your Gingerbread Creation

- Gingerbread registrations must be received by November 1, 2023.
- Register online at: www.festivaloftreesutah.org
- Follow the instructions thoroughly and fill out the form completely.
- Registration will be on a “first come, first served” basis
- Remember to specify the size of your Gingerbread creation to reserve an appropriate amount of space.
- If you registered but you are unable to fulfill this commitment, please notify Alisha Heath at 801.400.3627 so all reserved 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.

Gingerbread Construction Requirements

- The base may be from 15 x 15 inches to a maximum of 30 x 30 inches. Height cannot be more than 36 inches. Weight cannot be more than 50 lbs. Must be able to fit into a car and through a standard doorway.
- **Build your house as sturdily as possible.** Purchaser will pick up Gingerbread Houses. Please be considerate of height and weight.
- Place borders or fence at least 2 inches from the edge of the base.
- Use a wooden board as a base.
- **Materials:**
 - Use gingerbread for your main structure.
 - Colorful candies and icing will make your creation look festive and will catch the buyer’s eye.
 - Any additional decorative items used (such as toy people and animals, mirrors, windows, etc.) must be securely attached to your creation.
 - Use quality icing. The air in the exhibit hall tends to dry out creations.
- Live plants, water ornaments, globes or other water features are **not** allowed.
- Lights are a nice addition but be sure to use lights that will not melt chocolate or icing. Bring an extension cord or extra batteries if using battery operated lights.
- **Name Your Display:** Please give your gingerbread creation a name (22 characters or less).

- A sign will be printed with the name of your creation, along with the names of the donor, decorator, and buyer. It will be displayed next to your entry throughout Festival week. Accuracy is essential.
- All creations become the property of the Festival of Trees upon completion and will be priced and sold as such.

Gingerbread Village Drop Off

- Drop off will be on Monday, November 27, 2023, from 7:00 a.m. to 7 p.m.
- Please check in at the Gingerbread Village registration table to review your sign and receive space assignment.
- Your Gingerbread creation **must** be completed (e.g., all finishing touches and securing items in place, etc.) by **7:00 p.m.**
- Keep a record of all expenses and save receipts for your tax purposes.
- Complete and turn in the **Itemization of Expenses** form, this will help determine the fair market value and starting bid for your creation.
- Come Prepared. Bring supplies you might need to touch up, repair, or complete your display.
- 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 Gingerbread 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 Gingerbread creations 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

gingerbreadfot@gmail.com

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