



2023 Large Trees Policies and Procedures (trees that are 6' to 10')

Policies and Procedures will be strictly enforced

(Please read carefully and keep this information as a reference)

Registering Your Tree

- Registration begins July 3, 2023, at www.festivaloftreesutah.org, will be limited to the first 275 Large Trees registered, and accepted as space is available.
- Upon receipt of your completed registration, 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 Becky Yamasaki at fotargetrees@gmail.com.
- Space number assignments will be given at checkin on Decorating Day only if registration forms are complete.
- If for any reason you find you are unable to fulfill this commitment after having registered and received your confirmation, please notify Becky ASAP so all spaces can be utilized.

Tree Structure Requirements

- As Christmas trees are not generally designed for transport, strict adherence to the following guidelines will ensure your beautiful tree does not bend, break, or fall apart while being delivered to its new home at the conclusion of the Festival of Trees.
- Use **New** artificial trees only.
- Trees must be 6ft – 10ft, including the tree topper.
- Trees need to fit through a regular-sized door.
- The purchase of an approved stand is mandatory. Dates for pickup are listed below under the heading **Important Meetings and Dates** (payment of \$42 to be made at time of pickup).
- Each tree space will measure 7 ft. wide by 7 ft. deep.
- All trees must have their trunks reinforced. With the following:
 - **Rebar:** 3/8-inch solid steel rebar, no PVC.
 - Two (2) continuous pieces must be attached to the tree trunk, one on each side.
 - Rebar should be from the floor to 6" above the top joint of the tree but should not extend above the top of the tree topper.
 - **Hose Clamps:** Hose clamps should secure the rebar to the tree stand, above and below each joint of the tree to prevent them from separating during delivery.
 - Decorators responsible for rebar and hose clamps.

- 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.
- Lights must be new and wired onto tree if not pre-lit.
 - Use lights with UL listing
 - To reduce risk of fire, no more than 75 to 100 lights per foot.
 - Bring a heavy-duty ext. cord (6' – 9') and a power strip to be sold with the tree.

Things to Remember When Decorating Your Tree

- Christmas themed trees sell best.
- If you include items under and/or around your tree, only include items that would normally be found under the tree on Christmas morning (toys, books, bikes, dolls, trucks, games, etc., all items under or around the tree will be sold with the tree).
- Difficult or hard to sell trees include:
 - Non-Christmas themed trees
 - Non-Christmas colored trees, such as pink, blue, purple, black
- 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)
- To avoid an electrical overload (fire) be careful of the number of items displayed around your tree requiring electricity.
- Furnish a tree skirt. 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 metal ornament cap must be glued onto every ornament for a successful delivery.
- We do not have doors or easels available for your display.
- Wreath stands under 48" can be used to display wreaths.
- If your tree is dedicated to an individual, you may bring one 8 x 10 photocopy of a photo to be placed with the tree (frame cannot exceed 11"x 14").
 - Please include the dedication name on the registration form.
 - Pictures of loved ones taken after death cannot be used. Large Tree chair has final discretion on photos used.
- 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."*

- No overt advertising or inappropriate materials are allowed. Businesses and other organizations are welcome and encouraged to decorate and donate trees but may not display signage advertising their business or service nor may they place discount coupons of any kind (percentage off or two or more for one, etc.) on or around the tree.
 - Gift cards for product or services of the business are welcome as are items or ornaments tastefully representing the business but should come with no strings attached.
 - A business or organization's name may be used in the name of the tree and on a sticker or tag attached to ornaments or decorations placed on the tree.
- Attend Decorator's Workshop
 - Creative decorators and suppliers will be on hand to answer questions.
 - See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your tree and information so that your tree can be delivered safely.

The Following will NOT be Accepted at the Festival of Trees

- No weapons are allowed to decorate the tree including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- Glass ornaments, water or water features, sand, fake snow, or batting
- No Multimedia Presentations (TV's, DVD players)
 - TV's and DVD players may be included as boxed items under your tree
- Trees with decorations that too overtly advertise a business or product.
- All Furniture, Doors, Mantles
- 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.
- Trees featuring tobacco, alcohol, adult content material, weapons, or gift certificates for weapons.
- Walls or barriers that create an obstruction.
- Inflatable lawn ornaments or decorations.
- Adhesive on floor

Meetings and Important Dates

- Tree stand pickup – Festival Warehouse
 - October 7, 2023 - 9:00 a.m. until 12:30 p.m.

- November 4, 2023 - 8:00 a.m. until 10:00 a.m.
- November 18, 2023 - 8:00 a.m. until 10:00 a.m.
- Decorator's Workshop – Festival Warehouse
 - October 7, 2023, from 9:00 a.m. until 11:30 a.m.
- Decorating Day - Mountain America Expo Center
 - November 27, 2023, from 7:00 a.m. until 7:00 p.m.

Opening Night

- As a ***Thank You*** for your efforts and generosity, upon completion of your tree 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*** six 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 trees and accessories become the property of Festival of Trees and will be priced and sold as such.

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

For more information contact:

Becky Yamasaki

435.230.0567

largetreesfot@gmail.com

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