



## **2023 Playhouse Plaza Policies and Procedures**

Playhouse Plaza includes playhouses, gazebos, dollhouses, children's furniture, backyard décor, and playground equipment.

### **Registering Your Playhouse:**

- You may register online at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org). Please follow instructions thoroughly.
  - Registrations will be accepted as space is available.
- Your space will only be assigned if your registration forms are completely filled out and submitted properly.
- If you have registered and are unable to fulfill this commitment, please notify Dan Craner so all reserved spaces may be utilized.
- **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.

### **Building/Decorating Your Playhouse:**

- **Size:** Playhouse Plaza items should not exceed overall dimensions of 10 feet in width, 16 feet in length, and 10 feet in height (10' x 16' x 10). These dimensions should be from the outermost points (from eave to eave).
  - If the playhouse exceeds these dimensions, the builder will need written approval from Dan Craner, and they will be responsible for delivery to new owner the following Sunday.
- Playhouses must be built on a framework that can be lifted with a large forklift. Refer to the playhouse webpage on the website for base instructions.
  - Depending on finished size this base may not be required.
- Add Christmas items, wreaths, lights, etc. to promote the festive season. Finishing touches and accessories adding to the décor or theme are welcome.
- Live plants, sand, glass ornaments or décor, water ornaments, globes, or other water features are **not** allowed.
- **Safety:** All playhouses made for human occupancy must follow Utah Building Codes and be made as child safe as possible.
- If wired for electricity, please incorporate as many safety features as possible.
- All playhouses must be equipped with a smoke detector.
- If dedicated to an individual, you may bring an 8"x10" photocopy of one photo.
  - Matted and framed, it cannot exceed 11"x14".
  - When choosing a photo for display, please be mindful of those who will be viewing it. Do not use pictures of loved ones that have been taken after death.

- Keep a record of expenses and save receipts for tax purposes. Your completed **Itemization of Expenses Form** will help determine the fair market value of your item. For tax purposes, keep all receipts pertaining to your display.

### ***Delivery and Setup***

- Playhouses are to be delivered to Mountain America Expo Center on Saturday, November 25, 2023, between 12:00 and 4:00 p.m. You may work on it until 6:00 p.m.
  - Finishing touches on all playhouses can be completed on Monday, November 27, 2023, from 7:00 a.m. until 7:00 p.m.
- **Playhouse must be finished by Monday, November 27, 2023, at 7:00 p.m. – No Exceptions**
- Smaller items should be delivered on Monday, November 28, 2022 between 7:00 a.m. and 7:00 p.m.
- Turn in the completed **Itemization of Expenses** form when you deliver your creation to the Festival of Trees.
- Due to security and safety issues, we recommend children under 16 years of age be left at home during setup.

### ***Opening Night***

- As a **Thank You** for your efforts and generosity, upon completion of your playhouse 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** 12 Festival tickets for a playhouse (six tickets for a smaller item), 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 playhouses, additions, 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:*

**Dan Craner**

**801-518-3733**

[fotplayhouseplaza@gmail.com](mailto:fotplayhouseplaza@gmail.com)

Please consider volunteering during the week of Festival. Visit [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org) for more information.