



2023 Small Trees Policies and Procedures (*trees that are 3' to 6'*)

Policies and Procedures will be strictly enforced

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

Registering Your Tree

- Register online at: www.festivaloftreesutah.org.
- We will accept the first 275 Small Trees registered.
- Your space will be assigned only if your registration forms are complete and submitted. Registrations will be accepted as space is available.
- Upon receipt of your completed paperwork, an email confirmation will be sent. If you do not receive a confirmation email (*please check your spam folder*) after submitting your online registration form, please email: fotsmalltrees@gmail.com or call Ann Norton or Jodi Shumway, Small Tree Co-Chairs (*contact information below*).
- Your space number will be provided when you check in.
- If for any reason you are unable to fulfill this commitment after registering and receiving your confirmation, **please** notify a Small Tree Co-Chair ASAP so all spaces can be utilized.
- A Festival of Trees tree stand is not required for any small tree.
- **Note:** Do **Not** solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation (801-357-3638). If you have a sponsor, contact the Foundation to properly handle funds.

Decorator's Workshop

- A Decorator's Workshop will be held Saturday, October 7, 2023, 9:00 a.m. to 12:30 p.m. (*Open House*)
- If this is your first experience decorating a tree for Festival, we strongly suggest that at least one representative from your group attend this workshop at the Festival of Trees Warehouse, 824 Fine Drive, #100, Salt Lake City, UT (3710 South). The information presented is also helpful for returning decorators.
 - Creative decorators and suppliers will be on hand to answer decorating questions.
 - See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your 5-6 ft. tree and other information so that your tree can be delivered safely.
 - Attend a 45-minute Q & A from Festival of Tree's Leadership to answer questions about itemization of expenses, contribution forms, check requisition forms, and much more.

Things to Remember When Decorating Your Tree

To preserve/maintain the purpose and integrity of this fundraiser, memorabilia included on a tree is defined as ***“something valued or collected within a popular field of interest.”***

- Use NEW artificial trees only.
- ***Each tree space measures 4 ft. wide by 4 ft. deep.***
- 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. and 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
- Lights must be new and wired onto tree if not pre-lit.
 - For safety, use lights with UL listing
 - To reduce risk of fire, use one strand (100 lights per strand) per extension cord, or four strands (50 lights per strand) per extension cord.
 - ***Do Not*** overload your tree with lights. Bring a heavy-duty extension cord (6ft. - 9 ft.) and a power strip that will be sold with the tree.
 - 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).
- The Fire Marshall advises that 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 ornament cap must be glued onto every ornament.
- If your tree is dedicated to an individual, you may bring one photocopy of a photo to be placed with the tree (photo and frame cannot exceed 5” x 7”).
 - When choosing a photo to display, be mindful of who will be viewing it. Do not use photos of loved ones taken after death.
 - Please include the dedication name on the registration form. No other personal photos will be allowed on or around the tree (only one picture per tree space is allowed).
- 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.

The Following will NOT be Accepted at the Festival of Trees

- No weapons may be used to decorate the tree, including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- Live trees, water, sand, plants of any kind, or fake snow.
- Multimedia presentations (TV’s, DVD players) are allowed.
 - TV’s and DVD players may be included as items under your tree as part of your gifts, but these items cannot be plugged in for display use.
- ***All*** Furniture, doors, or mantles.
- 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.
- Any walls or barriers that create an obstruction.
- Glass or glass ornaments, water ornaments, globes, or other water features.
- Inflatable lawn ornaments or decorations.
- Trees with decorations that too overtly advertise a business or product.
- Adhesive on the floor.

If your tree is between 5 and 6 feet tall, the following reinforcement is required:

- Rebar: ***One continuous piece*** of rebar must be attached on ***each*** side of the tree trunk. Rebar should be from the floor to 6” above the top joint of the tree and secured with hose clamps. Do NOT use multiple pieces in shorter lengths. Rebar should not extend above the top of the tree topper.
- Hose Clamps: Hose clamps must be used to secure the rebar to the tree stand. They

should be fastened above and below each joint of the tree to prevent the trunk from separating during delivery.

- Most common sizes of hose clamps are 1 $\frac{3}{4}$ " to 2 $\frac{3}{4}$ " and 2 $\frac{3}{4}$ " to 3 $\frac{3}{4}$ ".
- Pointed Bottom Tree Trunk: 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.
- Any exceptions must be approved by a Small Tree department co-chair or the Tree Delivery department chair.
- ***Decorators must provide their own rebar and hose clamps.***
- For a close look at how to properly reinforce your tree, please view the online video in the ***Large Tree*** section at www.festivaloftreesutah.org.

Decorating Day

- Small Trees Decorating Day is Sunday, November 26, 2023. A few openings for small tree decorators will be available Monday, November 27, 2023. If you would like to decorate your tree on Monday, please contact a Small Tree department co-chair.
- ***The Mountain America Expo Center will open at 7:00 am on Sunday, November 26, 2023, all decorators must exit the building on Sunday by noon.***
- ***The Expo Center will open at 7:00 a.m. on Monday, November 27, 2023.***
- Look for signs showing the location of the Small Tree check in area
- ***Check in at the Small Tree registration table:***
 - Review your sign (*only sign corrections are allowed*)
 - Receive your tree location aisle and space number.
 - Turn in your itemized expense sheet, gift certificates (*if applicable*), and story card (*if applicable*)
- For security purposes, all decorators must exit the building on Monday by 7:00 p.m. ***No exceptions.***
- Your tree ***MUST*** be completed by 6:30 p.m.
- Keep an accurate record of expenses and save receipts for your tax purposes. On Decorating Day you will be asked for your itemized expense list to help determine the opening auction bid for your tree.
- Come to the Mountain America Expo Center prepared with scissors, florist wire, wire cutters, glue gun, ladder/step stool, and cleanup tools (such as a broom, dustpan, and garbage bags), etc. You may also wish to bring a cart/wagon to help you transport items to your tree space.
- Do ***NOT*** remove chairs from Mountain America Expo chair racks.
- Leave children and pets home.

- Before leaving the Expo Center:
 - An Aisle Worker **must** complete the “*Small Tree Check-Off List*” upon completion of your tree. *NOTE: Please look for Small Tree Aisle Workers who will be wearing green scarves.*
 - Return to the check-in desk to complete the check-out process, making certain you’ve completed and turn in all documents, gift certificates, receipts, story card, and any other items.

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** four 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:

Co-Chair

Ann Norton

719-201-6532

fotsmalltrees@gmail.com

Co-Chair

Jodi Shumway

801-651-1188

fotsmalltrees@gmail.com

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