



2024 Aisle of Nativities Policies and Procedures

Effective January 1, 2022, all Nativity donations must be new or unused and in their original box (unless it is a handmade item, or you are providing a storage box).

If you are unsure about whether your item is an acceptable donation, please contact Alisha Heath at 801.400.3627 or email at nativitiesfot@gmail.com to personally discuss.

Registering Your Nativity:

- Registration will take place online at: www.festivaloftreesutah.org.
- Please register early to avoid not getting a space as we will accept the first 150 Nativities registered.
- Follow the instructions thoroughly and fill out the registration form completely.
- Nativities with a retail value of less than \$20 will either be modified with additions to increase the value or will be offered for sale in the Gift Boutique.
- You will be sent an email confirmation upon receipt of your completed registration. If you do not receive a confirmation email (please check your junk folder) after submitting your online registration form, please email Alisha Heath at nativitiesfot@gmail.com.
- Remember to specify the size of your Nativity to reserve an appropriate amount of space.
- If you are unable to fulfill this commitment or want to donate after registration closes, please notify Alisha Heath at nativitiesfot@gmail.com so all spaces can 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 with questions.

Things to Remember:

- Be creative – think of ways to make your nativity stand out. More creative nativities sell the best!
- Tables are covered with black tablecloths. You may provide table coverings to compliment your creation that will be sold with your Nativity. Adding silver, gold, or other colored fabric, placemats, and fake greenery is a great way to distinguish your Nativity from the rest.
- Please furnish clearly labeled box(es) that include the name of your Nativity, for delivery and storage of your item. If using lights, use those with UL listing (include any replacement bulbs and fuses). For battery operated lights please include extra batteries.
- **Live plants, water ornaments, globes or other water features are not allowed.**
- All creations become the property of the Festival of Trees upon completion and will be priced and sold accordingly. We cannot guarantee your items will be purchased for the financial investment you made.

Drop Off Times and Instructions:

- Drop off (North side of the Expo Center) will be Monday, December 2, 2024, from 7:00 a.m. to 7:00 p.m.
- Nativity Scene must be completely assembled. **Please provide a picture of how you would like it displayed taped to your box(es).**
- **Keep an accurate record of expenses and save receipts for your tax purposes.** You will be asked for your ***Itemization of Expenses*** form to help determine the fair market value and starting price of your Nativity.

Opening Night

- As a ***Thank You*** for your efforts and generosity, upon completion of your Nativity setup at checkout you will receive one Opening Night invitation (each invite will admit two adults) for Tuesday, December 3, 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 Nativities 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

Aisle of Nativities and Gingerbread Village Departments Chair

801.400.3627

nativitiesfot@gmail.com

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