



## **2024 Aisle of Wreaths Policies and Procedures**

*(Wreath size: 24" to 40" maximum)*

### **Policies and Procedures will be strictly enforced**

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

#### **Registering Your Wreath**

- Register online at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org).
- We will accept the first 120 Wreaths registered.
  - Space will be assigned only if your registration is received and space is available.
  - Once 120 Wreaths have been registered, a waiting list will be generated and used to fill empty spots if there are cancellations.
- The name of your wreath is limited to 22 characters, including spaces and punctuation.
- Upon receipt of your completed paperwork, you will be sent an email confirmation. If you do not receive your confirmation email (*check your spam folder*) after submitting your online registration form, please email **Lisa Nievaard** at [festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com).
- The Wreaths department chair will be in contact with you around November 1, 2022. Please allow the Aisle of Wreaths chair time to manage all of the registrations received.
- If for any reason you find you are unable to fulfill this commitment after you have registered and received your confirmation, ***please*** notify **Lisa Nievaard** at [festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com) **ASAP** 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 (801-357-3638). If you have a sponsor, contact the Foundation to properly handle funds.

#### **Decorators Workshop (optional for Wreath Decorators)**

- Saturday, October 12, 2024, beginning at 9:00 a.m. (Open House)
- It's suggested that at least one representative from your group attend the Decorators Workshop at the Festival of Trees Warehouse, 824 Fine Drive, Suite 100 (3710 South), Salt Lake City, UT.
- Creative decorators and suppliers will be on hand to answer decorating questions.
- See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints.
- Festival of Tree's Leadership will be available to answer any questions you might have about itemization of expenses and much more.

#### **Things to Remember When Decorating Your Wreath**

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

- **Use NEW artificial wreaths only.** Wreath must be sturdy, durable, and constructed of high-quality materials.
- Wreaths must have a retail value of at least \$150.00. Those with a retail value of less than \$150.00 will be sold in the Gift Boutique.
- Each door space measures approx. 3 ½ ft. wide by 2 ½ ft. deep. All doors are wood-stained.
- Christmas themed wreaths sell best. Difficult or hard to sell wreaths include:
  - Non-Christmas themed wreaths
  - Non-Christmas colored wreaths, such as pink, blue, purple, black
- Lights must be new and wired onto the wreath if not pre-lit. If using battery operated lights, a second set of batteries must be included. Lights will not be turned off and on, and batteries will not be replaced by Festival of Trees Volunteers.
- Bring extra strands of lights on Decorating Day for replacements if needed.
- **All Decorations must be nonflammable (no straw).**
- **All Decorations** must be wired onto the wreath and the metal ornament cap must be glued onto every ornament. **No glass or glass ornaments.**
- A metal wreath hanger must be used. Some will be available on decorating day however you are welcome to bring your own.
- Items can be hung or attached to the door with removable adhesive or Command Brand by 3M.
- Items such as garland, potted artificial florals/plants, and cute doormats are allowed at the base of your door.
- Display items are limited to a height of 48" or 4'. **Not to exceed a weight of 20 pounds. No Furniture.**
- For wreaths dedicated to an individual, a photocopy of a picture in a frame no larger than 5"x7" can be used. A story card can also be included that will be attached to the back of the wreath sign.
- Please be mindful of your viewing audience when choosing your photo: no photos of loved ones taken after death. Photo will be included with the wreath when purchased.
- If display includes Gift Certificates, it must be signed by company owner or authorized person.
- All items displayed with the wreath will be sold with the wreath.
- All Wreaths and accessories become the property of Festival of Trees upon completion and will be priced and sold as such.

### ***Large Wreath Displays (End Caps)***

- Large Wreath displays must be a minimum of \$300.00.
- Please contact Lisa Nievaard about availability.

### ***The Following Will Not be Accepted at the Festival of Trees***

- Live wreaths, old or previously used wreaths.
- Wreaths featuring tobacco, alcohol, weapons, or adult content material.
- Painting of doors is not allowed. **No Exceptions.**
- Live plants, sand, water ornaments, globes, or other water features.
- Wreaths decorated to advertise a business or product.
- Plastic door hangers.
- **Glass or glass ornaments.**
- Furniture items.
- **Nails and screws. Please DO NOT nail anything to the doors.**
- Full Size Trees with your wreath. (Alpine or pencil trees 4' or less are acceptable).
- No photos (only dedication photo if applicable).

### ***Decorating Day***

- **Decorating Day is December 2, 2024.** The Expo Center will be open to decorators from 7:00 a.m. to 7:00 p.m. You will need to have your Wreath delivered and completed before 7:00 p.m.
- **Upon Arrival at Expo Center:**
  - Please locate Wreath Check-in / Check-out area.
  - Check-in with a volunteer who will show you where your space is located.
  - **Come prepared!** Bring everything you need to hang your wreath, wreath hanger, extension cords, glue gun, scissors, pliers, stepstool, broom, dustpan, garbage bags, etc. Label your supplies.
  - Leave any boxes when finished (include wreath number on box).
  - **Do not remove chairs from Mountain America Expo chair racks.**
  - For safety and security, please leave children home.
  - **Return to Check-in / Check-out area to have a volunteer check off your completed wreath.**
  - Keep an accurate record of expenses and save receipts for your tax purposes. When you check your wreath out, please give us your ***Itemization of Expenses*** form to help determine the fair market value of your wreath.

### ***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, 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 drop off, all Wreaths become the property of Festival of Trees.*

**Thank you for your “Gift of Love” to children at Primary Children’s Hospital!**

*For additional information contact:*

**Lisa Nievaard**

801.231.2819

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

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