



## 2024 *Gingerbread Village* Policies and Procedures

Policies and Procedures will be strictly enforced

### **Registering Your Gingerbread Creation**

- Registration opens Monday, July 1, 2024, at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org) and will be limited to the first 150 Gingerbread creations. Please register early to ensure a space as registration is on a “first come, first served” basis.
- Follow the instructions thoroughly and fill out the form completely.
- Gingerbread creations with a retail value less than \$25 will either be sold in the **Sweet Shoppe** or have elements added to increase its value.
- Upon receipt of your completed registration, you will be sent an email confirmation. If you do not receive a confirmation email (*please check your Junk folder*), please email Alisha Heath at [gingerbreadfot@gmail.com](mailto:gingerbreadfot@gmail.com).
- Remember to specify the size of your Gingerbread creation to reserve an appropriate amount of space.
- If you are unable to fulfill this commitment or would like to donate once registration closes, please notify Alisha at [gingerbreadfot@gmail.com](mailto:gingerbreadfot@gmail.com) so all spaces can be utilized.
- **Do Not** solicit businesses for a donation without first clearing that contact with Primary Children’s Hospital Foundation. Call 801-357-3638 with questions.

### **Gingerbread Construction Requirements**

- The base may be from 15 x 15 inches to a maximum of 30 x 30 inches. Height cannot be more than 36 inches. Weight cannot be more than 50 lbs. Must be able to fit into a car and through a standard doorway.
- A wood board base capable of supporting your creation (or a minimum of 20 lbs.) is required. Gingerbread creations with only a cardboard base will not be accepted until the decorator has added a wood base.
- Place borders or fence at least 2 inches from the edge of the base.
- **Materials:**
  - Use gingerbread for your main structure.
  - Colorful candies and icing will make your creation look festive and will catch the eye of a potential buyer.
  - You may also use decorative items such as tree branches, mirrors, toy people and animals, etc.
  - Use quality icing. The air in the exhibit hall tends to dry out creations.
- Live plants, water ornaments, globes or other water features are **not** allowed.

- Lights are a nice addition but be sure to use lights that won't melt chocolate or icing. Bring an extension cord or extra batteries if using battery operated lights.

### ***Gingerbread Village Drop Off***

- Drop off will be on Monday, December 2, 2024, from 7:00 a.m. to 7:00 p.m. on the North side of the Expo Center.
- Come prepared! Bring supplies that you might need to touch up, repair, or complete your display. These items will not be supplied for you.
- Your Gingerbread creation **must** be completed (e.g., all finishing touches and securing items in place, etc.) by **7:00 p.m.**
- Keep a record of all expenses and save receipts for your tax purposes.
- Complete and turn in the **Itemization of Expenses** form, this will help determine the fair market value and starting bid for your creation.
- Due to security and safety issues, we recommend children be left at home.

### ***Opening Night***

- As a **Thank You** for your efforts and generosity, upon completion of your Gingerbread 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 Gingerbread creations become the property of Festival of Trees and will be priced and sold accordingly. We cannot guarantee your Gingerbread creation will be purchased for the financial investment you made.*

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

*For more information contact:*

**Alisha Heath**

801.400.3627

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

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