



2024 Large Trees Policies and Procedures (*trees that are 6' to 10'*)

Policies and Procedures will be strictly enforced

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

Registering Your Tree

- Registration begins July 1, 2024, at www.festivaloftreesutah.org, will be limited to the first 275 Large Trees registered, and accepted as space is available.
- Upon receipt of your completed registration, you will be sent an email confirmation. If you do not receive your confirmation email (*please check your spam folder*) after submitting your online registration form, please email Austin Hussey or Teresa Loscher at fotargetrees@gmail.com.
- If for any reason you find you are unable to fulfill this commitment after having registered and received your confirmation, please notify Teresa or Austin ASAP so all spaces can be utilized.

Tree Structure Requirements

- As Christmas trees are not generally designed for transport, strict adherence to the following guidelines will ensure your beautiful tree does not bend, break, or fall apart during delivery to its new home at the conclusion of the Festival of Trees.
- Use **New** artificial trees only.
- Trees must be 6ft – 10ft, including the tree topper.
- Trees need to fit through a regular-sized door.
- The purchase of an approved stand is mandatory. Dates for pickup are listed below under the heading **Important Meetings and Dates** (payment to be made at pickup).
- Each tree space will measure 7 ft. wide by 7 ft. deep.
- All trees must have their trunks reinforced with the following:
 - **Rebar: 3/8-inch solid steel rebar, no PVC.**
 - One continuous piece must be attached to the tree trunk.
 - Rebar should be from the floor to 6" above the top joint of the tree but should not extend above the top of the tree topper.
 - **Hose Clamps:** Hose clamps should secure the rebar to the tree stand, above and below each joint of the tree to prevent them from separating during delivery.
 - Rebar/hose clamp kits will be available for purchase when you pick up a stand.
- 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.
- Trees must be pre-lit.

- Bring a heavy-duty ext. cord (6' – 9') and a power strip to be sold with the tree.

Things to Remember When Decorating Your Tree

- 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., 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
- Attach replacement bulbs and fuses to the tree skirt.
- Please provide a box for any fragile item(s) placed under your tree to ensure safe transport during delivery
- Painter's tape should be used to secure anything to the floor.
- Bring extra strands of lights on Decorating Day for replacements if needed.
- All decorations must be nonflammable (No Straw)
- 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 metal ornament cap must be glued onto every ornament to help ensure a successful delivery.
- We do not have doors or easels available for your display.
- Wreath stands under 48" can be used to display wreaths.
- No Obstructions: No item over 48 inches height (quilts, furniture, banners, wreaths, doors, etc.) can be displayed with your tree.
- If your tree is dedicated to an individual, you may bring one 8 x 10 photocopy of a photo to be placed with the tree (frame cannot exceed 11"x 14"). Photocopy will be sold with the tree and not returned.
 - Please include the dedication name on the registration form.
 - Pictures of loved ones taken after death cannot be used. Large Tree co-chairs have final discretion on photos used.
- 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.
- Attend Decorator’s Workshop
 - Creative decorators and suppliers will be on hand to answer your questions.
 - There will be demonstrations of wiring, gluing ornaments, and tree reinforcement, decorating tips, and other helpful hints.

The Following will NOT be Accepted at the Festival of Trees

- Weapons used to decorate the tree including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- Glass ornaments, water or water features, sand, fake snow, or batting
- No Multimedia Presentations (TV’s, DVD players)
 - TV’s and DVD players may be included as boxed items under your tree
- Trees with decorations that too overtly advertise a business or product.
- All Furniture, Doors, Mantles
- Live trees, sand, or plants of any kind.
- Nothing more than 40 pounds should be included with the tree.
- Contact paper on the floor.
- 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, or adult content material.
- Walls or barriers that create an obstruction.
- Inflatable lawn ornaments or decorations.
- Adhesive on floor

Meetings and Important Dates

- Tree stand pickup – Festival Warehouse

- October 12, 2024 - 9:00 a.m. until 12:00 p.m. (noon)
- November 9, 2024 - 8:00 a.m. until 10:00 a.m.
- November 23, 2024 - 8:00 a.m. until 10:00 a.m.
- Decorating Day, Monday, December 2 at Mountain America Expo Center
- Decorator’s Workshop – Festival Warehouse (824 Fine Drive, Suite 100, South Salt Lake, UT 84119)
 - October 12, 2024, open house from 9:00 a.m. until noon
- Decorating Day - Mountain America Expo Center
 - December 2, 2024, from 7:00 a.m. until 7:00 p.m.
- Please limit the number of individuals helping assemble your tree to ten or fewer.
- For safety precautions, please no volunteers younger than 14 on Decorating Day

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*** six 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:

Austin Hussey, Co-chair

801-828-8579

largetreesfot@gmail.com

Teresa Loscher, Co-chair

801.245.0668

largetreesfot@gmail.com

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