



## **2024 Playhouse Plaza Policies and Procedures**

Playhouse Plaza includes playhouses, gazebos, dollhouses, children's furniture, backyard décor, and playground equipment.

### ***Registering Your Playhouse:***

- You may register online at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org). Please follow instructions thoroughly. Registrations will be accepted as space is available.
- Your space will only be assigned if your registration forms are completely filled out and submitted properly.
- If you have registered and are unable to fulfill this commitment, please notify Dan Craner so all reserved spaces may be utilized.
- If your Large Tree will not fit in the 7'x7' space or you wonder if it meets the criteria of another auction department, please call Dan Craner about including in Playhouse Plaza
- **Note:** Do not solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801-357-3638 for questions.

### ***Building/Decorating Your Playhouse:***

- **Size:** Playhouse Plaza items should not exceed overall dimensions of 10 feet in width, 16 feet in length, and 10 feet in height (10' x 16' x 10). These dimensions should be from the outermost points (from eave to eave).
  - If the playhouse exceeds these dimensions, the builder will need written approval from Dan Craner, and they will be responsible for delivery to new owner the following Sunday.
- Playhouses must be built on a framework that can be lifted with a large forklift. Refer to the playhouse webpage on the website for base instructions.
  - Depending on finished size this base may not be required.
- Add Christmas items, wreaths, lights, etc. to promote the festive season. Finishing touches and accessories adding to the décor or theme are welcome.
- Live plants, sand, glass ornaments or décor, water ornaments, globes, or other water features are **not** allowed.
- Safety: All playhouses made for human occupancy must follow Utah Building Codes and be made as child safe as possible.
- If wired for electricity, please incorporate as many safety features as possible.
- All playhouses must be equipped with a smoke detector.
- If dedicated to an individual, you may bring an 8"x10" photocopy of one photo.
  - Matted and framed, it cannot exceed 11"x14".
  - When choosing a photo for display, please be mindful of those who will be viewing it. Do not use pictures of loved ones that have been taken after death.

- Keep a record of expenses and save receipts for tax purposes. Your completed ***Itemization of Expenses Form*** will help determine the fair market value of your item. For tax purposes, keep all receipts pertaining to your display.

### ***Delivery and Setup***

- Playhouses are to be delivered to Mountain America Expo Center on Saturday, November 30, 2024, between 12:00 and 4:00 p.m. You may work on it until 6:00 p.m.
  - Finishing touches on all playhouses can be completed on Monday, December 2, 2024, from 7:00 a.m. until 7:00 p.m.
- **Playhouse must be finished by Monday, December 2, 2024, at 7:00 p.m. – No Exceptions**
- Smaller items should be delivered on Monday, December 2, 2024, between 7:00 a.m. and 7:00 p.m.
- Turn in the completed ***Itemization of Expenses*** form when you deliver your creation to the Festival of Trees.
- Due to security and safety issues, we recommend children under 16 years of age be left at home during setup.

### ***Opening Night***

- As a ***Thank You*** for your efforts and generosity, upon completion of your playhouse 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*** 12 Festival tickets for a playhouse (six tickets for smaller items), 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 playhouses, additions, 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:*

**Dan Craner**

**801-518-3733**

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

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