

FESTIVAL OF TREES

2021

Aisle of Wreaths Policies and Procedures Wreath size 24” to 40” maximum.

ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED
(Please read carefully and keep this information for your reference.)

Registering Your Wreath

- ◆ Register online by going to www.festivaloftreesutah.org.
- ◆ We will accept the first 125 Wreaths registered.
- ◆ Your space will be assigned only if your registration forms are completely filled out and submitted. Registrations will be accepted as space is available.
- ◆ When selecting a name for your wreath, please make sure it is only 22 characters. This includes 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: Brooke Thompson at festivalwreaths@gmail.com.**
- ◆ Your space number will be assigned and emailed to you after October 1, 2021. 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 have received your confirmation, ***please*** notify **Brooke Thompson at festivalwreaths@gmail.com ASAP** so all spaces can be utilized.
- ◆ **New this year** – we will be accepting 125 Wreaths. When we reach that number, a waiting list will be generated. If there are any cancellations, we will use our waiting list to fill the empty spot.
- ◆ 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.

Decorators Workshop - *optional for Wreath Decorators*)

- ◆ Saturday, October 9, 2021, beginning at 10:00 a.m. - 12:30 p.m. (Open House)

It is suggested that at least one representative from your group attend this workshop at Festival of Trees Warehouse, 824 Fine Drive, Suite 100 (3710 South), Salt Lake City, UT.

- ◆ *Creative decorators, suppliers will be on hand to answer decorating questions.*
- ◆ See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints.
- ◆ Attend a 45-minute Q & A from Festival of Trees' Leadership to answer questions about contribution forms, check requisition form, 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 would be 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 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.
- 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, cute doormats are allowed at the base of your door.
- Display items are limited to a height of 48” (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 x 7 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 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

- ◆ **Large Wreath displays must be a minimum of \$300.00.**

- ◆ Please contact Brooke Thompson 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.**
- **NO FURNITURE.**
- **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 Photo's (Only dedication photo if applicable)

Decorate Day:

Drop off times and instructions:

Decorate Day is November 29, 2021. The Expo Center will be open to decorators from 7:00 AM to 7:00 PM. You will need to have your Wreath delivered and completed by this time.

Upon Arrival at Expo Center:

- Please locate Wreath Check-in / Check-out area
- Check-in with a volunteer and they will show you where your wreath space is located.
- Come prepared! Bring everything you need to hang your wreath, wreath hanger, extension cord, glue gun, scissors, pliers, stepstool, broom, dustpan, garbage bags, etc. Label your supplies.
- When you are done, leave any boxes (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. There, you will receive either an Opening Night invitation or two general admission tickets.
- **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. Keep all receipts associated with your wreath and display for tax purposes.

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 more information or questions, contact:

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