

FESTIVAL OF TREES

2021

Gingerbread Village Policies and Procedures

Registering Your Gingerbread

- Gingerbread registrations must be received by November 1, 2021.
- Register online by going to www.festivaloftreesutah.org.
- Complete and return the registration form. Follow the instructions thoroughly.
- Registration will be on a “first come, first served” basis
- Remember to specify the size of your Gingerbread creation to reserve an appropriate amount of space.
- **If you are unable to fulfill this commitment, please notify Julie Walker 801.310.4490, so all reserved spaces can be utilized.**
- **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.

Gingerbread Construction Requirements

- The base size can be from 15 x 15 inches to no larger than 30 x 30 inches. Height cannot be taller than 36”. Weight cannot be more than 50 lbs. Must be able to fit into a car and through a standard doorway.
- **Build your house as sturdy as possible.** Purchaser will pick up Gingerbread Houses. Please be considerate of height and weight.
- Place borders or fence at least 2 inches from the edge of the base.
- Use a wooden board as a base.
- **Materials:** Use gingerbread for your main structure. Colorful candies and icing will make your creation look festive and will catch the buyer’s eye. You can 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 ones that won’t melt chocolate or icing. Bring an extension cord or extra batteries if using battery operated lights.
- ***Name Your Display:*** Please give your gingerbread creation a name (22 characters or less). A sign will be printed with the name of your creation, along with the names of the donor, decorator, and buyer. It will be displayed next to your entry throughout Festival week. Accuracy is essential.
- All creations become the property of the Festival of Trees upon completion and will be priced and sold as such.

Gingerbread Village Decorating Day/Drop Off, Monday, November 29, 2021

- Mountain America Expo Center will open at 7:00 a.m.
- Please check in at the Gingerbread Village registration table to review your sign and be assigned your space.
- Your Gingerbread creation ***MUST*** be completed 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 of your creation. (this form is included with this packet)
- Come Prepared. Bring supplies you might need to touch up, repair, or complete your display.
- **Leave children home.** Due to security and safety issues, we recommend children be left at home.

Opening Night

- Upon receipt of your Gingerbread creation, you will receive an Opening Night invitation which will admit two adults for Tuesday, November 30, 2021, *OR* two tickets to the Festival to be used any day Wednesday, December 1 through Saturday, December 4, 2021.
- ***Babies and children under the age of 16 will NOT be admitted on Opening Night.***
- After Decorating Day, Monday, November 29, 2021, Opening Night tickets ***cannot*** be exchanged for admittance into the Festival later in the week.

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

For more information contact:

Julie Walker

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