



2025 Aisle of Nativities Policies and Procedures

1. Overview

The Aisle of Nativities celebrates the sacred story of Christ's birth through a wide variety of donated nativity sets. To preserve quality and consistency, all nativity donations must be new or unused and in their original box—unless the item is handmade or accompanied by a suitable storage box.

If you are unsure about whether your item is an acceptable donation, please contact Alisha Heath at 801.400.3627 or email at nativitiesfot@gmail.com to personally discuss.

- Online registration begins the first Monday in July at www.FestivalofTreesUtah.org.
- Only the first 150 nativities registered will be accepted so please register early to insure space.
- You will be sent an email confirmation upon receipt of your completed registration. If you do not receive a confirmation email (***please check your junk folder***) after submitting your online registration form, please email Alisha Heath at nativitiesfot@gmail.com.

2. Important Dates

- Decorator's Workshop: Saturday, October 11, 2025 – 9:00 a.m. to 12:00 p.m.
- Decorating Day: Monday, December 1, 2025 – 7:00 a.m. to 7:00 p.m.
- Opening Night: Tuesday, December 2, 2025

3. Guidelines

- Follow all instructions and complete the online registration form fully.
- Nativities must be new or unused and in their original boxes.
- Handmade items are accepted and must include a storage box if not boxed.
- Nativities valued under \$20 may be modified to increase value or sold in the Gift Boutique.
- Specify the size of your nativity to ensure adequate display space.
- If you cannot fulfill your commitment or want to donate after registration closes, please notify Alisha Heath at nativitiesfot@gmail.com as soon as possible so that all spaces may be filled.
- Stories must be 500 characters or fewer. Longer stories may be printed and framed (max 8×10).
- Be creative—consider backgrounds, pedestals, and lighting to enhance your nativity display.
- Do not include additional decorations beyond the nativity itself unless integral to its presentation.
- **Do not** solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801-357-3638 with questions.
- Tables are covered with black tablecloths. You may provide table coverings to compliment your creation that will be sold with your Nativity. Adding silver, gold, or other colored fabric, placemats, and fake greenery is a great way to distinguish your Nativity from the rest.

- Please furnish clearly labeled box(es) that include the name of your Nativity, for delivery and storage of your item.
- If using lights, use those with UL listing (include any replacement bulbs and fuses). For battery operated lights please include extra batteries.
- **Live plants, water ornaments, globes or other water features are not allowed.**
- All creations become the property of the Festival of Trees upon completion and will be priced and sold accordingly. We cannot guarantee your items will be purchased for the financial investment you made.

4. Antique & Collectible Donation Guidelines

We appreciate your generosity in donating valuable antiques and collectibles as part of any auction item or on their own to our event. Your contributions are essential to the success of our festival, and we are sincerely grateful for your support.

Condition of Items:

- Collectibles should be in like-new condition—free from damage, repairs, chips, or cracks.
- Antiques should feature authentic markings and exhibit natural wear consistent with their age, while remaining free from significant damage or restoration.
- Because antique pricing can be subjective and sometimes reflects retail or boutique values, we may need to consult a Festival Co-Chair for guidance before assigning a price.
- All antiques will be reviewed and approved prior to inclusion in the auction.
- Whenever possible, please include any certificates of authenticity or relevant documentation.

Packaging Requirements:

- All collectibles must include their original packaging in retail-ready condition.
- If the original packaging is missing or unsuitable, please provide a new, appropriately sized box with professional labeling.
- We are unable to accept items without quality packaging, those that have been repaired, or items without meaningful collectible value.

5. Decorating Day Instructions

- Drop off (North side of the Expo Center) will be Monday, December 1, 2025, 7:00 a.m. to 7:00 p.m.
- **Keep an accurate record of expenses and save receipts for your tax purposes.** You will be asked for your *Itemization of Expenses* form to help determine the fair market value and starting price of your Nativity.
- Nativity Scene must be completely assembled. **Please provide a picture of how you would like it displayed taped to your box(es).**

6. Opening Night and Admission

- As a **Thank You** for your efforts and generosity, each decorator will receive two Festival admission tickets.

7. Contact and Volunteer Information

- Chair: Alisha Heath
 - Phone: 801-400-3627
 - nativitesfot@gmail.com
- Please consider volunteering during Festival week. For more information, visit: www.festivaloftreesutah.org

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