



# 2025 Aisle of Wreaths Policies and Procedures

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## 1. Overview

The Aisle of Wreaths showcases beautifully decorated wreaths donated for auction. Wreaths must measure between 24" and 40" in diameter and be prepared for hanging or table display. Registration is online at [www.FestivalofTreesUtah.org](http://www.FestivalofTreesUtah.org) and begins the first Monday in July. The Festival will accept the **first 120 registered wreaths**. Once the limit is reached, a waitlist will be maintained. Please read this information carefully and keep as a reference.

Our Wreaths department chair will be in contact with you around November 1. Please allow the Aisle of Wreaths chair time to manage all the registrations received.

- Wreath size: 24" to 40" maximum. Wreaths under 36" seem to be the most appealing to our bidders and tend to sell faster.
- We will accept the first 120 wreaths registered. Space is limited and will be assigned based on registration timing.
- Your wreath name is limited to 22 characters, including spaces and punctuation.
- If you do not receive your confirmation email (*please check your spam folder*) after submitting your online registration form, please email **Cami Saari** at [festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com).
- If you must cancel your participation, notify **Cami Saari** as soon as possible so another decorator may be accommodated.
- Do not solicit businesses for a donation without approval from Primary Children's Hospital Foundation (801-357-3638). If you have a sponsor, contact the Foundation to properly handle funds.

## 2. Important Dates

- Decorator's Workshop: Saturday, October 11, 2025 – 9:00 a.m. to 12:00 p.m. (*optional*)
  - If this is your first experience decorating a wreath for Festival, we strongly suggest that at least one representative from your group attend this workshop at the Festival of Trees Warehouse, 824 Fine Drive, #100, Salt Lake City, UT 84119 (3710 South). The information presented is also helpful for returning decorators.
    - Creative decorators will be on hand to answer decorating questions.
    - See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your tree and other information so that your tree can be transported safely.
    - Festival of Tree's Leadership will be available to answer any questions you might have about itemization of expenses and much more.
- Decorating Day: Monday, December 1, 2025 – 7:00 a.m. to 7:00 p.m.
- Opening Night: Tuesday, December 2, 2025

### 3. Decorating Guidelines

- To preserve/maintain the purpose and integrity of this fundraiser, memorabilia included on a wreath is defined as “something valued or collected within a popular field of interest.”
- Use new artificial wreaths only. Must be sturdy and of high-quality materials.
- Retail value must be at least \$150. Items valued less than \$150 will be sold in the Gift Boutique.
- Each door space measures approx. 3 ½ ft. wide by 2 ½ ft. deep. Most doors are wood- stained and will be assigned on a first come, first served basis.
- Christmas themed wreaths sell best. Non-Christmas themed wreaths and colors (pink, blue, purple, and black) are difficult to sell and may not sell at all – please seriously consider as you design.
- Lights must be new and wired on. If using battery-operated lights, include extra batteries. 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 and wired onto the wreath. Ornament caps must be glued.
- Use a metal wreath hanger. Some are provided on Decorating Day.
- 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, and themed doormats are allowed at the base.
- Display height limited to 4 feet. Weight not to exceed 20 pounds.
- Dedication photos (if used) must be no larger than 5x7 and accompanied by a story card if desired (please, no photos of loved ones taken after death).
- Gift certificates must be signed by the company owner or authorized person.
- All items displayed with the wreath will be sold as part of the wreath.
- All wreaths and accessories become the property of Festival of Trees.
- Stories for auction items should be 500 characters or less.
- Longer stories may be printed and framed (maximum size 8x10) and displayed at the door base.

### 4. Prohibited Items

- Live, old, or previously used wreaths.
- Items featuring tobacco, alcohol, weapons, or adult content.
- Live plants, sand, water, globes, or water features.
- Advertising or promotional product displays (except as noted above).
- Glass or glass ornaments.
- Painting of doors is not allowed. **No Exceptions.**
- Plastic door hangers, nails, and screws. **Please DO NOT nail anything to the doors.**
- Full-size trees. (Only alpine or pencil trees 4’ or less are allowed. If your tree is larger than either type or taller than four feet, please consider registering it in either the Large or Small Tree departments.)
- Furniture items.
- Photos, unless a dedication photo as described in guidelines.

## 5. End Cap Requirements

- End caps must have a minimum retail value of \$300 and include three (3) auction items.
- Each end cap display includes a wreath and a mantel decoration/garland.
- You must also include at least one of the following:
  - A small tree (under 4').
  - Decorative element for hearth/floor area around the mantel.
- End caps will be assigned by Festival of Trees. If you have special needs, include them in your registration (e.g., width of mantel or color preference).
- Please contact Cami Saari about availability.

## 6. 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.

## 7. Delivery and Decorating Day Instructions

- Decorating Day: Monday, December 1, 2025, 7:00 a.m. to 7:00 p.m., Mountain America Expo Center.
- Upon arrival find Wreath Check-in / Check-out area where volunteers will direct you to your space.
- Bring your own tools and supplies, clearly labeled.
- Leave boxes with your wreath number on them.
- Return to check-out when done so a volunteer can sign off your wreath.
- Do not remove chairs from Mountain America Expo chair racks.
- Submit your ***Itemization of Expenses*** form that will help us determine fair market value. You'll also want an accurate record (including receipts) for tax purposes
- For safety and security, children should remain at home.

## 8. Festival of Trees Admission

- As a ***Thank You*** for your efforts and generosity and upon completion of decorating, you will receive two Festival general admission tickets.

## 9. Contact and Volunteer Information

- Wreath Chair: **Cami Saari**
  - Phone: **801.682.9054**
  - Email: [festivalwreaths@gmail.com](mailto:festivalwreaths@gmail.com)
- Please consider volunteering during Festival week. For more information, visit: [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org)

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