



2025 Centerpieces Policies and Procedures

1. Overview

Centerpieces at Festival of Trees include table displays, mantel decorations, and collectibles. These items are sold to benefit the children at Primary Children's Hospital. Beauty, creativity, and imagination are encouraged!

- Online registration at www.FestivalofTreesUtah.org begins the first Monday of July.
- The first 200 Centerpieces or Collectibles with registration forms complete and submitted will be registered and assigned a space.
- Registrations will be limited to four per decorator. Each centerpiece submitted by the same decorator must be unique.
- If for any reason you are unable to fulfill this commitment, please notify RaCail Hayes so all reserved spaces may be utilized.
- Be sure to specify the approximate size of your creation to reserve an appropriate amount of space.
- Centerpieces or collectibles must have a current value of \$75 or more. Any valued less than \$75 will either have additions made to increase the value or be sold in the Gift Boutique.
- Do Not solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801.357.3638 for questions.

2. Important Dates

- Decorators' Workshop: Saturday, October 11, 2025, at 9:00 a.m. (Festival Warehouse)
- Decorating Day: Monday, December 1, 2025, 7:00 a.m. to 7:00 p.m., Mountain America Expo Center
- Opening Night: Tuesday, December 2, 2025

3. Guidelines and Things to Remember

- Centerpieces must be artificial and securely constructed.
- Christmas-themed items tend to sell best.
- No live plants, water features, perishable elements, or framed puzzles.
- Avoid glass and breakable materials; lights must be UL listed and extra bulbs included.
- Tables are covered in white. Accessories such as candles, ceramics, and table settings and coverings enhance your design and will be sold with your piece.
- No advertising or inappropriate material is allowed.
- Provide a box (labeled with item name and space number) for delivery and storage.
- Provide an easel if required for display.
- Collectibles should come with original packaging.
- Keep a record of expenses and bring the **Itemization of Expenses** form on Decorating Day.
- Stories for auction items should be 500 characters or less.
- If a story exceeds 500 characters, you may print and frame it (max size 8x10) for display.
- All items and accessories become the property of Festival of Trees and will be priced accordingly.

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 and Delivery

- Deliver your centerpiece to the Mountain America Expo Center on Monday, December 1, 2025, between 7:00 a.m. and 7:00 p.m. where you will check in at the Centerpieces and Collectibles registration table to review your sign and receive additional details.
- Your display must be completed by 7:00 p.m.
- Be sure to bring your completed ***Itemization of Expenses*** form that will be used to help determine the fair market value and starting bid of your item (this form and saved receipts will also be helpful for tax purpose).
- Due to safety and security, children are discouraged from attending Decorating Day.

6. Festival of Trees Admission

- As a ***Thank You*** for your efforts and generosity, upon checkout of your centerpiece on Decorating Day you will receive two Festival tickets.

7. Contact and Volunteer Information

- Chair: **RaCail Hays**
 - Phone: **801.367.6457**
 - Email: fotcenterpieces@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.