



2025 Gingerbread Village Policies and Procedures

1. Overview

The Gingerbread Village is a charming part of Festival of Trees that showcases beautifully decorated gingerbread houses of all sizes and styles, crafted with candy, icing, and imaginative decorations. These creations are sold to benefit the children at Primary Children's Hospital.

- Online registration at www.FestivalofTreesUtah.org begins the first Monday in July. Please follow the instructions thoroughly and fill out the form completely.
- Please register early as submissions are limited to the first 150 registered Gingerbread creations on a first-come, first-served basis.
- Upon receipt of your completed registration, you will be sent an email confirmation. If you do not receive a confirmation email (please check your Junk folder), please email Alisha Heath at gingerbreadfot@gmail.com.
- Remember to specify the size of your creation to reserve an appropriate amount of space.
- Each creation must have a minimum retail value of \$25. Items below this threshold may be adjusted to increase value or placed for sale in the Sweet Shoppe.
- If you are unable to fulfill this commitment or would like to donate once registration closes, please notify Alisha at gingerbreadfot@gmail.com so all spaces can be utilized.
- Do not solicit businesses for donations without first obtaining permission from Primary Children's Hospital Foundation (801-357-3638).

2. Important Dates

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

3. Guidelines

- The base may range from 15 x 15 inches to a maximum of 30 x 30 inches. Height cannot exceed 36 inches and weight must be under 50 lbs. Creations must be able to fit into a passenger vehicle and through a standard doorway.
- Use a wood board base capable of supporting at least 20 lbs. Cardboard bases are not permitted without the reinforcement of a wood base.
- Place decorative borders or fencing at least 2 inches from the edge of the base.
- Primary structure must be made from gingerbread. Decorate using colorful candies, icing, tree branches, toy figures, mirrors, and other creative materials.

- Do not use live plants, water ornaments, globes, or any water features.
- Use high-quality icing to prevent drying out in the exhibit hall.
- Lights are a nice addition but be sure to use lights that won't melt chocolate or icing. Bring an extension cord or extra batteries if using battery operated lights.
- Stories for auction items should be 500 characters or less.
- Longer stories may be printed, framed (maximum size 8x10), and displayed with the item.

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. Delivery on Decorating Day

- Deliver your gingerbread house on Monday, December 1, 2025, between 7:00 a.m. and 7:00 p.m.
- Upon arrival, check in at the Gingerbread Village registration table on the North side of the Mountain America Expo Center.
- Come prepared! Bring supplies that you might need to touch up, repair, or complete your display. These items will not be supplied for you. All finishing touches, etc. 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, after delivering your gingerbread house you will receive two Festival tickets.

7. Contact and Volunteer Information

- Chair: **Alisha Heath**
 - Phone: **801.400.3627**
 - Email: gingerbreadfot@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.