



2025 Playhouse Plaza Policies and Procedures

1. Overview

Playhouse Plaza includes playhouses, gazebos, dollhouses, children's furniture, backyard décor, and playground equipment. These items are donated and auctioned to benefit Primary Children's Hospital. If your Large Tree will not fit in the 7'x7' space or you wonder if it meets the criteria of another auction department, please call Dan Craner about including in Playhouse Plaza.

- Registration takes place online at www.FestivalofTreeUtah.org the first Monday in July and will be accepted as space is available. Space will only be assigned if registration forms are complete and submitted properly.
- If after registering you are unable to fulfill this commitment, please notify Dan Craner so all reserved spaces may be utilized.
- 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

- Delivery of Playhouses: Saturday, November 29, 2025 – 12:00 p.m. to 4:00 p.m. (work allowed until 6:00 p.m.)
- Finishing Touches: Monday, December 1, 2025 – 7:00 a.m. to 7:00 p.m. (must be finished by 7 p.m.).
- Smaller items should be delivered on Monday, December 1, 2025, during the same timeframe.
- Opening Night: Tuesday, December 2, 2025

3. Guidelines

- Items should not exceed 10 feet in width, 16 feet in length, and 10 feet in height (from outermost points eve to eve).
 - If the playhouse exceeds these dimensions, the builder will need written approval from Dan Craner, and they will be responsible for delivery to new owner the following Sunday.
- Playhouses must be built on a forklift-accessible base per website instructions.
- Playhouses intended for occupancy must follow Utah Building Codes and safety standards.
- Include festive decorations such as lights, wreaths, and seasonal accents. Finishing touches and accessories adding to the décor or theme are welcome.
- Prohibited: live plants, water features, glass ornaments, sand, inflatables, or unsafe decor.
- Each playhouse must include a smoke detector.
- If electricity is used, include proper safety precautions.
- If dedicated to an individual, you may include one framed 8x10 photocopy photo (not postmortem). Frame must not exceed 11x14.
- Story should be 500 characters or fewer. Longer stories may be framed in no larger than an 8x10 frame.

- Label any accessory boxes clearly with your name and item location.
- All items become property of the Festival of Trees upon delivery.

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 kindly encourage you to consult your 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 Instructions

- See **Important Dates** above
- Keep a record of expenses and save receipts for tax purposes. Your completed **Itemization of Expenses** Form will help determine the fair market value of your item. Submit the completed **Itemization of Expenses** form at check-in.
- Children under age 16 are discouraged from attending setup for safety reasons.

6. Festival of Trees Admission

- As a **Thank You** for your efforts and generosity, each playhouse donor will receive 12 Festival admission tickets; smaller item donors will receive 6.

7. Contact and Volunteer Information

- Chair: **Dan Craner**
 - **801.518.3733**
 - fotplayhouseplaza@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.