

FESTIVAL OF TREES

2020 Aisle of Nativities Policies and Procedures

Registering Your Nativity

- Nativity registrations must be received by October 15, 2020.
- Register online by going to www.festivaloftreesutah.org.
- Complete and return the registration form. Follow the instructions thoroughly.
- Your space will be guaranteed only if registration forms are returned by October 15 or as space permits.
- Remember to specify the size of your Nativity to reserve an appropriate amount of space.
- Limit one auction item per decorator. Decorators who have completed more than one auction item may fill any available spaces after October 15.
- ***If you are unable to fulfill this commitment, please notify Jill McAree at (801)694-4078 or Kathryn Beenyat (801)300-1037 so all reserved spaces can be utilized.***
- **Note: Do NOT** solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801.357.3638 for questions.

Things to remember when creating your nativity scene:

- Be creative – think of ways to make your nativity stand out.
- Tables are covered with white. However, you may provide table coverings (will be sold with your item) to compliment your creation.
- Furnish box(es) for delivery and storage of your item. Mark them with the name of your creation.
- If using lights, use those with UL listing. Include any replacement bulbs and fuses. Battery operated lights include extra batteries.
- *Live plants, water ornaments, globes or other water features are not allowed.*
- *Name Your Display:* Please give your Nativity a name (limited to 22 characters, including spaces). Accuracy is essential.
- All creations become the property of the Festival of Trees upon completion and will be priced and sold as such.

Drop off times and instructions:

- Drop off time and date will be arranged through the department chair
- Nativity Scene must be completely assembled, please provide a picture of how you would like it displayed.
- Festival board members will arrange and place your nativity. A picture will be sent to decorator for final approval, or a FaceTime call can be scheduled if preferred.
- ***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 of your tree. Keep all receipts associated with your tree and display for tax purposes.

2020 Virtual Event

Festival of Trees will be transitioning to a virtual event this year. As a fundraiser for a healthcare organization, it is our foremost obligation to encourage the safety and health of the people we serve by helping to prevent the continued spread of COVID-19. Moving the Festival of Trees to a virtual event serves as a preventative measure to keep our communities as safe and healthy as possible. While some may be disappointed by this change of plans, we believe that being responsive in limiting the broadening reach of the virus is imperative. This year's virtual event will be hosted at the Festival of Trees Warehouse in Salt Lake City. The general public will be able to view the event online. Check our website at www.festivaloftreesutah.com for updates and the latest information.

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Thank you for your “Gift of Love” to children at Primary Children’s Hospital

For more information, contact:

Jill McAree
(801) 694-4078
nativitiesfot@gmail.com

Kathryn Beeny
(801) 300-1037
nativitiesfot@gmail.com