

# FESTIVAL OF TREES

## 2020 Aisle of Wreaths Policies and Procedures

Registration must be received by October 15, 2020

**ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED**

*Please read carefully as the rules for this year's VIRTUAL EVENT have changed.*

### Registering your Wreath

- *All policies and procedures will be strictly enforced this year.*
- **Wreaths must have a minimum retail value of \$150 to be in Aisle of Wreaths.**
- Register online at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org). Read and follow instructions carefully.
- Registration form must be submitted by October 15 but this does not guarantee a spot. Registrations are accepted on a space available basis. Register early!
- You should receive confirmation of registration immediately after submitting your information in a bounce back email. If you do not receive confirmation, call Leann Hansen at 801-572-3738.
- 100 spaces are available on a first come, first serve basis. Limit one auction item per decorator. Decorators who have completed more than one auction item may fill any available spaces after October 15.
- **Do NOT** solicit businesses for a donation without first clearing the contact with Primary Children's Foundation. Call 801-357-3638.

### Decorating your Wreath

- Displays are limited to wreaths only. No additional items are allowed. Please consider using funds reserved for additional items to purchase gift cards to be included with the wreath.
- Displays are limited to one door – no double door spaces.
- Wreaths **must** be traditional Christmas-themed or winter-themed. Avoid trademarked and theme-specific ornaments and décor.
- Lighted and traditional Christmas color wreaths sell the best. Avoid pastel and non-traditional colors (pinks, blues, purples, etc.)
- Minimum wreath size is 24" in diameter—maximum size is 40" in diameter. Wreath must be artificial.
- Wreath and ornaments must be sturdy, durable and constructed of high-quality materials.
- Ornament tops must be glued to the ornament itself and all decorations wired or glued to the wreath. All decorations should be nonflammable.
- If using battery operated lights, a second set of batteries must be included. Batteries will not be replaced or turned off and on by Festival volunteers.
- Decorators will deliver completed wreaths to the Festival of Trees Annex. Festival volunteers will receive the wreaths at the door and then put them in place. There will be no on-site decorating.

### Drop off times and instructions:

- Drop off time and date will be arranged through the department chair
- Wreath must be completely decorated, please provide a picture of how you would like it displayed.
- Festival board members will arrange and place your wreath. 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 wreath. Keep all receipts associated with your wreath 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](http://www.festivaloftreesutah.com) for updates and the latest information.

**Leann Hansen**  
**801-572-3738**  
**festivalwreaths@gmail.com**

**Thank you for your "Gift of Love" to children at Primary Children's Hospital.**  
***Upon completion, all wreaths become the property of Festival of Trees.***