

# FESTIVAL OF TREES

## 2020 Centerpieces and Collectibles Policies and Procedures Table Displays, Centerpieces, Mantel Decorations, Etc.

### Registering Your Centerpiece/Collectible

- This year we will only be able to accept the first 100 Centerpieces registered.
- To allow as many decorators to participate as possible, we ask that you register just one item per household in the auction area of your choice. Decorators who have completed more than one auction item may fill any available auction item spaces after October 15. Registration will open on August 3, 2020 and will be open until November 1, 2020.
- Register online at [www.festivaloftreesutah.org](http://www.festivaloftreesutah.org)
- Centerpieces or collectibles need to have a retail value \$75.
- Please provide a finished photo of your item that we can use as a reference.
- After you have completed registering you will receive a confirmation email. If you do not receive a confirmation email, please contact Stephanie Pont at 801.369.0415
- You will be given a time and day to drop off your Centerpiece at the Festival of Trees Warehouse
- **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 Decorating Your Centerpiece or Collectible

- Must be artificial.
- Centerpieces with a Christmas theme sell best. Beauty, creativity, and imagination add spice!
- Furnish a box(es) for delivery and storage of your item.
- Boxes must be marked with the name of the design and space number and placed directly under the display table.
- Tables are covered in white. However, you may provide table coverings (which will be sold with your creation) to complement your arrangement.
- If using lights, use those with UL listing. Include any replacement bulbs and fuses in your storage box.
- We encourage accessories such as candles, ceramics, table settings, table coverings, and other items you feel will enhance your design (which will be sold with the arrangement).
- Live plants, water ornaments, globes, or other water features are not allowed.
- All Centerpieces and Collectibles and accessories become the property of Festival of Trees and will be priced and sold as such.
- No advertising or inappropriate material will be accepted.
- Provide an easel if one is required for your creation.
- Collectibles should come with original packaging.
- Gift cards may be included with your centerpiece.

### Drop off times and instructions:

- Drop off time and date will be arranged through the department chair
- Centerpiece must be completely decorated, please provide a picture of how you would like it displayed.
- Festival board members will arrange and place your centerpiece. 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 centerpiece. Keep all receipts associated with your centerpiece 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.

*Upon completion, all creations become the property of Festival of Trees.*

*If for any reason you are unable to fulfill this commitment,  
please notify Stephanie Pont so all reserved spaces may be utilized.*

*For registration information or if you have questions, please contact:*

**Stephanie Pont**  
801.369.0415  
festivalcenterpieces@gmail.com

*Thank you for your "Gift of Love" to children at Primary Children's Hospital!*