

FESTIVAL OF TREES

2020 Large Tree Policies and Procedures Large Trees (6 ft. to 10 ft.)

ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED

Please read carefully as the rules for this year's VIRTUAL EVENT have completely changed. Keep this information for your reference.

Registering Your Tree:

- ◆ Beginning August 3, 2020, register online by going to www.festivaloftreesutah.org.
 - Only **60** Large Tree spots will be available this year
 - Registration will be on a first-come basis and filled based on the timestamp of your completed registration
 - Successful registrants will be notified within 48 hours
 - Once all 60 spots are filled you will be put on a waitlist.
 - Waitlist will only include 25 spots. If waitlisted, you will be notified after September 1st if selected to fill a tree spot.
 - Limit one auction item per decorator. Decorators who have completed more than one auction item may fill any available spaces after October 15.
 - Large Trees must have a minimum retail value of \$550 to be auctioned this year.
 - **ONLY** Christmas-themed trees will be accepted this year. No other items may be submitted with your tree (accessories not attached to the tree, wreaths, toys, gifts, furniture, etc.)
- ◆ Your space will be assigned only if all registration forms are filled out and submitted. Registrations will be accepted as space is available.
- ◆ **Upon receipt of your completed paperwork, you will be sent an email confirmation. If you do not receive your confirmation email after submitting your online registration form, please email: Chris Kennedy, largetreesfot@gmail.com or call 801-949-2026.**
- ◆ If for any reason you find you are unable to fulfill this commitment after you have registered and have received your confirmation, ***please*** notify Chris Kennedy, 801-949-2026 so all spaces can be utilized.
- ◆ A Festival of Trees approved stand is mandatory. Any exceptions should be discussed with and approved by Robin Silatolu @ 801-699-6439 or Jennifer Bischoff @ 801-830-2474. **Tree stand payment of \$35.00 will be at time of pick-up. (Four sizes available based on the width of the trunk, not height of the tree. Do not alter the tree stand in any way.)**

TREE STAND PICKUP:

For pickup in Salt Lake County or Davis County contact Robin Silatolu @ 801-699-6439

For pickup in Utah County contact Jennifer Bischoff @ 801-830-2474

Tree stands can also be purchased on the day you decorate/deliver your tree to the Festival 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.

There will NOT be a Decorator's Workshop this year.

It is suggested that at least one representative from your group review our Large Tree's workshop demonstration online under the Get Involved portion of the Festival of Trees website @ www.festivaloftreesutah.org

- See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your tree and information so that your tree can be delivered safely.
- NOTE: Please do not use PVC within your tree. This is a practice that is no longer being used
- View PowerPoint to answer questions about contribution forms, check requisition form, itemization of Expenses.
- *Tree stands will be available for purchase and pick up. The cost is \$35.00.*

Things to Remember When Decorating Your Tree

To preserve/maintain the purpose and integrity of this fundraiser, memorabilia included on a tree would be defined as "something valued or collected within a popular field of interest."

- Use **NEW** artificial trees only.
- **Each tree space this year measures 6 ft. wide by 6 ft. deep.**
- **ONLY Christmas-themed trees will be accepted this year.**
- **Lights must be New and Wired onto Tree if not Pre-lit.** For safety, use lights with UL listing. To reduce risk of fire, use a minimum number of lights (no more than 75 to 100 lights per foot). ***DO NOT Overload your Tree with Lights.*** Read instructions on the light box for specific information. **Bring a heavy-duty extension cord (6-9 ft.) and a power strip that will be sold with the tree.**
- Attach Replacement Bulbs and Fuses to the Tree Skirt.
- Bring extra strands of lights during your decorating time slot for replacements if needed.
- All Decorations must be nonflammable (No Straw)
- Furnish a Tree Skirt - Attractive tree skirts help the tree to sell. If you use batting as a tree skirt, fire-retardant batting must be used.
- All Decorations must be wired onto the tree and the metal ornament cap must be glued onto every ornament for successful delivery.
- We do not have Doors or Easels available for your display. **Doors and furniture are no longer allowed. No décor, gifts or other items are allowed to sit next to or near your tree.**
- All trees become the property of Festival of Trees upon completion and will be priced and sold as such.
- ***Trees Dedicated to an Individual:*** If your tree is dedicated to an individual, you may bring one 8x10 **photocopy** of a photo to be placed with the tree. The exterior dimensions of the matte or frame cannot exceed 11"x 14". An easel will be provided to display the photo. When choosing a photo to display, be mindful of those who will be viewing online. ***Pictures of loved ones taken after death cannot be used.*** Please include the dedication name on the registration form. ***No other personal photos will be allowed on or around the tree. (Only one picture per tree space is allowed.)***
- ***No weapons are allowed*** to be used to decorate the tree, including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- ***No*** glass ornaments, water, or sand
- No Multimedia Presentations will be allowed.
- ***No Advertising or Inappropriate Material.*** Festival of Trees is a benefit for children at Primary Children's Hospital. Do not use your tree to advertise a business or product.
- Be mindful that the display will be visible online from all angles, including the back. Be considerate of

neighboring tree displays. Festival of Trees reserves the right to remove objects that are causing obstruction.

- You may include a story with your tree.

The following *will NOT* be accepted at the Festival of Trees and these rules will be strictly enforced:

- Furniture, Doors, Mantles
- Live trees, sand, or plants of any kind.
- Old or previously used trees, decorations, and accessories.
- Trees taller than 10 ft. (**including** tree top decorations).
- **Trees with branches that must be inserted into the tree.** Tree branches must be permanently connected to the tree trunk by the manufacturer.
- More than one 8"x10" photo for each assigned tree space.
- Trees featuring tobacco, alcohol, adult content material, weapons, or gift certificates for weapons.
- **Walls**
- Water ornaments, globes, or other water features.
- Inflatable lawn ornaments or decorations.
- Trees decorated to advertise a business or product.
- Adhesive on floor.
- Glass or glass ornaments
- Any items that sit on the floor next to or around your tree. Please consider donating gift cards instead of items that you would have placed around your tree.
- Floor coverings or carpet of any kind including fake snow and loose items

Preparing Your Tree to be Delivered

When Festival of Trees is over, your tree will be delivered to its new home. Great care is taken in delivering your tree. Because Christmas trees are not designed to be transported, these requirements will ensure that your tree does not bend, break or fall apart.

- **Ornaments and Decorations.** Glue the metal ornament cap onto every ornament. Then wire every ornament, garland, and decoration securely to the tree.
- **Reinforce Your Tree.** ***All trees*** must have their trunks reinforced.
 - **Rebar:** One continuous piece must be attached on the outside of the tree trunk. Rebar should be from the floor to 6" above the top joint of the tree and secured with hose clamps. Do NOT use multiple pieces in shorter lengths. Rebar should not extend above the top of the tree topper.
 - **Hose Clamps:** Hose clamps should secure the rebar to the tree stand, above and below each joint of the tree to prevent them from separating during delivery.
 - Most common sizes are 1-3/4 to 2-3/4 and 2-3/4 to 3-3/4
 - **Pointed Tree Trunk:** If the tree trunk base is pointed, cut off the point with a hacksaw. This will prevent the tree from bending at the top or breaking at the base during delivery.
 - Any exceptions must be approved by Large Tree Department Chair
 - **Decorator must provide all supplies such as rebar and hose clamps.**
 - **DO NOT USE PVC to reinforce your tree.** We are discontinuing this practice

Check out our video online at www.festivalofreesutah.org under the Get Involved - Large Tree section. This video will give you a closer look at how to re-inforce your tree to ensure a safe and successful delivery.

- **Tree Delivery.** Proper reinforcement of your tree is important. Remember these trees are being delivered to homes and businesses. Trees need to fit through a regular sized door.

Decorating Day

- Once Registration has closed; The Large Tree Chair will notify you and you will be given a selection of dates and times to come to the Festival of Trees Warehouse to decorate and set up your tree. **These dates will be throughout the month of November.** You will have a limited amount of time to finalize the decorations on your tree.
- A limited number of individuals will be allowed to complete trees in the warehouse. Work with the Large Trees Chairman for all arrangements (Chris Kennedy @ 801-949-2026).
- We encourage you to purchase tree stands early and have your tree close to completion to limit the time in the warehouse.
- ***Keep an Accurate Record of Expenses and Save Receipts for your Tax Purposes.*** On Decorating Day, you will be asked at check-out for your itemized expense list to help determine the fair market value of your tree.
- *Come Prepared.* Bring rebar, scissors, florist wire, wire cutters, hose clamps, step stool, glue gun, pliers, drills, screw drivers, ladder, and clean up tools with you to the Festival of Tree's Warehouse. Please label all your supplies.
- **NO Children under the age of 16 will be allowed!**
- NO pets will be allowed at the Festival of Trees warehouse.
- *A board member **must** complete Large Tree Check-Off List upon completion of your tree.* Return to the check-in desk to complete check-out process.
- Please do not solicit business to sponsor your tree without approval from Primary Children's Hospital 801-885-9013.
- If you have a sponsor, contact Primary Children's to properly handle funds.

2020 Virtual Event

Festival of Trees will be transitioning to a virtual event this year. As a fundraiser for a healthcare organization, it's 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.

Chris Kennedy
801-949-2026

largetreesfot@gmail.com

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

Upon completion, all trees become the property of Festival of Trees.