

# FESTIVAL OF TREES

## 2020 Quilt Block Policies and Procedures

### Registering Your Quilt

- Complete and submit the registration form. Follow the instructions thoroughly.
- Registration forms are to be returned by October 15, 2020.
- Upon receipt of your completed registration, you will receive an email confirmation. If you do not receive your email confirmation within 14 days after mailing your paperwork, email [festivalquilts@gmail.com](mailto:festivalquilts@gmail.com).
- Specify the size of your quilt.
- If you are unable to fulfill this commitment, please email [festivalquilts@gmail.com](mailto:festivalquilts@gmail.com) so all spaces may be utilized.
- Limit one auction item per decorator. Decorators who have completed more than one auction item may fill any available auction item spaces after October 15.
- **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 Planning Your Quilt

- All quilts become the property of Festival of Trees and will be priced and sold as such. Due to space limitations, your quilt may be sold in our auction or website.
- All sizes of quilts are welcome. Please make sure the workmanship is of highest quality. Quilts may be hand or machine quilted.
- Name your quilt. This form is included with your registration. (22 characters or less)
- Complete and turn in the Itemization of Expenses form.

### Drop off times and instructions:

- Drop off time and date will be arranged through the department chair
- 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 quilt. Keep all receipts associated with your quilt 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 receipt, quilts become the property of Festival of Trees.*

**For more information contact:**

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