

Aisle of Wreaths Policies and Procedures 2019

Registration must be received by October 15, 2019

Registering your Wreath

- **Wreaths must have a minimum retail value of \$150 to be in Aisle of Wreaths.**
- Register online at www.festivaloftreesutah.org. Read and follow instructions carefully.
- Registration form must be submitted by October 15 but this does not always 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.
- **Do NOT** solicit businesses for a donation without first clearing the contact with Primary Children's Foundation. Call 801-442-3852.

Decorating your Wreath

- Lighted traditional Christmas and winter-themed wreaths sell best and for the highest prices.
- 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 must be included. Batteries will not be replaced or turned off and on by Festival volunteers.
- A wreath hanger must be used. Plastic wreath hangers are not allowed.
- Nails and screws are not allowed! Items screwed or nailed to door will be removed. **Only removable adhesive hooks may be used to attach anything to doors or to hide cords (Command Brand by 3M)**
- **NO full size trees with your wreath.** Alpine or pencil trees 4' or less are acceptable.
- No live plants, sand, water ornaments, water globes, or any kind of water feature allowed. No tumbleweeds, straw or hay.
- Garland, potted artificial florals/plants, cute doormats, and other items are allowed at the base of your door.
- Door areas are approximately 3 ½' wide by 2 ½' deep. Displays must stay within these dimensions.
- Only wood stained doors are available. Painting of doors is forbidden.
- The only written material to be displayed with a wreath is the story card on back of sign. No advertising or inappropriate material is accepted.
- If your wreath is dedicated to an individual, a photocopy of a picture in a frame no larger than 5x7 can be included. No other photographs can be on or around your space. Please be mindful of your viewing audience when choosing your photo: no photos of loved ones taken after death. Photo will be included with the wreath when purchased.
- There are a few spaces for larger displays. Call Leann Hansen at 801-572-3738 for availability.

- If wreath includes a gift certificate, it must be signed by company owner or authorized person.
- **All wreaths and accessories become the property of Festival of Trees and will be priced and sold as such.**

Decorating Day, Monday, December 2, 2019

- Mountain American Expo Center will open at 7 a.m. to begin decorating. All decorating **MUST** be completed by 7 p.m.
- Check in **FIRST THING** at the Aisle of Wreaths registration table to begin.
- Keep a record of expenses and save receipts for tax purposes. Fill out itemized expense form included with packet. It is used to determine fair market value of wreath. Bring this form with you.
- Come prepared! Bring everything you need to hang your wreath; wreath hanger, extension cord, glue gun, scissors, pliers, stepstool, broom, dustpan, garbage bags, etc. Label your supplies.
- Do not remove chairs from Mountain America Expo chair racks.
- *Leave children home.* For safety and security reasons, it is recommended children be left at home.
- Upon check-out, you will receive either an Opening Night invitation (after 8 p.m.) or two general admission week of tickets to Festival (your choice).

Opening Night, December 3, 2019

- **Babies and children under the age of 16 are not admitted on Opening Night.**
- Each opening night ticket will admit two adults.
- After Decorating day, Opening Night tickets cannot be exchanged for general admission week of Festival tickets.

Decorator's Workshop, October 12, 2019 *Optional for Wreath Decorators*

- You are welcome to attend this workshop at Primary Children's Hospital Eccles Building at 9:00 a.m. in the Kings Peak room.
- See demonstrations for wrapping lights, wiring and gluing ornaments, decorating tips, and other helpful hints.

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

Questions? Please call...

Leann Hansen

801.572.3738

festivalwreaths@gmail.com

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