

FESTIVAL OF TREES

Gingerbread Village

Policies and Procedures

2019

Registering Your Gingerbread

- Gingerbread registrations must be received by November 1, 2019.
- Register online by going to www.festivaloftreesutah.org.
- Complete and submit the registration form. Follow the instructions thoroughly.
- Your space will be guaranteed only if registration forms are returned by November 1 or as space permits. After November 1, registrations will be accepted as space is available.
- Remember to specify the size of your gingerbread creation to reserve an appropriate amount of space.
- *If you are unable to fulfill this commitment, please notify Kristy Hanni, 801.560.7091, so all reserved spaces can be utilized.*
- **Note: Do NOT** solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801.662.5958 for questions.

Decorator's Workshop October 12, 2019, 10:00 a.m. until 12:30 p.m. (Open House)

- If interested, attend this workshop at Primary Children's Hospital/Eccles Outpatient Building, First Floor. (*This building is located directly west of the hospital. Enter parking from 80 North Mario Capecchi Drive.*)
- Come for ideas, helpful hints, and information.

Gingerbread Construction Requirements

- The base size can be from 15 x 15 inches to no larger than 30 x 30 inches. Height cannot be taller than 36". Weight cannot be more than 50 lbs.
- **Build your house as sturdy as possible.** Purchaser will pick up Gingerbread Houses. Please be considerate of height and weight.
- Place borders or fence at least 2 inches from the edge of the base.
- Use a wooden board as a base. **Remember** the base must be able to fit into a car and through the doorway of a house or business.
- **Materials:** Use gingerbread for your main structure. Colorful candies and icing will make your creation look festive and will catch the buyer's eye. You can also use decorative items such as tree branches, mirrors, toy people and animals, etc. Use quality icing. The air in the exhibit hall tends to dry out creations.
- *Live plants, water ornaments, globes or other water features are not allowed.*
- **Lights.** Your gingerbread creation can be wired for lights. Lights look very nice and will make your creation attractive. Please furnish an extension cord to go with your entry. **Remember:** Lights are on 24 hours-a-day during the Festival and can melt chocolate and icing.
- **Name Your Display:** Please give your gingerbread creation a name (**limited to 22 characters, including spaces**). A sign will be printed with the name of your creation, along with the names of the donor, decorator, and buyer. It will be displayed next to your entry throughout Festival week. Accuracy is essential.
- **All creations become the property of the Festival of Trees upon completion and will be**

priced and sold as such.

Gingerbread Village Decorating Day/Drop Off, Monday, December 2, 2019

- Mountain America Expo Center will open at 7:00 a.m.
- First thing: Check in at the Gingerbread Village registration table to review your sign and receive other information.
- Your gingerbread **MUST** be completed by 7:00 p.m.
- *Keep a record of all expenses and save receipts for your tax purposes.*
On Drop Off Day, you will be asked at check-out for your itemized expense list to help determine the fair market value of your creation. (This form is included with this packet.)
- ***Come Prepared. Bring supplies you might need to touch up, repair, or complete your display.***
- Do **NOT** remove chairs from Mountain America Chair racks.
- *Leave children home.* Due to security and safety issues, we recommend children be left at home.

Opening Night

- At check out, upon completion of your creation, you will receive one Opening Night invitation for Tuesday, December 3, 2019, at 8:00 p.m., OR two thank you tickets to the Festival to be used any day Wednesday, December 4 through Saturday, December 7, 2019.
- Each Opening Night invitation will admit **two** adults.
- ***Babies and children under the age of 16 will NOT be admitted on Opening Night.***
- After Drop Off Day, Opening Night tickets **cannot** be exchanged for admittance into the Festival later in the week.

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

Thank you for your “Gift of Love” to children at
Primary Children’s Hospital

For more information, contact:

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