

FESTIVAL OF TREES

Large Tree Policies and Procedures Large Trees (6 ft. to 10 ft.) 2018

ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED
(Please read carefully and keep this information for your reference.)

Registering Your Tree

- ◆ Register online by going to www.festivaloftreesutah.org.
- ◆ 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: Jennifer Ward, largetreesfot@gmail.com or call 801.388.2477.
- ◆ Your space number will be assigned and emailed to you after October 1. Please allow the Large Tree Chair time to manage the hundreds of registrations received.
- ◆ If for any reason you find you are unable to fulfill this commitment after you have registered and have received your confirmation, *please* notify Jennifer Ward, 801.388.2477 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. **Tree stand payment of \$30.00 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.)**

Pick up date, times, and locations are as follows:

- **September 29**, 10:00 a.m. until 12:30 p.m. (Decorator's Workshop, *Primary Children's Outpatient building, across the street from the hospital, 80 North Mario Capecchi Drive*)
 - **November 3**, 11:00 a.m. until 1:00 p.m., 824 West Fine Drive (3710 South) South Salt Lake City, Utah 84119
 - **November 17**, 11:00 a.m. until 1:00 p.m., 824 West Fine Drive (3710 South) South Salt Lake City, Utah 84119
 - **Decorating Day, November 26**, Mountain America Expo Center
- ◆ 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.

Attend Decorator's Workshop Saturday, September 29th, 10:00 a.m.

until 12:30 p.m. (Open House). It is suggested that at least one representative attend this workshop at **Primary Children's Hospital Outpatient Building (West of the hospital).**

- 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.
- 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 \$30.00.*

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 measures 9 ft. wide by 7 ft. deep.*
- *Christmas themed trees sell best.*
- *Difficult or hard to sell trees include:*
 - Non-Christmas themed trees
 - Non-Christmas colored trees, such as pink, blue, purple, black
- *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* on Decorating Day for replacements if needed.
- *All Decorations must be nonflammable. (No Straw)*
- *Some Words from the Fire Marshall.* To avoid an electrical overload (fire) be careful of the number of items displayed around your tree requiring electricity.
- *Furnish a Tree Skirt.* Attractive tree skirts and a few accessories 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.
- *All Items Under and Around the Tree will be sold with the Tree.* All trees and accessories 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 a **photo** of one 8"x10" 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 it. **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 allowed*** to decorate the tree, including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- ***Multimedia Presentations must be approved by Large Tree Chairwoman and will not be turned on during Festival Week.***

Things to Remember When Decorating Your Tree Cont...

- ***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 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.
- Include a story about your tree. This will be attached to the back of the tree sign. Other written material on or around your tree that is not defined as art will not be permitted. In order to preserve and maintain the purpose and integrity of Festival of Trees, art included on or around a tree must qualify as a "*decorative or illustrative item within a popular field of interest.*"

The Following will NOT be Accepted at the Festival of Trees and these rules will be strictly enforced:

- 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 have to 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 or barriers creating an obstruction. (Nothing higher than 48" or weighing over 75 lbs.)**
- Water ornaments, globes, or other water features.
- Inflatable lawn ornaments or decorations.
- Trees decorated to advertise a business or product.
- Adhesive on floor.
- Trees including topper taller than 10 ft.
- Glass

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.
- **Fake snow** and other loose items used as a floor covering (without plastic underneath) will NOT be delivered with 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 bottom of the tree stand 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 as well as secure sections and joints 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
 - **PVC:** If the trunk is hollow, you *must* insert one piece of continuous PVC pipe inside the trunk. It should extend from the bottom of the tree stand to the top of the tree, or as far as possible.
 - **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 Chairwoman.*
 - **Decorator must provide PVC pipe, rebar, and hose clamps.**

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

- **Tree Delivery.** If you plan to include items that are larger or heavier than the tree, please be prepared to help with the delivery. Remember these trees are being delivered to homes and businesses. Trees need to fit through a regular sized door.

Decorating Day, Monday, November 26

- The Mountain America Expo Center will open at 7:00 a.m.
- First thing: Check in at the Large Tree registration table to review your sign (only sign corrections are allowed), receive other information, and turn in gift certificates and story card. Check in is located in the north end of the hall.
- Groups larger than 10 individuals must make special arrangements with Jennifer Ward, 801.388.2477. For security purposes, all decorators must exit the building by 7:00 p.m. **No exceptions.**
- Your tree **MUST** be completed by 7:00 p.m.
- **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, PVC pipe, scissors, florist wire, wire cutters, hose clamps, step stool, glue gun, pliers, drills, screw drivers, folding chairs, ladder, and clean up tools such as a broom, dustpan, and garbage bags with you to the Mountain America Expo Center. Please label all your supplies.
- Do NOT remove chairs from Mountain America Expo chair racks.
- *Leave children home.* Due to security and safety issues, we recommend children under 16 years of age be left at home. The parents or caregiver of Children who are disruptive or found unattended will be asked to remove them from the Expo Center.
- *An Aisle Worker must complete Large Tree Check-Off List upon completion of your tree.* Return to the check-in desk

to complete check-out process and receive your Opening Night Invitations or Thank You Tickets.

- Do not solicit business to sponsor your tree without approval from Primary Children's Hospital. 801-662-5958.
- If you have a sponsor, contact Primary Children's to properly handle funds.

Opening Night

- At check out, upon completion of your tree, you will receive three Opening Night invitations for Tuesday, November 27, at 8:00 p.m., OR six thank you tickets to the Festival to be used any day Wednesday November 28 through Saturday, December 1. The 8:00 p.m. tickets do not give you entrance for the 5:00 p.m. auction. If you wish to attend the auction on Opening Nights, tickets can be purchased online.
- Each Opening Night invitation will admit two adults.
- ***Babies and children under the age of 16 will NOT be admitted on Opening Night.***
- After Decorating Day, Opening Night tickets *cannot* be exchanged for admittance into the Festival later in the week.
- If you wish to attend the 5:00 p.m. bidding portion of Opening Night, you can purchase a ticket on www.festivaloftreesutah.org. Tickets are \$20.00 per person. Once you purchase a ticket you will get an email to confirm your purchase. You will receive your ticket(s) in an invitation the first part of November.
- We feature mobile bidding for our silent auction. If you are planning to participate in the bidding on Opening Night please remember to bring a fully charged cell phone to the event.

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

QUESTIONS, CALL:

Jennifer Ward
801.388.2477
largetreesfot@gmail.com

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