

# FESTIVAL OF TREES

## Quilt Block Policies and Procedures 2018

### Registering Your Quilt

- Complete and submit the registration form. Follow the instructions thoroughly.
- Registration forms are to be returned by November 17, 2018.
- 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 to reserve an appropriate amount of space.
- If you are unable to fulfill this commitment, please email [festivalquilts@gmail.com](mailto:festivalquilts@gmail.com) so all spaces may 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.

### Things to Remember When Planning Your Quilt

- 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)
- *Keep a record of expenses and save receipts for your tax purposes.*
- Complete and turn in the Itemization of Expenses form. Quilts must be turned in at 824 West Fine Drive(3710 South), South Salt Lake City, UT 84119 on Saturday, November 3 or Saturday, November 17, 2018 between 8:30 a.m. until 12:00 p.m. in the north lobby. You may send it with a Board Member or deliver it personally. If you have questions or concerns about delivery, please email [festivalquilts@gmail.com](mailto:festivalquilts@gmail.com).
- 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 Quilt Block, Opening Night Cash and Carry or Gift Boutique.

### Opening Night

- Upon receipt of your quilt, you will receive one Opening Night invitation for Tuesday, November 27, at 8:00 p.m., OR two thank you tickets to the Festival to be used any day Wednesday, November 29 through Saturday, December 1.
- 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, Monday, November 26, 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 must purchase a ticket by calling Primary Children's Hospital Foundation, 801.662.5958 or online at [Festivaloftreesutah.org](http://Festivaloftreesutah.org).

*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!*

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