

FESTIVAL OF TREES

Playhouse Plaza Policies and Procedures 2018

Playhouse Plaza includes playhouses, gazebos, dollhouses, children's furniture, backyard décor, and playground equipment.

Registering Your Playhouse:

- Submit your registration form by November 1, 2018. Follow instructions thoroughly. You may register online at www.festivaloftreesutah.org.
- Your space will be guaranteed if registration forms are received by November 1. After November 1, registrations will be accepted as space is available.
- If you have registered and are unable to fulfill this commitment, please notify Jennifer John so all reserved 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 Building/Decorating Your Playhouse:

- **Size:** Playhouse Plaza items should not exceed overall dimensions of 12 feet in width, 10 feet in length, and 12 feet in height (12' x 10' x 12'). These dimensions should be from the outermost points (from eave to eave).
- If the playhouse exceeds these dimensions, builder will be responsible for delivery to new owner the following Sunday.
- Playhouses must be built on a framework that can be lifted with a large forklift. Refer to the playhouse webpage on the website for base instructions. Depending on finished size this base may not be required. Please call Jennifer to discuss.
- Playhouses are to be delivered to Mountain America Expo Center, 9575 South State Street, Sandy, Utah, on Saturday, November 24, 2018 between 12:00 noon and 4:00 p.m. You may work on it until 6:00 p.m. Finishing touches can be completed on Monday, November 26, 2018 from 7:00 a.m. until 7:00 p.m.
- **Playhouse must be finished by Monday, November 26 by 7:00 p.m. – No Exceptions**
- *Leave children home.* Due to security and safety issues, we recommend children under 16 years of age be left at home.
- Smaller items should be delivered any time on Monday, November 27, between 7:00 a.m. and 7:00 p.m.
- Add Christmas items, wreaths, lights, etc. to promote the festive season. Finishing touches and accessories adding to the décor or theme are welcome.
- Live plants, sand, water ornaments, globes, or other water features are not allowed.
- **Safety:** Each item must be constructed of fireproofed material and made as child-safe as possible.
- If wired for electricity, please incorporate as many safety features as possible.

- All playhouses must be equipped with a smoke detector.

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- During bid time on Opening Night, November 27, the Playhouse Plaza area will have walk-through access for buyers. Playhouse Plaza will be roped off when the Festival opens to the public Wednesday, November 28.
- If your creation is dedicated to an individual, you may bring an 8"x10" **photo copy** of one photo. Matted and framed, it cannot exceed 11"x14". When choosing a photo for display, please be mindful of those who will be viewing it. Do not use pictures of loved ones that have been taken after death.
- Keep a record of expenses and save receipts for tax purposes. Your completed "Playhouse Plaza Itemization of Expenses Form" will help determine the fair market value of your item. For tax purposes, keep all receipts pertaining to your display. Turn in the completed Itemization of Expenses form when you deliver your creation to the Festival of Trees.
- Upon completion of your item you will receive Opening Night tickets to be used Tuesday, November 27, 8:00 p.m., or thank you tickets to the Festival to be used Wednesday through Saturday, November 28- December 1.
- **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 must purchase a ticket. Tickets are \$20.00 each and can be purchased online at festivaloftreesutah.org.

***Upon completion, all playhouses, additions, and accessories
become the property of Festival of Trees
and will be priced and sold as such.***

For more information contact:

Jennifer John

801.372.9097

festivalplayhouses@gmail.com

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