

FESTIVAL OF TREES

If you have questions, email or call **Jennifer Ward**, largetreesfot@gmail.com, or **801.388.2477**.

- _____ I agree that upon completion of my tree on Decorating Day, my tree and everything surrounding the tree, will become the property of the Festival of Trees Executive Board of Primary Children's Hospital.
- _____ I agree **NOT** to solicit businesses without first clearing that contact with Primary Children's Hospital Foundation. Call 801.662-5958 for questions.
- _____ I agree to use the Festival of Trees approved tree stand and will not alter or change the stand. Exceptions must be approved by Robin Silatolu, 801.699.6439. I will purchase the tree stand at Decorator's Workshop on Saturday, September 29 from 9:00 a.m. until 12:30 p.m. at Primary Children's Outpatient Building (across the street from the hospital); or on Saturday, November 3, or Saturday, November 17, from 11:00 a.m. until 1:00 p.m. at 824 West Fine Drive (3710 South), South Salt Lake City, Utah 84119.
- _____ If donating gift certificates, I agree to bring a detailed list of items included. **A sign will be printed by the Festival to be displayed with the tree for Opening Night.**
- _____ If dedicating a tree to an individual, the **copy** of the picture will be 8" x 10" and the exterior dimensions of the matte or frame will not exceed 11" x 14". I agree that no other personal photos will be on or around the tree. If decorator desires a name strip to accompany a photo, provide that name on the registration form.
- _____ On Decorating Day, I agree to bring the completed "Itemization Sheet." I agree to allow the Festival of Trees Executive Board complete discretion with regard to the pricing of the tree.
- _____ I agree to reinforce the trunk of my tree by properly using PVC pipe, rebar, and hose clamp according to "Large Tree Policies and Procedures".
- _____ I agree to have an Aisle Worker check off the tree before I check out on Decorating Day. I agree to be completed by 7:00 p.m.
- _____ I will not put walls or barriers (quilt, furniture, pictures, etc.) that create an obstruction around the tree space. Size: Nothing over 48" high. Exception: Doors with wreathes are allowed.
- _____ I will not place water ornaments, globes, or other water features on my tree.
- _____ I will not use live trees, sand, or live plants of any kind.
- _____ If my tree presents special delivery challenges, I agree to assist with tree delivery.
- _____ I agree to glue and wire ornaments and wire lights (pre-lit trees exempted) onto the tree according to "Large Tree Policies and Procedures."
- _____ With the exception of memorabilia and collectibles, I agree that tree, decorations, and accessories are new.
- _____ I agree to allow the Festival of Trees to share my story with the public and the media. I also give permission to release my story and any photographs for print, television, and social media.
- _____ I will not include items weighing more than 75 lbs.
- _____ **I agree the only written material display with my tree will be the story card that will be attached to the back of the tree sign.**
- _____ I have watched the online video posted on the Festival of Trees website on how to properly secure a tree.

Signature: _____ Date: _____

Email: _____ Telephone: _____

Jennifer Ward
801.388.2477
largetreesfot@gmail.com