

FESTIVAL OF TREES

Small Tree Policies and Procedures

2018

Small Trees (5 ft. and under)

Registering Your Tree

- Register your small tree online at www.festivaloftreesutah.org. Registration is accepted as space is available. Registration opens the first Monday of July.
- Upon the receipt of your online registration form submission, you will be sent an email confirmation. If you do not receive a confirmation email within 14 days please call: Angie Smoot, 435-230-0399, or email: fotsmalltrees@gmail.com.
- If for any reason you find you are unable to fulfill this commitment after you have mailed in your registration form and have received your confirmation card, please notify Angie Smoot so all 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.
- Small Trees 3.5" to 5" must have a retail value of \$200. Small Trees 3" and under must have a retail value of \$100.

Attend Decorator's Workshop Saturday, September 29, 10:00 a.m. – 12:30 p.m. (Open House)

- Have at least one representative attend this workshop at Primary Children's Eccles Outpatient Building (new building located across the street from the hospital.) Access parking from 80 North Mario Capecchi Drive.
- See demonstrations for wrapping lights, wiring and gluing ornaments, decorating tips, helpful hints, and information so that your tree can be transported safely.

Things to Remember When Decorating Your Tree

- All trees 4 ft. and over must have joints or sections secured together with duct tape and secured with rebar and hose clamps. This will prevent tree sections from separating.
- Use **NEW** artificial trees no taller than 5 ft. 4 ft., 4 ½ ft., and 5 ft. Trees will be placed on the floor with a space approximately 45" x 45". Trees 3 ft. to 3 ½ ft. will be placed on tables and will have a space of 36 inches wide. Trees smaller than 3 ft. will have a space 18 inches wide and will be placed side-by-side on tables and spaced appropriately.
- Christmas or winter themed trees sell the best.
- **Trees or items going with tree must not weigh more than 50 lbs.**
- Trees under 3 ft. tall need to have a retail value of at least \$100.00.
- Trees between 3 ft. and 5 ft. need to have a retail value of at least \$200.00.
- Difficult or hard to sell trees include:
 - Non-Christmas themed trees
 - Non-Christmas colored trees, such as pink, blue, purple, black

- ***Be Sure Lights are New and Wired Onto Tree.*** For safety, use lights with UL listing. ***DO NOT overload your tree with lights.*** This is a fire safety issue. The recommended number: Three strands (100 lights per strand per extension cord), or four strands (50 lights per strand per extension cord). Read the instructions on the light box for specific information. Please bring a heavy-duty extension cord (6-9 ft.) or a power strip that will be sold with the tree. No battery-operated lights.
- Attach any replacement bulbs and fuses to your tree skirt.
- If using a pre-lit tree, ***do not*** add additional lights.
- All decorations must be non-flammable.
- ***Furnish a Tree Skirt.*** Attractive tree skirts and a few accessories help the tree to sell. **Decorations must be glued together and wired on the tree.**
- **Do not put decorative walls around your tree space.**
- ***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. 50 lb max weight limit on trees and items to be sold with tree.
- If your tree includes a gift certificate, it must be signed by the company's owner or an authorized company representative.
- If your tree is dedicated to an individual the photocopy of the picture and the exterior dimensions of the matte or frame will not exceed 5"x7". NO other personal photos will be on or around the space assigned. When choosing a photo to display, be mindful of those who will be viewing it. Do not use photos of loved ones that have been taken after death. The photo will be included with the purchase of the small tree.
- *Keep a record of expenses and save receipts for your tax purposes.*
On Decorating Day, you will be asked at check out for your Itemization of Expenses form to help determine the fair market value of your tree. (This form is included with this packet or available online.)

The Following will NOT be Accepted at the Festival of Trees

- Live trees.
- Old or previously used trees.
- More than **ONE** 5x7 photo for each assigned space. No larger than 5x7 matted and framed. **(Because of space limitations, trees smaller than 3 ft. are not allowed to have photos.)** No other personal photos will be allowed on or around the tree.
- Trees featuring tobacco, alcohol, weapons, or adult content material.
- Live plants, sand, water ornaments, globes, or other water features are not allowed.
- Trees decorated to advertise a business or product.
- Any other written material besides tree story.
- Anything weighing over 50 lbs.

Decorating Day, Monday, November 26

- **The Mountain America Expo Center will open** at 7:00 a.m. Must enter only through the main west doors of the Expo Center. No entry through the North door.
- **First thing:** Check in at the Small Tree registration table to review your sign and receive other information.
- Your tree **MUST** be completed by 7:00 p.m.
- Groups larger than 10 individuals must make special arrangements with Angie Smoot, 435-230-0399, or email: fotsmalltrees@gmail.com.
- ***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 Itemization of Expenses form to help determine the fair market value of your tree. (This form is included with this packet.) Keep all receipts associated with your tree and display for tax purposes.

- ***Come prepared.*** Bring scissors, florist wire, wire cutters, 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 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 tree, 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 28 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, 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 going online at Festivaloftreesutah.org. Opening Night tickets are \$20.00 per person.

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

FOR QUESTIONS CALL:

Angie Smoot
435-230-0399
fotsmalltrees@gmail.com

MeriJo Holley
435.496.0215

Michelle Christensen
435-640-4524

Thank you for your
“Gift of Love” to children at

Primary Children's Hospital