

FESTIVAL OF TREES

CENTERPIECES AND COLLECTIBLES POLICIES AND PROCEDURES 2018

TABLE DISPLAYS, CENTERPIECES, MANTEL DECORATIONS, ETC.

Registering Your Centerpiece/Collectible

- Register online at www.festivaloftreesutah.org
- Your space will be guaranteed if registration forms are returned by November 1. After November 1, registrations will be accepted as space is available.
- Remember to specify the approximate size of your creation to reserve an appropriate amount of space.
- Centerpieces or collectibles with a retail value less than \$75 will be sold in the Gift Boutique, or something may be added to it to increase the value.
- **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.
- Collectibles must have a **current** value of \$75 or more, if you need help finding the current value contact Cathy Strunk.

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

- Decorating demonstrations, tips, helpful hints, and information (optional for centerpieces and collectibles).

Things to Remember When Decorating Your Centerpiece or Collectible

- MUST BE ARTIFICIAL.
- Centerpieces with a Christmas theme sell best. Beauty, creativity, and imagination add spice!
- Furnish a box(es) for delivery and storage of your item.
- Boxes must be marked with the name of the design and space number, and placed directly under the display table.
- Tables are covered in white. However, you may provide table coverings (will be sold with your creation) to complement your arrangement.
- If using lights, use those with UL listing. Include any replacement bulbs and fuses in your storage box.
- We encourage accessories such as candles, ceramics, table settings, table coverings, and other items you feel will enhance your design (which will be sold with the arrangement).
- Live plants, water ornaments, globes, or other water features are not allowed.
- All Centerpieces and Collectibles and accessories become the property of Festival of Trees and will be priced and sold as such.
- No advertising or inappropriate material will be accepted.
- Provide an easel if one is required for your creation.
- Collectibles should come with original packaging.

Decorating Day, Monday, November 26, 2018

- **The Mountain America Expo Center will open at 7:00 a.m.** to begin decorating.
- **First thing:** Check in at the Centerpieces and Collectibles registration table to review your sign and receive other information.
- Your item **MUST** be completed by 7:00 p.m.
- **Keep a Record of Expenses and Save Receipts for your Tax Purposes.**
On Decorating Day, you will be asked to check out with your itemized expense list to help determine the fair market value of your item. (This form is included with this packet.) For tax purposes, keep all receipts for purchased items associated with your display.

- *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 Centerpiece or Collectible, 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 through Saturday, November 28 – 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. Tickets are \$20.00 and can be purchased online at www.festivaloftreesutah.org.

***Upon completion, all creations become
the property of Festival of Trees.***

***If for any reason you are unable to
fulfill this commitment, please notify
Cathy Strunk so all reserved
spaces may be utilized.***

For registration information or if you have questions, please contact:

**Cathy Strunk
801.750.0355
festivalcenterpieces@gmail.com**

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