

FESTIVAL OF TREES

Aisle of Nativities

Policies and Procedures

2018

Registering Your Nativity

- Nativity registrations must be received by November 1, 2018.
- Register online by going to www.festivaloftreesutah.org.
- Complete and return the registration form. Follow the instructions thoroughly.
- Your space will be guaranteed only if registration forms are returned by November 1 or as space permits. After November 1, registrations will be accepted as space is available.
- Remember to specify the size of your Nativity to reserve an appropriate amount of space.
- ***If you are unable to fulfill this commitment, please notify Kristy Hanni, 801.560.7091, so all reserved 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.

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

- If interested, attend this workshop at Primary Children's Hospital/Eccles Outpatient Building, First Floor. (*This building is located directly west of the hospital. Enter parking from 80 North Mario Capecchi Drive.*)
- Come for ideas, helpful hints, and information.

Things to remember when creating your nativity scene:

- **Be creative – think of ways to make your nativity stand out.**
- **Tables are covered with white. However, you may provide table coverings (will be sold with your item) to compliment your creation.**
- **Furnish box(es) for delivery and storage of your item. Mark them with the name of your creation.**
- **If using lights, use those with UL listing. Include any replacement bulbs and fuses. Battery operated lights include extra batteries.**
- ***Live plants, water ornaments, globes or other water features are not allowed.***
- ***Name Your Display:*** Please give your Nativity a name (**limited to 22 characters, including spaces**). A sign will be printed with the name of your creation, along with the names of the donor, decorator, and buyer. It will be displayed next to your entry throughout Festival week. Accuracy is essential.
- **All creations become the property of the Festival of Trees upon completion and will be priced and sold as such.**

Aisle of Nativities Decorating Day/Drop Off, Monday, November 26, 2018

- Mountain America Expo Center will open at 7:00 a.m.
- First thing: Check in at the Gingerbread Village/Nativity Scene registration table to review your sign and receive other information.
- Your Nativity Scene ***MUST*** be completed by 7:00 p.m.
- *Keep a record of all expenses and save receipts for your tax purposes.*
On Drop Off Day, you will be asked at check-out for your itemized expense list to help determine the fair market value of your creation. (This form is included with this packet.)
- 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 creation, 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 Drop Off 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 bid number by calling Primary Children's Hospital, 801.662.5958.

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

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

For more information, contact:

**Kristy Hanni
801.560.7091
nativitiesfot@gmail.com**