

FESTIVAL OF TREES

2021

Small Tree Policies and Procedures

Small Trees (4 ft. to 4 ft.)

ALL POLICIES AND PROCEDURES WILL BE STRICTLY ENFORCED

(Please read carefully and keep this information for your reference.)

Registering Your Tree

Register online by going to www.festivaloftreesutah.org.

Your space will be assigned only if your registration forms are completely filled out and submitted. Registrations will be accepted as space is available.

Upon receipt of your completed paperwork, you will be sent an email confirmation. If you do not receive your confirmation email (*check your spam folder*) after submitting your online registration form, please email: Ann Norton @ fotsmalltrees@gmail.com.

Your space number will be assigned and emailed to you after October 1, 2021. Please allow the Small Tree Chair time to manage the hundreds of registrations received.

If for any reason you find you are unable to fulfill this commitment after you have registered and have received your confirmation, please notify Ann Norton @ fotsmalltrees@gmail.com ASAP so all spaces can be utilized.

A Festival of Trees approved stand is mandatory for Small Trees 5 ½ ft or taller. Any exceptions should be discussed with and approved by Jennifer Bischoff @ 801-830-2474. **Tree stand payment of \$42.00 will be due at time of pick-up. (Do not alter the tree stand in any way.)**

Pick up date, times, and locations are as follows:

- **October 9, 2021**, 10:00 a.m. to 12:30 p.m. Festival of Trees Warehouse, 824 Fine Drive, Suite 100 (3710 South), Salt Lake City, UT 84119
- **November 7, 2021**, 11:00 a.m. to 1:00 p.m., Festival of Trees Warehouse, 824 Fine Drive, Suite 100 (3710 South) Salt Lake City, UT 84119
- **November 21, 2021**, 11:00 a.m. to 1:00 p.m., Festival of Trees Warehouse, 824 Fine Drive, Suite 100 (3710 South) Salt Lake City, UT 84119
- **Decorating Day, November 29, 2021**, 7:00 a.m. – 7:00 p.m. Mountain America Expo Center

Note: Do **NOT** solicit businesses for a donation without first clearing that contact with Primary Children's Hospital Foundation. Call 801-442-3852 for questions.

Decorators Workshop

- Attend Decorator's Workshop (*Highly suggested for new decorators*)
- Saturday, October 9, 2021, beginning at 10:00 a.m. to 12:30 p.m. (*Open House*)
- It is suggested that at least one representative from your group attend this workshop at the

- Creative decorators, suppliers will be on hand to answer decorating questions.
- See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your 5 ½ ft tree and information so that your tree can be delivered safely.
- Attend a 45-minute Q & A from Festival of Tree's Leadership to answer questions about contribution forms, check requisition form, itemization of Expenses and much more.
- *Tree stands will be available for purchase and pick up. The cost is \$42.00.*

Things to Remember When Decorating Your Tree

To preserve/maintain the purpose and integrity of this fundraiser, memorabilia included on a tree would be defined as **“something valued or collected within a popular field of interest.”**

- Use **NEW** artificial trees only
- **Each tree space measures 4 ft. wide by 4 ft. deep.**
- Christmas themed trees sell best
- **If you include items under and/or around your tree, only include items that you would see under your Christmas tree on Christmas morning (toys, books, bikes, dolls, trucks, games, etc.)**
- **Difficult or hard to sell trees include:**
 - Non-Christmas themed trees
 - Non-Christmas colored trees, such as pink, blue, purple, black
- **Lights must be New and Wired onto Tree if not Pre-lit.** For safety, use lights with UL listing. To reduce risk of fire, use a minimum number of lights (100 lights per strand per extension cord), or four strands (50 lights per strand per extension cord).
- **DO NOT Overload your Tree with Lights.** Read instructions on the light box for specific information. **Bring a heavy-duty extension cord (6ft. - 9 ft.) and a power strip that will be sold with the tree.**
- **Attach Replacement Bulbs and Fuses to the Tree Skirt**
- **Bring extra strands of lights** on Decorating Day for replacements if needed.
- **All Decorations must be nonflammable (No Straw)**
- **Some Words from the Fire Marshall:** To avoid an electrical overload (fire) be careful of the number of items displayed around your tree requiring electricity.
- **Furnish a Tree Skirt** Attractive tree skirts and a few accessories help the tree to sell. If you use batting as a tree skirt, fire-retardant batting must be used.
- **All Decorations must be wired onto the tree and the metal ornament cap must be glued onto every ornament for a successful delivery.**
- **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.
- **Trees Dedicated to an Individual:** If your tree is dedicated to an individual, you may bring a photocopy of a photo to be placed with the tree. The picture and frame cannot exceed 5" x 7." When choosing a photo to display, be mindful of those who will be viewing it. **Pictures of loved ones taken after death cannot be used.** Please include the dedication name on the registration form. **No other personal photos will be allowed on or around the tree. (Only one picture per tree space is allowed.)**
- **No weapons are allowed** to be used to decorate the tree, including guns, spears, knives, certificates for weapons, or the appearance of a weapon.
- **No** glass ornaments, water, sand, or fake snow
- **No** Multimedia Presentations (TV's, DVD players) NOTE: TV's and DVD players may be

included as items under your tree as part of your gifts. These items cannot be plugged in for display use.

- **No Advertising or Inappropriate Material.** Festival of Trees is a benefit for the children at Primary Children's Hospital. Do not use your tree to advertise a business or product.
- Be mindful that the display will be visible from all angles, including the back. Be considerate of neighboring tree displays. Festival of Trees reserves the right to remove any/or all objects that are causing obstruction.
- If you include a story about your tree, it will be attached to the back of the tree sign. Other written material on or around your tree that is not defined as art will not be permitted. To preserve and maintain the purpose and integrity of Festival of Trees, art included on or around a tree must qualify as a *"decorative or illustrative item within a popular field of interest."*

**The Following will NOT be Accepted at the Festival of Trees
and these rules will be strictly enforced.**

- ALL Furniture
- Live trees, sand, or plants of any kind
- Old or previously used trees, decorations, and accessories.
- **Trees with branches that must be inserted into the tree.** Tree branches must be permanently connected to the tree trunk by the manufacturer
- More than one 5"x7" photo for each assigned tree space
- Trees featuring tobacco, alcohol, adult content material, weapons, or gift certificates for weapons
- **No walls or barriers that create an obstruction**
- Glass or Glass ornaments, water ornaments, globes, or other water features
- Inflatable lawn ornaments or decorations
- Trees decorated to advertise a business or product
- Adhesive on floor

If your tree is 5 ½ ft, the following is required to reinforce your tree:

- **Rebar:** One (1) preferably two (2) continuous pieces must be attached on either or both sides of the tree trunk. Rebar should be from the floor to 6" above the top joint of the tree and secured with hose clamps. Do NOT use multiple pieces in shorter lengths. Rebar should not extend above the top of the tree topper.
- **Hose Clamps:** Hose clamps should secure the rebar to the tree stand, above and below each joint of the tree to prevent them from separating during delivery.
 - Most common sizes are 1-3/4 to 2-3/4 and 2-3/4 to 3-3/4
- **Pointed Bottom Tree Trunk:** If the tree trunk base is pointed, cut off the point with a hacksaw. This will prevent the tree from bending at the top or breaking at the base during delivery.
- **Any exceptions must be approved** by Small Tree Department Chair or the Tree Delivery Department Chair
- **Decorators must provide rebar, and hose clamps**
- Please check out our video online at www.festivalofreesutah.org under the Large Tree section. This video will give you a close look at how to reinforce your tree.

Decorating Day

- Decorating Day is Monday, November 29, 2021
- The Mountain America Expo Center will open at 7:00 a.m.
- Check in at the Small Tree registration table to ensure the following is correct:
 - Review your sign (*only sign corrections are allowed*)
 - Confirm your tree location isle and space number.
 - Turn in your itemized sheet.
 - Turn in gift certificates (*if applicable*)
 - Turn in story card (*if applicable*)
 - Check-in desk will be located at the southeast corner of the hall.
- For security purposes, all decorators must exit the building by 7:00 p.m. **No exceptions.**
- Your tree **MUST** be completed by 6:30 p.m.
- **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 itemized expense list to help determine the fair market value of your tree.
- **Come Prepared.** Bring scissors, florist wire, wire cutters, glue gun, clean up tools such as a broom, dustpan, and garbage bags with you to the Mountain America Expo Center.
- Do NOT remove chairs from Mountain America Expo chair racks.
- **Leave children home.**
- **Leave pets at home.**
- **Before you Leave:**
 - An Aisle Worker **must** complete the “*Small Tree Check-Off List*” upon completion of your tree.
 - Return to the check-in desk to complete check-out process.
 - Receive your four Thank You Tickets
 - Make sure all documents, gift certificates, receipts, story card, and more are completed and turned in.
- Please do not solicit business to sponsor your tree without approval from Primary Children’s Hospital 801-442-3852
- If you have a sponsor, contact Primary Children’s to properly handle funds.

Opening Night

- At check out, upon completion of your tree, you will receive four thank you tickets to the Festival to be used any day Wednesday December 1st through Saturday, December 4th. If you wish to attend the auction on Opening Night, tickets can be purchased online.
- Each Opening Night invitation will admit two adults.
- **Babies and children under the age of 16 will NOT be admitted on Opening Night.**

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

QUESTIONS?? CALL:

Ann Norton
719-201-6532
fotsmalltrees@gmail.com

**Thank you for your *“Gift of Love”* to the children
at Primary Children’s Hospital.**

We would love to have your help during Festival week.
Please register to host by visiting www.festivaltreesutah.org and
click on “Get Involved” then “Hosting Volunteers” to register.

updated 7/30/2021