



## **Designer Handbook**

Thank you for sharing your most generous contribution to the Festival of Trees! Your time, thoughtfulness, and creativity showcase everything that we are so proud of . . . The wonderful volunteers who make this event spectacular every year!

**On-site Decorating days for Designers are Tuesday, November 8<sup>th</sup> and Wednesday, November 9<sup>th</sup>.**

**For Designers who choose to decorate at home, a separate notice of where and when trees and wreaths may be picked up will be sent.**

**All themes must be submitted in writing no later than October 15th.** It is very important that you consult with your sponsor before choosing a theme. Themes should be appropriate for any home or business and meet the Festival guidelines. Please contact the Designer Chair if you have any questions.

### **Important Information**

- Each Designer (according to contract) will be furnished at no cost to the Designer, a high quality, pre-lit, artificial, evergreen tree or wreath.
- All decorating costs are the responsibility of the designer. This is the Designer's contribution to the Festival of Trees.
- Each design area will not exceed the following space:

**4 ft. tree: 4' x 4'**

**7 ft. tree: 6' x 6'**

### **Set-up Procedures**

Tree and wreath Designers may decorate at the Arena from 9:00 am – 9:00 pm on Tuesday, November 8<sup>th</sup> and Wednesday, November 9<sup>th</sup>. Please visit the Designer Check-in area to find your location on the floor for tree Designers or on the upper level inside the front door of the Arena for wreath delivery. All items may be brought in completely decorated or may be designed at the Arena.



**If you do not pick up your tree prior to set-up, it will be placed on the floor in your designated area with a bag attached. (Only the bottom of the tree will be in place.)**

### **Additional Guidelines**

- Each Designer must have a plastic tree bag attached to the base of their tree with a zip tie.
- Each Designer will receive a white sheet and a bag of quilt batting to use as snow. Use the sheet to cover the bag and tree stand and the batting under your tree skirt if needed.
- **All** ornaments must be wired directly to the tree or wreath.
- **Do not use hook hangers on ornaments – everything must be wired.**
- **ALL** items placed at the base of the tree will go with the tree!
- **If ornaments have pieces, the pieces must be glued together.**
- **Every tree is required to have a tree skirt!**
- Use decorative materials that transport well; do not use fragile or glass ornaments.
- Company logos and Company products are **NOT** allowed as part of your design.
- Please be prepared to replace any ornaments that may be broken in transport.
- No lights larger than mini lights are permitted due to electrical concerns. Additional mini lights will require a power strip.
- Light covers will be permitted as long as the above guidelines are followed and sponsor requests are honored.
- No spray painting is allowed in the Arena.



### **Tree Judging**

Recognition will be given in the following categories for trees and wreaths: **Most traditional, Most original, Best use of Festival theme, and Festival Committee choice. The Corporate Cup traveling award will be given to the one business whose tree is chosen as most outstanding decorated by their employees.**

### **Ticket Distribution**

Once you have completed decorating, set-up, and delivery of your item(s) to the Festival and they have been checked by a member of the Designer Committee, you may pick up your ticket(s) at the Designer Check-in area. You will receive the number of tickets that correspond with the item(s) that you designed.

4 ft. tree	(2 ) Gala Tickets
7 ft. tree	(4) Gala Tickets
Wreath	(2) Gala Tickets

If you plan to decorate at the Arena, we recommend that you bring the following items:

Step stool, scissors/wire cutters, floral wire, glue gun/sticks, extension cord and/or power strip, garden gloves, drinks, snacks, lunch.