Festival of Trees

Holiday Items Guidelines and Information

Guidelines for ALL Holiday Items

SIGNAGE AND MARKETING MATERIAL
Marketing material is welcome. Your **business cards and/or coupons** may be placed beside the donated item. Signage is provided. At registration, please review the signage information for accuracy.

LIGHTING AND ELECTRICAL
- ✓ Please use LED lights when possible. We are going green.
- ✓ No more than three strands (or 300 lights) of lights may be connected to each extension cord unless lights are LED. (See manufacturer's specifications.)
- ✓ Each connection of lights and cords must be wrapped with electrical tape.
- ✓ No spotlights may be used.
- ✓ Festival provides surge protector; however, you should provide the cords from the tree to the surge protector.

DECORATIONS
- ✓ All decorations must be secured with (plastic coated) wire.
- ✓ Additionally, the little metal "crown" on all ornaments must be glued (hot glue acceptable) to the ball since these tend to disconnect from each other in transport.
- ✓ Hot glue **IS** permitted as a means of attaching ornaments.
- ✓ Do not use live plants of any kind in the display.
- ✓ Do not use water ornaments or water features inside the historic Paramount.
- ✓ NOTE: Endorsement of a political organization or candidate is not allowed.

JUDGING
Holiday Items are judged for First Place, Second Place, and Third Place. Gift Packages are not judged.

50 points
10 _____ Creativity and Originality
10 _____ Color Coordination and Impact
10 _____ Balance and Proportion
10 _____ Decorations Secured to Item
10 _____ Attention to Detail

Bonus Points:
5 _____ Early Registration (prior to October 15th)

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BUY YOUR ITEM (OPTIONAL)
Please inform us if you or your sponsors intend to buyback your item. All unsold items are placed for online auction. Festival of Trees is not responsible for any items used for staging on "Buy-backs".

Items may be bought back by the sponsor or decorator prior to opening to the public for:

Wreaths, and Centerpieces - $75.00

Art Items- $50.00

ADDITIONAL CATEGORY INFO

CENTERPIECES and ART ITEMS
Centerpieces and Art Items may be no taller than 2 feet.

DECORATIONS
- ✓ All decorations must be secured firmly to the base for transport.
- ✓ Tree skirts are required to cover tree stands.
- ✓ Trees must have all branches secured to the tree. (No removable branches.)
- ✓ Be mindful that the items are seen from all angles, including the back. Be sure to decorate all sides of the piece and be considerate of neighboring items when selecting your staging.

PROPS AND STAGING
- ✓ All items under and around the item will be sold with the article.
- ✓ If your item is a "Buy-back," all staging must be approved by the Chairperson before placing the item. Size of staging is limited, and at the sole discretion of the Chairperson.

WREATHS
Size must be able to place in the center of a door frame or window. Include a hook or device attached to the wreath which is used to hang the wreath.

GIFT PACKAGES

Pre-wrapped (in cellophane) box or basket with goodies to highlight your business or entice attention to your gift package, with marketing space for business cards and/or coupons.

A listing of all enclosed items and value **MUST** be provided. Festival will provide a frame.

Gift Packages are not judged.

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