

Designing your Tree, Wreath or Centerpiece

Planning and choosing your entry:

Artificial or live exhibits are accepted for The Festival of Trees. You may select your size and style based on your budget, taste and theme of your entry. If artificial, they should have proof of fire-retardant application either from manufacturer or from personal application.

Lighting and Electricity:

One electrical outlet will be provided for each space. Please use new UL approved, miniature, single-line lights designed to stay lit if one or more bulbs fail. Please use green light cord strands for green trees, white light strands for white trees and secure them to the branches by twisting the light cord or with twist ties.

Fillers:

A variety of items and materials can be used to fill empty spaces. Suggested items include: pine cones, ribbons, bows, raffia, flowers, stuffed animals, gifts, etc. When placing extra items such as bows, be sure to allow enough wire to secure them. Do not use living materials or food. Please ask if unclear. Items like gingerbread should be coated and sealed with protective sealant such as a varnish.

Securing decorations:

Your entry will be moved up to 4 times. **DECORATIONS MUST BE SECURED WITH WIRE, FISHING LINE, ETC.** Floral wire is available at most craft stores and Wal-Mart. Any entry that does not have ornaments, etc., wired on will be asked to return to wire the decorations in place. If the designer is unable to return to wire the decorations, the FOT Committee may, at its discretion, have the entry removed from the Festival and declared ineligible for judging and displaying.

Live trees are permitted provided that they have the root ball attached in a water-proof container to protect the floor and kept watered throughout the festival. It is recommended that live trees be kept **under 6-foot** due to weight. **Remember that the tree will be moved several times.**

Mountain Top Tree Farm works with us and can provide assistance in tree selection and often delivery of your tree to the Exhibit Hall.

Christmas Chalet gives a discount to designers.

Your entry should convey a theme with color, concept, decorating and gift items. You may choose to elevate your entry. Please make sure the table or platform you supply is sturdy enough to support the entry's weight. A covering is needed to cover the stand and any base the entry sits on.

Tree Toppers:

A tree topper can set your tree apart and enhance your theme. Please be sure that it is removable to transport. Supply the tree topper's original box, if possible, and label it with your tree theme and designer name. Place it under your tree and cover it up.

Continue...

Trees must be decorated to be viewed from all sides.

Extra items may be placed under the tree for display purposes. All extra props and decorations under the tree are assumed to be sold as part of the entry unless a list of excluded items is attached to the entry form.

Please keep in mind that your tree will sold and moved to someone's home or place of business.

DO NOT USE GLUE TO SECURE LIGHTS TO TREE.

Under the tree:

Each tree will have a plastic tree bag provided by the committee that must be placed under the tree, UNDER the tree stand. This is to help cover and protect the tree and its decorations during transport.

To enhance your entry, please furnish a tree skirt or other covering material for the base of your tree. This can be as simple as a piece of fabric, blanket of snow, etc., that will help increase the value of your tree. You can use a quilted tree skirt or whatever your imagination comes up with!

All trees along with all decorations, lights and items on and under the tree (unless noted on a list of excluded items) become the property of The Festival of Trees of Garrett County and The Dove Center. Entries will be sold, with the proceeds benefiting The Dove Center. The complete cost of the Tree and its decorations should be considered a donation to the Festival and Dove Center.

*Please remember to include the **value of the entry** as part on your Agreement, because this helps you for tax deduction purposes, as well as giving us a starting point to open bidding on your exhibit.*

It is the policy of the Festival of Trees Planning Committee to prohibit the use of business names, logos and/or the promotion and sale of tobacco and alcohol products on any and all exhibits. The Festival of Trees Planning Committee reserves the right to exclude any offending or purely commercial exhibit from the Festival of Trees.

The Festival of Trees committee reserves the right to impose additional rules and regulations applicable to all exhibits. Upon notification, decorators will be responsible for making changes deemed necessary by The FOT committee staff for safety and quality assurance purposes.

While we appreciate your help in creating original, beautifully decorated trees, please keep in mind that the trees will eventually be placed in private homes or businesses; therefore, we encourage you to take space constraints and the feasibility of moving your display into consideration in your tree design.

Designers and sponsors are invited to the LIVE AUCTION GALA!

Two (2) tickets per entry are provided for you. Additional tickets may be purchased through the Festival of Trees using PayPal on the Web site: fotgc.com or at the door.

To be included in the program, please return no later than October 31st

see Designer Agreement below:

~ Designer Agreement ~

Please return both the following pages . . .

To be included in the printed Festival program, your completed agreement must be received before the deadline. Agreements received after **October 31st** will still be accepted -- however, the entry and designer information may not be in time to be included in the Festival Program.

Please fill in this form carefully and completely. This form is used for the allocation of space at the Festival of Trees along with signage and Festival Program information.

Contact Information

Sponsor Name: _____

(check one) For Business: _____ Organization _____ Individual: _____

Designer Information (If Different from Sponsor)

Name(s): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Work: _____ **Home:** _____ **Cell:** _____

Email: _____ **Fax:** _____

TITLE OF ENTRY: _____

Entry information:

**I/we agree to design/decorate the following item(s) for the Festival of Trees:
(Please check)**

_____ Tree, full size _____ Tree, table-top* (4-foot or less)
_____ Centerpiece _____ Wreath
_____ lights _____ no lights

****If you wish your table-top tree to be elevated, please provide a sturdy table with an attractive covering-- and indicate if it can be sold with the entry or not.***

1. Donation & Sponsorship

TOTAL DONATION

All costs associated with the entry are absorbed by the designer and/or sponsor. Please provide us with an estimated retail value of your entry based on cost of materials: \$_____. If no amount is assigned, the Festival will arbitrarily allocate an amount based on comparable entries for auction and valuation purposes.

Continue...

2. Getting Entry to Festival Location

I/we the designer(s) agree to be responsible for either: *(please check one)*

_____ Delivery of completed entry to the Fairgrounds Exhibit Hall no later than 5:00 pm in time for the 6:00pm judging.

OR

_____ Decorating the entry on site at the Fairgrounds Exhibit Hall between 9:00am and 7:00pm on Wednesday before Thanksgiving day.

NOTE: The Festival of Trees is NOT responsible for delivery of exhibits or decorated items to the event site.

I/We have read and agree to comply with all conditions and regulations as described in this Agreement and understand that:

- All decorations must comply with fire, building and health codes
- Entries will be accepted at the discretion of the Festival who reserves the right to refuse any entry if it is deemed to be inadequate or unsuitable. Such discretion is the sole and exclusive right of the Festival
- All items designed/decorated become the property of the Festival of Trees and that they will be available for auction
- This entry (and you) may be photographed for publicity purposes
- The purchaser information and selling price of any item is kept strictly confidential by the Festival

Signature: _____ Date: _____

To enhance the description of your entry in the visitor program, please take this opportunity to briefly tell us something about the inspiration and details of your entry.

We want to be sure your entry is listed in the Visitor Program, so please return this no later than October 31st!

FOT Designer Entry
% Sherry Bradshaw
PO Box 84
Accident, MD 21520