



# Festival of Trees 2010

Dear Festival Designer,

Welcome new Designers and **THANK YOU** to our veteran Designers! Last year Festival raised \$215,000 for the Baby Fold; and you, the Designers, were a large part of that figure. This year we have **a number of changes**, so please read your packet carefully.

- Festival of trees will be at U.S. Cellular Coliseum in Bloomington, IL
- Nov. 11-14<sup>th</sup>
- Theme: Home for the Holidays
- Opening night – THURSDAY – Top of the Tree dinner and auction.

Designers will be able to attend Festival for free at any time by showing their Designer ribbons. Special events will require a separate fee to participate. Keep an eye on the Festival of Trees website (<http://www.festoftrees.org/>) for special ticket packages.

The Designer Reception will be held on the afternoon of the 14<sup>th</sup>. You'll receive a separate mailing with more details and an R.S.V.P. We will be honoring our ten year Designers as well as presenting the ribbons for the following award categories:

Best Children's Tree

Best Tree Made by Children

Most Elegant

Most Christmas Spirit

People's Choice (People's Choice will be awarded by ballots that can be purchased at the ticket counter)

Please note that outside food (no alcohol or beer) is allowed into the U.S. Cellular Coliseum. The Corn Palace in the Coliseum will be open throughout Festival. There are also many restaurants close by.

For up-to-date information, more forms or to contact the Designer Committee with questions, see our website at <http://www.atomicvole.org/fot> .

We look forward to working with you this year. Remember, you are the marketer of your tree. Use your ticket package wisely to show off your tree. Be excited! We sure are.

Please fill out the Participation Form and return it in the enclosed envelope as soon as possible to assure your place at the Festival as it's shaping up to be the premier Bloomington/Normal Christmas Event.

Vivian Elder, Designer Committee Co-Chair

Phone: 309-825-7703

Email: [catcheen@verizon.net](mailto:catcheen@verizon.net)



# Festival of Trees 2010

## Designer's Information Sheet

Please read the following information carefully, as some of the information may have changed from previous years.

### **7' Tree**

The Festival will supply a 7' tree at no charge. Lighting choices are pre-lit white or pre-lit multi-colored lights. Tree choice will be a selection on the Participation Form. If your tree selection has not been made by October 1st, the Design Committee will select one for you. You may supply your own tree. If you choose this option, you will be responsible for transporting your tree to the U.S. Cellular Coliseum on November 10th. Otherwise, your tree will be transported to the U.S. Cellular Coliseum to be fluffed and placed for decorating on Decorating Day.

### **4' Tree**

The Festival will supply a 4' tree at no charge. Lighting choices are pre-lit white or pre-lit multi-colored lights. Tree choice will be a selection on the Participation Form. If your tree selection has not been made by October 1st, the Design Committee will select one for you. You may supply your own tree. If you choose this option, you will be responsible for transporting your tree to the U.S. Cellular Coliseum on November 10th. 4' trees may be picked up at the Design Workshop to be held at Jeffrey Alans in Normal. If your tree is not picked up at the seminar, it will be transported to the U.S. Cellular Coliseum to be fluffed and placed for decorating on Decorating Day.

### **Tree Decorating**

- Trees may be decorated on-site at the U.S. Cellular Coliseum on November 10th from **9AM-8PM ONLY**.
- If you choose to decorate your tree offsite, it may be picked up after the Design Workshop at Jeffrey Alans in Normal if it has been pre-arranged. If you choose this option, you will be responsible for transporting your tree to the U.S. Cellular Coliseum on November 10th.
- Please be familiar with the decorating guidelines provided in the Policies and Procedures for Designers, included in this packet.
- **Be aware that after they are decorated trees may be moved to meet electrical needs.**

### **Wreaths, Mantel Pieces, Centerpieces, Stockings, Other**

Designers in these categories supply all of their own materials, including wreaths. Items may be of any size, lit or unlit. Please become familiar with the Policies and Procedures for Designers, included in this packet.

Note: Not limited to holiday themed items, can also be items to be displayed year round for any season.

### **Tickets**

Festival Designers will receive the following complementary tickets:

<i>7' Trees</i>	<i>10 General Admission tickets</i>
<i>4' Trees</i>	<i>6 General Admission tickets</i>
<i>Wreaths, Mantel Pieces, Centerpieces, Stockings, Other</i>	<i>2 General Admission tickets</i>

Designers will receive their complementary tickets on Decorating Day, November 10th. Daily general admission to the Festival of Trees is \$6 for adults in advance, \$7 at the door, \$1 for children 3-12, and FREE for children 2 and under. Be sure to check the Festival website for ticket packages. Designers will still be able to visit the Festival whenever they wish by wearing their designer ribbon or showing a special event ticket.

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The Designer Committee is here to help you in any way we can. Don't hesitate to ask any question.  
Vivian Elder, Designer Committee Chair Phone: 309-825-7703 Email: catcheen@verizon.net



# Festival of Trees 2010

## Policies and Procedures for Designers

**Selection of theme and name for entries:** The theme and design of entries are the sole choice of the designer. The Festival Designer Committee will be the sole judge of appropriateness. Items considered inappropriate for a family event will not be displayed.

**The Baby Fold Mission Statement:** *The Baby Fold embodies Christian principles to serve children and families and help them build safe, loving and healthy environments.*

**Fire regulations:** Spotlights, lit candles and living materials are prohibited on all artificial trees, wreaths or media.

**Supplies and materials:** With the exception of power strips and extension cords, the Festival of Trees does not provide any supplies. Designers must bring their own supplies on Decorating Day. Suggested items to bring are wire cutters, wire, glue gun with extra glue sticks, ladder or stool, and tape. Be aware this is not a complete list. Be prepared for your own special needs.

**Taking possession of your tree:** The Festival of Trees will provide you a tree. Should you choose to decorate your tree on Decorating Day at the U.S. Cellular Coliseum, your assigned tree will be "fluffed" and waiting for you when you check in. If you prefer to pick up your tree and decorate it off-site, or provide your own tree, you are responsible for getting that tree to the U.S. Cellular Coliseum.

**Tree Stands:** The Festival of Trees provides 7' trees with special tree stands that have been selected to withstand delivery stress. If you take early possession of your tree, or are providing your own tree, contact the Design Committee to make arrangements to pick up a special stand. All 4' trees will be displayed on elevated stands, which are the property of the Festival of Trees. The elevated stands are approximately 26" square.

**Tree Skirts:** All trees must have tree skirts, including those displayed on elevated stands.

**Ornaments and trim:** Trees must be decorated to be viewed on all sides. All ornaments must be wired securely to the tree. Ornaments with an inserted or slip-in hanging attachment must be glued where the two pieces meet so the hanger cannot slip out. Hot glue guns work well for this. No living or edible ornaments may be used on artificial trees, wreaths or media.

**Tree topper:** Total height of the decorated tree cannot exceed 8'. This is the maximum height that can be accommodated by the delivery vans. If the tree topper is fragile, consider decorating the tree so the topper can be removed for transport and be reassembled at its final destination.

**Tree lights:** Pre-lit trees will be available to designers. If using your own lights, we recommend new UL approved tree lights. Lights must be wired to the tree; green florist wire or green pipe cleaners are recommended for this purpose. Strings of 35 or 50 lights make it easier to locate a problem if one occurs. Use light strands that work independently of each other and will stay lit even if one or more bulbs burn out (bring extra bulbs). Please attach replacement bulbs to the underside of your tree skirt. We will make every effort to see that your tree remains completely lit throughout the event. However, if a problem arises that we cannot handle, we will call on you for assistance.

**Power strips:** The use of a power strip is required and one will be provided by the Festival. The power strip must be placed at the trunk of your tree and cannot be painted or altered in any way. To avoid burning out all the lights on your tree, it is vital that you plug in no more than three strings of lights into one outlet on your power strip.

**Props:** Props can greatly enhance your display. However, everything displayed with the tree must be sold with the tree. It is a big help if you bring clearly marked boxes to pack these items in for transportation at the end of the Festival.

**Bid stands: The bid stand may be decorated on the pedestal and base only. The top of the bid stand must remain clear for signage and bid sheets provided by the Festival.** If the top of the stand is not clear, Designer Committee personnel will clear it when placing signage.

**Ownership of donated items: Once delivered to the U.S. Cellular Coliseum, all items are considered a donation and become the property of the Festival of Trees.** The Festival of Trees provides 24-hour security at the U.S. Cellular Coliseum during the event.

**Please take special note that once trees are set up, they may be moved to meet electrical needs.**



# Festival of Trees 2010

## ***Vital Information:***

Deadline for Participation Forms: **July 15**

Jeffrey Alans Workshop (optional): Oct. 9, 9:30 a.m. or 1:30 p.m.

Delivery of wreaths and centerpieces: Nov. 9, 4 p.m. – 8 p.m. Nov. 10, 9 a.m. – 8 p.m.

Delivery of 4' trees: Nov. 10, 9a.m. – 8 p.m. only

Tree decorating: Nov. 10, 9 a.m. – 8 p.m. only

## ***More dates and details:***

**July 15th** -- Participation forms due, use enclosed envelope.

**September 23<sup>rd</sup>** - Design Descriptions due  
Jeffrey Alans Workshop forms due -- *indicate morning or afternoon attendance*  
RSVP for Designer Recognition Reception due

**October 9th** -- Jeffrey Alans Workshop  
Learn the tricks to creating a great tree. Corner of Towanda Ave. & Vernon Ave., Normal, IL

*This fun and informative seminar is open only to Festival of Trees designers. Attendance is not mandatory, but Festival designers are encouraged to attend. Jeffrey Alans will be giving money saving, in-store coupons to those attending. Four foot trees may be selected at this time.*

**November 9<sup>th</sup> & 10<sup>th</sup>** -- Wreaths, centerpieces, and other non-tree items may be delivered to the loading dock on Lee St. at the U.S. Cellular Coliseum from 4 p.m. - 8 p.m. on Tuesday or Wednesday, 9a.m. - 8 p.m.

**November 10th** -- Decorating Day is Wednesday -- Doors open at 9 am. Enter through the loading dock on Lee St. Please finish by 8 p.m. THIS IS A SIGNIFICANT CHANGE FROM PRIOR YEARS!

**November 11th** -- Opening night at 5:30. Designers remember to wear your ribbons throughout the week.

**November 12th** -- Festival of Trees opens to the public.

**November 14th** -- Designer Recognition Reception. Dessert, door prizes, and awards will be given.



Festival of Trees 2010  
Jeffrey Alans Workshop Registration  
Oct 9, 2010

This form due **Sept. 23<sup>rd</sup>** to: Kathy Tymonko, 302 S. Washington St., Hudson, IL 61748

Registration for this event is recommended so that we can be prepared. All designers are welcome at the workshop

The benefits:

- Hands on demonstration and tips on tree decorating
- Valuable coupons for attendees, compliments of Jeffrey Alans
- Pick up of 4 foot trees if pre-ordered (means you can decorate at your leisure and drop off at the U.S. Cellular Coliseum on Nov. 10 (9am-8pm)
- What a great time to shop
- Meet the Designer Committee
- Win time with Brian to discuss tips on decorating your tree specifically. One drawing for each workshop session.

There are 2 sessions. Choose one.

Morning (9:30-11:30 am)      or      Afternoon (1:30-3:30 pm)

Please provide us with the following information so we can serve you better. Please print legibly.

Name:

Mailing address:

Telephone:       Email:

Names of those attending morning:       afternoon:

No, not able to attend the workshop



# Festival of Trees 2010 Design Description Form

Please complete a separate form for each design item  
and return it by **September 23<sup>rd</sup>** to  
Kathy Tymonko, 302 S Washington St., Hudson, IL 61748  
(more forms may be printed at <http://www.atomicvole.org/FOT/>)

Please print legibly.

Name:

Type of item designed:  
Please choose

Company:

7' Tree (White lights or Multi-colored lights)

Address:

Please choose  
 4' Tree (White lights or Multi-colored lights)

If donating a 4' Tree, will you pick it up at  
the Jeffrey Alans workshop?  Yes or  No

Telephone:

Wreath       Centerpiece

Email:

Mantel Piece     Stocking

Other (please list)

- Estimated expense incurred in designing your item - Do not include your time or the cost of the tree supplied by the Baby Fold: \$
- Estimated retail value of item donated: \$
- Number of years Designer has participated in the Festival of Trees  
  
(counting this one)

### **Signage Information**

Title of item:

Brief description of donation and special items/props to be included as part of the signage: (and their value where appropriate, for example value of gift certificates)

Number of Designers:  (This number will determine how many Designer Ribbons will be in your packet.)

Spelling of designer's name(s):



# Festival of Trees 2010

## Participation Form

Please complete and return by **July 15<sup>th</sup>**  
To Kathy Tymonko, 302 S. Washington St., Hudson, IL 61748

Name

Company (If applicable)

Address

Telephone

Email

Yes, I would like to participate in the Festival of Trees 2010

I plan to donate the following (Please indicate the number of items next to the description)

(For example, if donating 2 wreaths and a 4' tree, place a 2 on the line next to wreaths and a 1 next to 4' tree.)

7' tree (Choose: white lights or multi-colored lights)

4' tree (Choose: white lights or multi-colored lights)

Will you pick up the 4' tree at the Jeffrey Alans Workshop?

yes  no

Wreath

Mantel Piece

Centerpiece

Stocking

Other (please explain)

No, I will not be participating this year.

If you've selected no, would you please share why: