



# 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.**