



## *A North Country Festival of Trees*

December 5-8, 2019  
Dulles State Office Building

### **TREE DECORATOR GUIDELINES**

#### **Decorating Dates**

Monday, December 2, 2019 – 9 a.m. to 9 p.m.

Tuesday, December 3, 2019 – 9 a.m. to 9 p.m.

*Trees must be completed by 9 p.m. on Tuesday*

#### **Materials and Decorations**

*As a decorator, please take note of the following to ensure your tree is complete and in compliance of event:*

- The tree and all decorations, lights, and trim on the tree become the property of **FESTIVAL OF TREES** or the eventual purchaser.
- An 8 foot x 8 foot space is available for each decorator. If you require a larger space, please contact Santina at sbaker3@shsny.com or 785-5745 with your specific request/need **prior to November 20th** as our overall space is limited.
- Please do not use living materials or untreated, unwrapped food (no popcorn) on the tree, as they will be displayed in businesses or homes throughout the holiday season, and hopefully for many years to come.
- When decorating with fragile or delicate items such as hydrangea, please remember that your tree will be transported.
- All decorations, lights and trim **MUST BE WIRED OR GLUED** to the tree.
- Glue the ornaments to their caps in order to make them more durable for delivery.
- The tree top **must** be secured.
- **DO NOT USE GLASS** decorations.
- All trees will have a bidding stand next to the tree which will identify your tree name, information and silent auction bid sheet. You are welcome to decorate the stand if you would like to match your tree but please note that if your tree goes to live auction may be disassembled and moved.
- You will receive five sets of lights for a 7 ft. tree and three for a 4 ft. More lights may be added at your own expense. If adding additional lights, limit the number of strands to two sets per foot. If you have more than 6 strings of lights, you must use a power strip to accommodate the additional lights.
- There will be a limited supply of step ladders available; we encourage you to bring all items necessary to decorate your tree.
- To create a more saleable tree, you may add a special prize(s) or gift item(s) beneath the tree. However, the items placed under the tree become the property of Festival of Trees and the eventual purchaser.
- Designers are responsible for removing litter and garbage before the end of each decorating day.

#### **Judging**

*Judging will be held on Wednesday, December 4th. Decorator awards will be presented at the Gala event on Friday evening. There will be a 4 foot and 7 foot tree awards for each of the following categories:*

- The Jim Henry Most Whimsical – Tree which displays the most whimsy and humor.
- Best Use of Festival Theme – Most fittingly presents this year’s Festival theme of “White Christmas”.
- Most Traditional – Best characterization of the traditions of Christmas.
- Most Innovative – Most unusual and unique use of materials and tree design.
- Judge's Choice – A tree that the judges feel is deserving of special recognition (not fitting in to the above categories.)
- Most Elegant – Most ornate and sophisticated use of ornaments and decorations.

### **Tree Pricing**

- Decorators will receive an itemized cost sheet to complete and return with their tree to the Festival **no later than Tuesday, December 3rd by 5 p.m.**, for the committee to properly price the trees. This form will also help us market your tree and tell your story!
- Each tree will receive a price tag (*please make sure to hand in cost sheet to assist with pricing your tree*).
- If someone wishes to purchase the tree, they can pay the amount on the price tag and the tree will be eliminated from the bidding procedure.
- Trees that are sold during the Gala’s live auction are at the discretion of the Festival of the Trees committee.

### **Decorator Recognition**

*We love recognizing your hard work! To ensure the program listing and signage next to your tree is complete and accurate, we ask that you provide all details as early as possible.*

- The sign next to your tree will include the tree sponsor, the name(s) of the decorators, tree name, and design inspiration.
- Names of designers will also be listed in the 2019 Festival of Trees program.
- Changes to tree decorator names and stories **will not be accepted after December 3<sup>rd</sup>**.
- You will be given two complimentary Festival of Trees Gala tickets. **RESERVATIONS REQUIRED by December 2<sup>nd</sup>**. Please write name(s) of on RSVP sheet at Designer Check-in or contact Santina at 315-785-5745 or sbaker3@shsny.com.

If you have any questions about the Decorator Guidelines, please contact Santina at 315-785-5745 or sbaker3@shsny.com or ask one of the Festival of Trees Committee members at the Designer Check-in Table during Decorating Days.

*Thank you for helping us make A North Country Festival of Trees a successful event supporting children’s programming and healthcare services in the North Country community!*