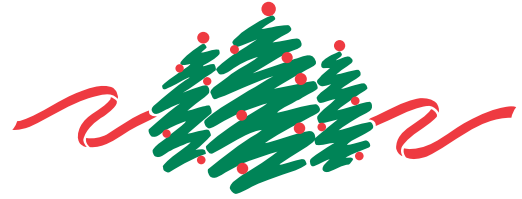


Festival of Trees

TREE DESIGNER GUIDELINES



A Benefit for the Children's Hospital of Michigan Foundation

TREE SIZES

7' SLIM OR FULL TREE

Designers will receive:

- Recognition in Event Program
- Signage by Tree
- 4 Patron Preview Gala Tickets

5' TREE

Designers will receive:

- Recognition in Event Program
- Signage by Tree
- 2 Patron Preview Gala Tickets

You are welcome to include a 2' replica tree or wreath along with your 7' or 5' Tree (indicate this on both Contracts)



Tree (indicate this on both Contracts)

To guarantee your name appears in the Event Program, Festival of Trees (FOT) must receive your completed contract(s) by September 1st. Send contract(s) to the Chairperson listed on the reverse side.

TREE DESIGNER DAYS

- Tree Designer Days are divided between Thursday, November 17 and Friday, November 18, from 9:00 AM to 5:00 PM at the Ford Community & Performing Arts Center, 15801 Michigan Ave., Dearborn. You will be advised which day to arrive. If there is a date you prefer, please indicate that when you submit the contract to the Tree Designer Chairperson.
- Please stop at the "Check In" table for direction and space location. You will receive your Preview Gala complimentary tickets upon our receipt of your completed tree.
- FOT will provide a limited number of trees for decorating. The trees will be on site at your designated spot on either setup day.
- Bring the suggested supplies (at right), *FOT will not provide these items.*

SUGGESTED SUPPLIES

- scissors
- hot glue gun and extra glue sticks
- wire and wire cutters
- chenille stems
- extra power strip
- extra light strands
- work table and chair
- ladder
- broom and dust pan

TREE DESIGNER SETUP

TREE STAND

Tree stands for 7' trees are provided by FOT.

TREE ELEVATION

All 5' trees are elevated for display on Boomer tubes. (A Boomer tube is 18" tall and the top platform is 24" x 24" and these are provided by Festival of Trees and remain the property of Festival of Trees.) It is the designer's responsibility to cover the Boomer tube on which their tree is elevated. You will need a professional tree skirt and cover for the Boomer tube and platform top.

TREE SKIRTS

All trees must have tree skirts. Trees that sell the best have quality tree skirts that are in keeping with the theme and design of the tree.

ORNAMENTS AND TRIM*

- All ornaments must be wired securely to the tree.
- Hot glue all ornament caps in place, please.
- Trees must be decorated to be viewed on all sides.
- NO** living materials, please.
- NO** dried materials, please.

If you are considering any questionable material, please contact the FOT office for approval.

If you have any leftover ornaments or décor, we ask that you leave them behind with the tree in the event anything gets broken or lost upon delivery.

***For the safety of our guests with allergies, there is a NO SCENT policy -- meaning no cinnamon or scented items allowed on your display. Also, NO PEANUTS allowed on site.**

TREE DESIGNER SETUP

TREE LIGHTS AND CAUTIONS

(Requirements for lighting your tree are based on recommendations made by the Office of the Fire Marshall.)

- **ONLY LED LIGHTS ALLOWED!**
- Please **DO NOT** use more than one strand of mini-lights per foot of height of your tree -- overloads can cause fires.
- Please **DO NOT** plug more than 10 strands of lights into one (1) power strip. If you plan to use more than 10 strands, bring an additional power strip.
- Please **DO NOT** plug more than 3 strands of 100 lights together. It is vital that you wire in only a series of three 100-light strands into one outlet on your power strip. If you add more than three strands to a series, you could burn out all the lights on your tree and those on the other trees in your section. (This has happened, so please, **ONLY 300 LIGHTS PER OUTLET.**)
- **NO** spotlights can be used.
- **NO** large bulb string lights.
- **NO** rope lights (unless LED).
- Please bring a heavy-duty extension cord per power strip you will be using.

PROPS

Props are not discouraged; however, all items displayed will be sold with the tree.

TREE SIGNAGE

Signage around the tree is limited to the tree sign provided by FOT. It is FOT's policy to not have advertising materials as part of your display.

YOUR TREE DONATION BECOMES THE SOLE PROPERTY OF FESTIVAL OF TREES INCLUDING:

- All décor and trim
- All lights on the tree
- Tree skirt
- All display items and props

Proceeds from Festival of Trees benefit research at Children's Hospital of Michigan. Festival of Trees, Inc. is a recognized, non-profit organization under Section 501(c)(3) of the Internal Revenue Code. Donation may be tax deductible as permitted by law. MICS 12437

FINAL TREE DELIVERY

On Tuesday, November 29, your fully-decorated tree, its display items/props and any extra ornaments/décor will be picked up from the event site and delivered to the purchaser.

Although FOT does not want to discourage your creativity, **ALL TREES MUST BE DELIVERABLE BY OUR TRUCKS.**

IF NOT OR YOUR TREE IS DIFFICULT TO SHIP, YOU WILL BE RESPONSIBLE FOR DELIVERY OF YOUR TREE AND SETUP AT THE LOCATION OF THE PURCHASER.

FOT CONTACT INFORMATION

Please return your completed contract(s) to Cheryl.

Cheryl McNamara

Tree Designer Chairperson

24417 Holyoke, Novi, MI 48374

248-982-4246 • Mcfamily8468@sbcglobal.net



FESTIVAL OF TREES

A Benefit for the Children's Hospital of Michigan Foundation

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