



4- Foot Tree Information & Guidelines

REGISTERING YOUR 4-FOOT TREE- Registration opens on Tuesday, September 6, 2016 at 9 a.m. (day after Labor Day).

- Visit <http://festivaloftrees.kennedykrieger.org/designers.html> to find the registration form.
- Please remember that there is a nonrefundable \$25 designer registration fee for each 4-foot tree.
- **There is a limit of (1) 4-foot tree per registration.**
- 4-foot trees are given out on a first come, first served basis. If you are placed on the wait list, the fee will not be charged until we are able to secure a tree for you to decorate.
- Registrations **MUST** be received by Friday, September 23, 2016 to be included in the event program. All registrations received after this date, will be listed on the website only.
- In conjunction with filling out the designer registration, every designer **MUST** agree to the terms laid out in the designer contract.
- For your response to, “Please list the name(s) of all designers as you would like them to appear on signage,” note that, due to space constraints, we will only list a group’s organization/family name and not each individual’s name.
- Registration will close on Monday, October 17, 2016 at 4 p.m. (There is a very good chance that we will sell out of 4-foot trees before this date).

SURVEY/CONFIRMATION- You will be sent an e-mail confirmation form after you register.

- If you do not receive a confirmation e-mail within 24 hours, please e-mail FestivalOfTrees@KennedyKrieger.org.
- In the confirmation e-mail, there will be a link to a designer survey. Please fill this out with the necessary information.
- The survey **MUST** be submitted by Monday, October 17th.
- The tree title is separate from the “name of the designers” question you were asked during the registration process. This is something that should go along with the theme of the tree, i.e. “Have a Merry Grinchmas” if it’s Grinch themed or “Catching Fire” if it’s Hunger Games themed. Be creative!
- If a tree title is not indicated, “Happy Holidays” will be used.
- You, as the designer, have the option of buying your tree back. If you are interested in doing this, you must indicate so on the Designer Survey. If this is not indicated on the Designer Survey, we cannot guarantee this opportunity to buy back your designed item.

REQUIRED MATERIALS- Kennedy Krieger Institute will furnish a 4-foot artificial tree and tree stand.

- Designers provide all decorating and display materials for the tree as well as the base of the tree. Any items placed on or under the tree will be considered a donation, and will be given to whoever purchases the tree.
- All trees must have electric (preferred) or battery operated lights on them.
- Everyone must provide an extension cord (approximately 8'). If you will need to use more than one outlet, please also bring a power strip. Extension cords & power strips cannot be returned.
- Please make sure to keep your receipts for IRS tax purposes.

DECORATING DAYS & TIMES- Sunday, November 20 (8 a.m.- 8 p.m.) and **Monday, November 21, 2016 (8 a.m.-2 p.m.)**

- The Maryland State Fairgrounds/Cow Palace, 2200 York Road, Timonium, Maryland 21093 will be open from 8 a.m. until 8 p.m. on Sunday, November 20th and from **8 a.m. until 2 p.m. on Monday, November 21st.**
- Check-in will take place in the Center Hall of the Cow Palace (where the glass doors are) promptly at 8:00 a.m. **You will not be allowed to enter the building** or be able to check in before this time.
- Upon check-in, you will receive your complimentary event tickets, a brown identification tag that **MUST** be tied to the stand of your tree in a concealed spot, a white designer sign, and a sign stand.
- Unless you have been told otherwise, all tree spots are given out on a first come, first served basis. Please be sure to arrive early in the day to guarantee yourself a desired tree location. Tree spots cannot be reserved by other members of your party while one person checks in.
- Plan on allowing 2-4 hours for set-up and bring a step stool or ladder with you if needed.
- It is a good idea to dress in layers, as the temperature varies greatly in the Cow Palace.

DECORATING YOUR TREE- Please read carefully. There are several necessary rules for decorating your tree.

- Your tree will be moved at least once, therefore all decorations, lights, replacement lights (if needed) and trim, **must be wired to the tree.** The ornaments must be glued to their caps in order to make them more stable for movement.
- To ensure that your tree stays lit through the Festival of Trees, please use only new lights (UL approved).
- All items on and under the tree must be nonflammable otherwise they will be treated with a nonflammable spray once on Festival site.
- No perishable items, wrapped or unwrapped, are allowed on or around the tree.
- Be mindful that the display will be visible from all angles, including the back. Be considerate of neighboring tree displays.
- If you will need additional space for your 4-foot tree design, you must let us know by Monday, October 17th in the special needs/requirements section of the designer survey (a standard tree space is 1.5 feet x 1.5 feet). **If extra space is needed, you may be subject to paying an additional \$25 fee.**
- If your tree has any additional items that will be given away with it (gift cards, toys, girl scout cookies, etc.), please provide us with the actual items when you check in on designer day in an envelope or box clearly labeled with tree title and designer name. You should place copies or empty boxes with the tree.
- Please do not plan on leaving anything overnight during designer days if you will be returning for the second day. Kennedy Krieger Institute and the Maryland State Fairgrounds will not be held responsible for any lost or stolen items.

JUDGING OF YOUR TREE- There are more than 11 major awards for tree designers that cover a variety of categories.

- **Please keep in mind that judging is subjective and cannot be changed once the winners are determined.**
- Ribbons will be mailed to the winners after the Festival; please **do not take your ribbon with you.**
- Judges include a children's committee, the Festival chairs, committee members, and special guests.

SALE OF YOUR TREE- Your decorated tree is a donation to Kennedy Krieger Institute and will be sold at the Festival of Trees.

- All proceeds from the sale of your tree will benefit the children of Kennedy Krieger Institute.
- The designed items are priced using a set pricing structure and are priced at the sole discretion of the Festival of Trees Committee. The determined price may not reflect your actual cost.
- Any tree that is not sold will be used to decorate Kennedy Krieger Institute's campuses.
- While we love creative ideas, we ask you to keep in mind that our end goal is to sell each tree.
- If you were interested buying your tree back on the Designer Survey, a staff member will call you on Tuesday, November 22, 2016 after 12 p.m. to inform you of the price of the tree. You will pay by credit card over the phone if you are still interested.

IN APPRECIATION FOR YOUR DESIGN-

- You will receive (12) complimentary tickets to Festival of Trees 2016 and (2) complimentary tickets to the Designer Preview Party.
- The Designer Preview Party will take place on Friday morning, November 25, 2016, from **9:00 a.m. until 10:00 a.m. (Your ticket will not get you in at 8 a.m.)**
- If you are unable to attend the Designer Preview Party, these (2) Preview Party tickets can be used at any time throughout the course of the event.

**Thank you for donating your time and effort to help
Kennedy Krieger Institute make Festival of Trees a huge success!**