



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

4-Foot Tree Information & Guidelines

REGISTERING YOUR 4-FOOT TREE- Registration opens on **Wednesday, September 16th** at 9:00AM
<http://festivaloftrees.kennedykrieger.org/designers.html>

- There is a nonrefundable \$15 designer registration fee for each 4-foot tree.
- **There is a limit of (1) 4-foot tree per registration/designer.**
- 4-foot trees are given out on a first come, first served basis. If you are placed on the waitlist, the fee will not be charged until we are able to secure a tree for you to decorate.
- If you choose to do a 4-foot tree (i.e. pay the registration fee) and are on the waitlist for a 7-foot tree, you **MUST** be willing to decorate both items.

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.
- All designers will be required to attend a mandatory online webinar to review the changes for this year. Times and dates are to be determined.
- During registration, you will be asked the title of your tree, if you do not know it at the time of registration, please e-mail the title of your tree to FestivalOfTrees@KennedyKrieger.org by November 14th. If you do not send your tree title in advance, you will be asked to provide it during check-in on designer day.

REQUIRED MATERIALS- Kennedy Krieger Institute will provide a 4-foot artificial tree.

- Designers will provide all decorating and display materials for 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 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.
- You can keep your receipts for IRS tax purposes.

DECORATING DAYS & TIMES- Thursday, November 19th through Sunday, November 22nd times TBD.

- **NEW THIS YEAR:** We are encouraging everyone to decorate their tree at home. Because of this, designers will have the option to pick-up their trees prior to designer days. Designers who pick up their tree, must fill out a form stating they will bring the tree back and provide credit card information. If the completed tree is not returned, the credit card information on hold will be charged \$75. As long as the tree is returned to the Cow Palace by your pre-selected drop off time, the credit card will NOT be charged.
 - We are still determining pick-up dates and times, but 4ft trees will be available for pick-up at Kennedy Krieger's Fairmount location (1750 East Fairmount Avenue, Baltimore, 21231) by late October. (Official dates & times TBD)
 - Trees will also be available for pick-up at the Maryland State Fairgrounds - Cow Palace on Wednesday, November 18th from 9am to 5pm.
- Please be aware, in this ever-changing environment, we cannot guarantee designers will be allowed to enter the building to finish decorating their designs. There is a possibility regulations will be in effect that will limit the capacity in the building. If this is the case, designers will have to drop off their designs and will not be allowed to enter the Cow Palace.
- Designers will be required to sign up for a decorating time slot to ensure proper health and safety guidelines can be followed. This information will be emailed to designers and sign-up will occur in late October/early November. Please note, decorating day time slots will be filled on a first come first serve basis. We will not be able to add more designers once a given time slot is closed due to restrictions with COVID-19.

- Check-in will take place in the Center Hall of the Cow Palace (where the glass doors are). **You will not be allowed to enter the building or check in before your scheduled time slot.**
- Upon check-in, you will receive a brown identification tag that **MUST** be tied to the stand of your tree in a concealed spot.
- Decorating your tree at home is **highly encouraged**. Please keep onsite decorating to a minimum. **Only 3 people per item will be allowed on Designer Day.** (*We hope to allow 2-3 hour time slots, but this could be reduced pending guidelines limiting gathering sizes.*)
- Please 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. We will be leaving the doors open to help mitigate the risks of COVID-19.
- **While participating in the event, all designers must follow state, federal, and Kennedy Krieger guidelines regarding COVID-19. This includes mandatory masking and temperature screenings.** Any designer that refuses to follow proper guidelines will be asked to leave the premises and will not be allowed to participate in Festival of Trees

DECORATING YOUR TREE- Please read carefully. There are several necessary rules for decorating your tree! **Kennedy Krieger reserves the right to remove or request changes to any design item that is not in keeping with these guidelines.**

- Use your best creativity when coming up with the design but please avoid themes that:
 - Portray social or political commentary or controversial or morbid messages
 - Feature violence or violent games, books, movies or weapons
 - Use profanity or anything that could be perceived as not for a child-friendly audience
- 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 your tree stays lit for the purchaser, please use only new UL approved lights with cords. **NO BATTERY OPERATED LIGHTS**
- No perishable items, wrapped or unwrapped, are allowed on or around the tree.
- Be mindful the display will be visible from all angles, including the back.
- Tree designs will need to be kept tight because we anticipate many purchasers will want them to be delivered this year. **Trees must be able to fit in a 4'x4' square and additional space will not be offered.** Anything you would like to put at the bottom of your tree **must fit under your tree.**
- If you are including any gift cards, merchandise, tickets or other items of value with your tree, please bring a list of the items to Designer Day so the information can be included on the Sales Website. All items of value should be handed to event staff upon check-in to store in a safe place.

JUDGING OF YOUR TREE- Awards will be given for several 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.

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 brought back to decorate Kennedy Krieger Institute or donated to other local non-profits.
- **While we love creative ideas, we ask you to keep in mind that our end goal is to sell each tree.**
- This year, we cannot sell designers their own tree in advance of the event weekend.