



## ***Gingerbread House Information & Guidelines***

**REGISTERING YOUR GINGERBREAD HOUSE**-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.
- 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.

**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](mailto: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 17<sup>th</sup>.
- You, as the designer, have the option of buying your gingerbread house 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**- All materials for the gingerbread house must be provided by the designer.

- Any items placed on or around the gingerbread house will be considered a donation, and will be given to whoever purchases the gingerbread structure.
- The designer should provide an extension cord (approximately 8') if their design needs electricity. Extension cords cannot be returned.
- Please make sure to keep your receipts for IRS tax purposes.

**DROP-OFF DAYS & TIMES**- Gingerbread House(s) is/are to be decorated at home and delivered to Festival of Trees on 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 20<sup>th</sup> and from **8 a.m. until 2 p.m. on Monday, November 21<sup>st</sup>**.
- 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.
- Since you are just dropping your item off (as opposed to tree designers who decorate onsite and form a line first thing in the morning), it is suggested that you come by later in the day on Sunday.
- Upon check-in, you will receive your complimentary event tickets, a label that **MUST** be stuck to the bottom (underneath) base of your gingerbread house, and a white designer sign.
- Gingerbread houses will not be placed in the final display until all have been received. Do not plan to help place your structure in the display when you drop it off.

**DECORATING YOUR GINGERBREAD HOUSE-** Please read carefully. There are several necessary rules for decorating your Gingerbread House.

- The base of all gingerbread structures can be no larger than 2 feet by 1.5 feet (24” by 18”). If you do not comply, we will not be able to display your gingerbread structure.
- Your gingerbread structure must be placed on a sturdy base such as plywood or other solid material (poster board bases will not be accepted).
- All decorations must be securely adhered to your structure. Remember, all items displayed will be included in the sale of the house.
- If lights or other electrical components are used in the gingerbread design, they must be UL approved.
- 85% of the gingerbread structure **MUST** be edible.
- A sealant of some sort should be used on your finished product to help prevent “critters” from enjoying your creation.
- If your gingerbread design has any special needs or is unusually large in size or weight you must let us know by Monday, October 17 in the special needs/requirements section of the designer survey.

**JUDGING OF YOUR GINGERBREAD HOUSE-** There are more than 11 major awards for gingerbread 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 GINGERBREAD HOUSE-** Your decorated gingerbread structure is a donation to Kennedy Krieger Institute and will be sold at the Festival of Trees.

- All proceeds from the sale of your gingerbread house 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 to. The determined price may not reflect your actual cost.
- Any gingerbread house that is not sold will be donated to area soup kitchens/homeless shelters.
- While we love creative ideas, we ask you to keep in mind that our end goal is to sell each item.
- If you indicated you were interested in buying your gingerbread house 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 item. You will then pay by credit card over the phone if you are still interested.

**IN APPRECIATION FOR YOUR DESIGN-**

- You will receive (10) 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!**