



Wreath Information & Guidelines

REGISTERING YOUR WREATH- 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 Wednesday, 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.
- 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.
- You, as the designer, have the option of buying your wreath 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- Designers are responsible for providing their own wreath(s) and all decorating and display materials.

- Any items placed on the wreath will be considered a donation, and will be given to whoever purchases the wreath.
- 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- Wreath(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 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.
- 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 brown tag that **MUST** be tied to the **top, back** of the wreath, and a white designer sign.

DECORATING YOUR WREATH- Please read carefully. There are several necessary rules for decorating your wreath.

- All wreaths used must be either artificial or dried.
- All decorations must be wired to the wreath.
- No perishable items, wrapped or unwrapped, are allowed on the wreath.
- All items displayed will be included in the sale of the wreath.
- If you use lights, please use only new UL approved lights to ensure the wreath stays lit throughout the entire 3 day Festival of Trees.

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

- All proceeds from the sale of your wreath will benefit the children of Kennedy Krieger Institute.
- Wreaths will be sold as a cash-and-carry item. **Once a wreath has been purchased, it will no longer be on display.**
- The designed items are priced using a set pricing structure and are priced at the sole discretion of the Festival of Trees Committee to ensure their sale. The determined price may not reflect your actual cost.
- Any wreath 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 wreath 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. 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!**