



## *Wreath Information & Guidelines*

**REGISTERING YOUR WREATH-** Registration opens on Tuesday, September 5, 2017 at 9 a.m. (day after Labor Day) at <http://festivaloftrees.kennedykrieger.org/designers.html>

- Wreath space is limited and will be given out on a first come, first served basis. If you are placed on the wait list, we may not be able to accept your design.
- Registrations **MUST** be received by Wednesday, September 20, 2017 to be included in the event program. All registrations received after this date will be listed on the website only.
- Registration will close on Wednesday, October 16, 2017 at 4 p.m. (There is a chance we will sell out of wreath space before this time).

**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 required designer survey. Please fill this out with the necessary information.
- The required survey **MUST** be submitted by Monday, October 16<sup>th</sup>.
- If you are interested in buying your wreath back you must indicate so on the Designer Survey, otherwise, 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 must provide an extension cord (approximately 8') if their design needs electricity.** Extension cords cannot be returned.
- You can 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 19 (8 a.m.- **8 p.m.**) and Monday, November 20 (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 19<sup>th</sup> and from 8 a.m. until **2 p.m.** on Monday, November 20<sup>th</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 check in before this time.
- Since you are just dropping your item off (as opposed to tree designers who decorate onsite and form a long 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 a brown tag that **MUST** be tied to the **top, back** of the wreath, and a white designer sign (that **MUST** be binder clipped to your wreath) and your complimentary event tickets.

**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 with cords. **NOT BATTERY OPERATED LIGHTS.**

**JUDGING OF YOUR WREATH-** 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; 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 local non-profits.
- **While we love creative ideas, we ask you to keep in mind that our end goal is to sell each item.**
- If you are interested in buying your wreath back, a staff member will call you on Tuesday, November 21, 2017 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 (10) complimentary tickets to Festival of Trees 2017 and (2) complimentary tickets to the Designer Preview Party.
- The Designer Preview Party will take place on Friday morning, November 24, 2017, 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!**