

Tree Guidelines

(Please read carefully and keep this information for your reference.)

Registering Your Tree

- Contact Cindy Slack at cindyslackteam@gmail.com. print out registration form and email back to cindyslackteam@gmail.com
- Your space will be assigned only if all registration forms are completely filled out and received by November 1st, 2017.
- Your space will be guaranteed if registration forms are received by November 1st, 2017. After November 1st, 2017, registrations will be accepted as space is available.
- Upon receipt of your completed paperwork, you will be sent an email confirmation, followed by an email with your assigned space number and the date for the Decorator's Workshop.
- If you do not receive your confirmation within 14 days after submitting your paperwork, please call: Cindy Slack 805.207.9206.
- If for any reason you find you are unable to fulfill this commitment after you have registered and have received your confirmation, please notify Cindy Slack at 805.207.9206 so all spaces can be utilized.
- Attend Decorator's Workshop Sunday, October 15th, 2017 @ 1:30 p.m.
 - Have at least one representative attend this workshop – Corporate Point, 2655 First Street, Suite 150.
 - See demonstrations wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your tree and information so that your tree can be delivered safely.

Things to Remember When Decorating Your Tree

- To preserve/maintain the purpose and integrity of this fundraiser, memorabilia included on a tree would be defined as "something valued or collected within a popular field of interest."
- Use NEW artificial trees only.
- Christmas themed trees sell best.
- Difficult or hard to sell trees include: - Non-Christmas themed trees - Non-Christmas colored trees, such as pink, blue, purple, black
- Lights must be New and Wired Onto Tree. For safety, use lights with UL listing. To reduce risk of fire, use a minimum number of lights (no more than 75 to 100 lights per foot).
- Attach Replacement Bulbs and Fuses to the Tree Skirt.
- Bring extra strands of lights on Decorating Day for replacements if needed.
- DO NOT Overload your Tree with Lights. Recommended number: Three strands (100 lights per strand per extension cord), or four strands (50 lights per strand per extension

cord). Read instructions on the light box for specific information. Bring a heavy-duty extension cord (6-9 ft.) and a power strip that will be sold with the tree.

- All Decorations must be nonflammable.
- Some Words from the Fire Marshall. To avoid an electrical overload (fire) be careful of the amount of items displayed around your tree requiring electricity.
- Furnish a Tree Skirt. Attractive tree skirts and a few accessories help the tree to sell. If you use batting as a tree skirt, fire-retardant batting must be used.
- All Decorations must be wired onto the tree and the metal ornament cap must be glued onto every ornament for successful delivery.
- We do not have Doors or Easels available for your display.
- All Items Under and Around the Tree will be Sold with the Tree. All trees and accessories become the property of Festival of Trees upon completion and will be priced and sold as such.
- Trees Dedicated to an Individual. If your tree is dedicated to an individual, you may bring a photo of one 8"x10" photo to be placed with the tree. The exterior dimensions of the matte or frame cannot exceed 11"x 14". When choosing a photo to display, be mindful of those who will be viewing it. Pictures of loved ones taken after death cannot be used. Please include the dedication name on the registration form. No other personal photos will be allowed on or around the tree. (Only one picture per tree space is allowed.)
- Multimedia Presentations must be approved by Large Tree Chairwoman and will not be turned on during Festival Week.
- No Advertising or Inappropriate Material. Festival of Trees is a benefit for Adventist Health Simi Valley. Do not use your tree to advertise a business or product.
- Be mindful that the display will be visible from all angles, including the back. Be considerate of neighboring tree displays. Festival of Trees reserves the right to remove objects that are causing obstruction.
- Include a story about your tree. This will be attached to the back of the tree sign. Other written material on or around your tree that is not defined as art will not be permitted. In order to preserve and maintain the purpose and integrity of Festival of Trees, art included on or around a tree must qualify as a "decorative or illustrative item within a popular field of interest.

The Following will NOT be Accepted at the Festival of Trees

- Live trees, sand, or plants of any kind.
- Old or previously used trees, decorations, and accessories.
- Trees taller than 10 ft. (including tree top decorations).
- Trees with branches that have to be inserted into the tree. Tree branches must be permanently connected to the tree trunk by the manufacturer.
- More than one 8"x10" photo for each assigned tree space.
- Trees featuring tobacco, alcohol, or adult content material.
- Walls or barriers creating an obstruction. (Nothing higher than 48" or weighing over 50 lbs.)
- Water ornaments, globes, or other water features.

- Inflatable lawn ornaments or decorations.
- Trees decorated to advertise a business or product.
- Adhesive on floor.
- Trees including topper taller than 10 ft.

Preparing Your Tree to be Delivered

- When Festival of Trees is over, your tree will be delivered to its new home. Great care is taken in delivering your tree. Because Christmas trees aren't designed to be transported, these requirements will ensure that your tree does not bend, break or fall apart.
- Ornaments and Decorations. Glue the metal ornament cap onto every ornament. Then wire every ornament, garland, and decoration securely to the tree.
- Reinforce Your Tree. All trees must have their trunks reinforced. If the trunk is hollow, you must insert one piece of continuous PVC pipe inside the trunk. It should extend from the bottom of the tree stand to the top of the tree, or as far as possible. Rebar must be one continuous piece and must be attached on the outside of the tree trunk from the bottom of the tree stand 6" above the top joint of the tree and secured with hose clamps securing the rebar to the tree stand, above and below each joint.. If the tree trunk base is pointed, cut off the point with a hacksaw. This will prevent the tree from bending at the top or breaking at the base during delivery. Rebar should not extend above the top of the tree topper.
- Sections or joints must be permanently joined together with hose clamps. This will prevent tree sections from separating during delivery. *Any exceptions must be approved by Tree Department Chairwoman.
- Decorator must provide PVC pipe, rebar, and hose clamps.
- **Tree Delivery.** If you plan to include items that are larger or heavier than the tree, please be prepared to help with the delivery. Remember these trees are being delivered to homes and businesses. Trees need to fit through a regular sized door. If your tree breaks during delivery, you may be asked to help repair or replace it.
- Decorating Day – Tuesday, November 28th, 2017
- The doors will be open that day at 7:00 a.m. – 7:00 p.m.
- First thing: Check in at the Tree registration table to review your sign (no changes will be allowed), receive other information, and turn in gift certificates and story card.
- Groups larger than 10 individuals must make special arrangements with Cindy Slack 805.207.9206. For security purposes, all decorators must exit the building by 7:00 p.m. No exceptions.
- Your tree MUST be completed by 7:00 p.m.
- Keep an Accurate Record of Expenses and Save Receipts for your Tax Purposes.
- On Decorating Day, you will be asked at check-out for your itemized expense list to help determine the fair market value of your tree.
- Come Prepared. Bring rebar, PVC pipe, scissors, florist wire, wire cutters, hose clamps, step stool, glue gun, pliers, drills, screw drivers, folding chairs, ladder, and clean up tools such as a broom, dustpan, and garbage bags with you. Please label all your supplies.

- Leave children home. Due to security and safety issues, we recommend children under 16 years of age be left at home.
- An Aisle Worker must complete Large Tree Check-Off List upon completion of your tree. Return to the check-in desk to complete check-out process and receive your Opening Night Invitations or Thank You Tickets.

Opening Night

- At check out, upon completion of your tree, you will receive two Opening Night invitations, OR six thank you tickets to the Festival to be used any time during public hours.
- Each Opening Night invitation will admit two adults.
- Babies and children under the age of 16 will NOT be admitted on Opening Night.
- After Decorating Day, Opening Night tickets cannot be exchanged for admittance into the Festival later in the week.
- If you wish to attend the 5:00 p.m. bidding portion of Opening Night, you must purchase a bid number by calling Jaimee Roark, 805.217.2288.

Upon completion, all trees become the property of Festival of Trees.

QUESTIONS, CALL: Cindy Slack 805.207.9206