



## 2023 Designer Contract

1. All designers must read and follow all requirements listed in the **Information & Guidelines** for each item they choose to design.
2. All registration fees for trees, wreaths, & gingerbread designs are due at the time of registration and must be paid during the registration process. All registration fees are **non-refundable**.
3. All designed items using electricity must be UL approved wiring and be able to plug into regular Edison 120 gold outlets. If we deem your item does not follow these guidelines, we will not be able to plug it in during the event.
4. All signage provided at the Festival of Trees is the sole property of Kennedy Krieger Institute. Only Kennedy Krieger Institute Festival of Trees employees may make changes or alterations to signs. **Decorations and/or stickers CANNOT be adhered to the signs. The designer will be charged \$50.00 for each small sign and \$100.00 for each large sign that they damage.**
5. You must notify the Festival of Trees Committee by Thursday, October 19, 2023, if your design has any special needs or requirements. You may do this by filling in the special needs/requirements on the designer survey. Examples of special needs/requirements that would need to be noted:
  - **If a 7-foot tree design is larger than the standard tree space of 4 feet x 4 feet.** - If extra space is needed (due to design accessories), **you will be subject to paying an additional fee of at least \$40** (exact fee amount to be determined based on how much extra space is needed). Remember, total tree height with topper should not exceed 9 feet.
  - **If a 4-foot tree design is larger than the standard tree space of 2 feet x 2 feet.** If extra space is needed (due to design accessories), **you will be subject to paying an additional fee of at least \$25** (exact fee amount to be determined based on how much extra space is needed).
  - **If a Gingerbread House requires access to an electric outlet or if it is larger than 2 feet by 1.5 feet**
  - **If a Wreath requires access to an electric outlet or if it is larger than 3 feet x 3 feet.**
6. If you include gift cards, merchandise, tickets, or other items of value with your design, please complete a [Valuable Items Form](#) and bring it to Designer Day so the information can be included in our Sales System. Please also include this information in the Designer Survey. All items of value should be handed to event staff upon check-in to store in a safe place.
7. Wreaths and 2-foot trees are sold as cash-and-carry items. **Once a wreath or 2-foot tree has been purchased it will no longer be on display.**
8. The Festival of Trees Committee has the right to refuse to accept and display any item that it deems inappropriate. Use your best creativity when producing the design but please avoid themes that:
  - a. Portray social or political commentary or controversial or morbid messages
  - b. Feature violence or violent games, books, movies, or weapons
  - c. Use profanity or anything that could be perceived as not for a child-friendly audience

9. This is a Kennedy Krieger Institute Fundraising Event. At Kennedy Krieger Institute, diversity and inclusion is at the heart of all we do. We respect, celebrate, and honor the diversity of our employees and families/patients/students.
10. Please remember this event is a fundraiser for Kennedy Krieger Institute. At Kennedy Krieger Institute, our commitment is to treat everyone with civility, dignity, and respect. We respect, celebrate, and honor the diversity of our employees and families/patients/students including race, color, ethnicity, national origin, culture, socioeconomic status, age, language spoken, accent, marital status, veteran or military status, immigration status, disability, religion, pregnancy status, sex, sexual orientation, or gender identity or expression. **To promote diversity and inclusion, please consider the representation of items such as dolls or figurines (e.g., Santa, angels) so that they reflect the diversity of our stakeholders.**
11. Please remember this event is a fundraiser for Kennedy Krieger Institute. While we love creative displays, we want to try and ensure that ALL displays sell. **Make sure your display appeals to a wide audience.**
12. Tree designers will be required to sign up for a decorating time slot to help alleviate the crowds. Designer Days will be **Saturday, November 18 through Monday, November 20, (Times vary, they are listed on the survey, and are first come, first served.)**
13. Wreath and gingerbreads will be required to sign up for a shift to drop off their designs at the Maryland State Fairgrounds Cow Palace **Saturday, November 18 through Monday, November 20 (Times vary, they are listed on the survey, and are first come, first served.)**
14. We recommend you do not bring valuables (purses, wallets, etc.) inside the Cow Palace during decorating. Kennedy Krieger Institute and the Maryland State Fairgrounds will not be held responsible for any lost or stolen items.
15. Designers who are unable to attend Designer Days or may want to decorate their tree in advance, may pick up their tree on **Thursday, November 16th and Friday, November 17th** between 9am to 3pm at the Fairgrounds. You will then need to bring the decorated tree back during your scheduled time slot on Saturday, November 18 through Monday, November 20.
16. In appreciation for your donation, all registered designers will receive tickets to this year's Festival of Trees.

I, \_\_\_\_\_ (please print name)  
 have read and agree to the above-mentioned rules and guidelines.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Designer name as submitted to appear on sign: \_\_\_\_\_

**RETURN NO LATER THAN OCTOBER 19, 2023**

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