



4-Foot Tree Information & Guidelines 2022

REGISTERING YOUR 4-FOOT TREE- Registration opens on **Monday, September 12th** at 9:00AM
<http://festivaloftrees.kennedykrieger.org/designers.html>

- There is a nonrefundable \$20 designer registration fee for each 4-foot tree.
- **There is a limit of (1) 4-foot tree per registration.**
- 4-foot trees are given out on a first come, first served basis. If you are placed on the waitlist, the fee will not be charged until we are able to secure a tree for you to decorate.
- If you choose to do a 2-foot tree (i.e. pay the registration fee) and are on the waitlist for a 4-foot tree, you **MUST** be willing to decorate both items.
- Registration will close on **Wednesday, October 19th** (There is a very good chance that we will sell out of 7-foot tree before this date).

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 required designer survey. Please fill this out with the necessary information.
- The required survey **MUST** be submitted by Friday, October 21st.
- If a tree title is not indicated on the survey, "Happy Holidays" will be used and you will not have the option to change it once on-site.
- If you are interested in buying your tree back you must indicate so on the Designer Survey, otherwise, we cannot guarantee the opportunity to buy back your designed item.

REQUIRED MATERIALS- Kennedy Krieger Institute will provide a 4-foot artificial tree.

- Designers will provide all decorating and display materials for the tree. Any items placed on or under the tree will be considered a donation, and will be given to whoever purchases the tree.
- All trees must have electric lights on them.
- **Everyone must provide an extension cord** (approximately 8'). If you will need to use more than one outlet, please also bring a power strip. Extension cords & power strips cannot be returned.
- You can keep your receipts for IRS tax purposes.

DECORATING DAYS & TIMES- Saturday, November 19th through Monday, November 21st (Times TBD)

- Each designer will be asked to sign up for one designer day time slot per item they have signed up for. Designer day time slots will be **four hours long**, at the end of the four hours, designers must be finished their design and exit the Fairgrounds.
- Designer Days will be held at The Maryland State Fairgrounds/Cow Palace, 2200 York Road, Timonium, Maryland 21093.
- Designers who do not think they will be able to finish their tree in the suggested four hour time limit or are uncomfortable coming to the Cow Palace to decorate are encouraged to decorate their tree at home. Please email FestivalOfTrees@KennedyKrieger.org for more information.
- If you would like to decorate your tree early or offsite, trees will also be available for pick-up at the Maryland State Fairgrounds - Cow Palace on Thursday, November 17th from 9am to 4pm and Friday, November 18th from 9am to 4pm.
- Designer groups will be limited to **5 people per tree on-site**.
- Designers will be required to sign up for a decorating time slot to ensure proper health and safety guidelines can be followed. This information will be emailed to designers and sign-up will occur in late October/early November. Please note, decorating day time slots will be filled on a **first come first serve basis**. We will not be able to add more designers once a given time slot is closed.
- Check-in will take place in the Center Hall of the Cow Palace (where the glass doors are). **You will not be allowed to enter the building or check in before your scheduled time slot.**
- Upon check-in, you will receive a brown identification tag that **MUST** be tied to the stand of your tree in a concealed spot.
- Plan on allowing 2-4 hours for set-up and bring a step stool or ladder with you if needed. Please note, when you arrive your tree will still be wrapped in the box, so please keep in mind you will need to assemble and fluff your own tree.
- It is a good idea to dress in layers, as the temperature varies greatly in the Cow Palace. We will be leaving the doors open to help mitigate the risks of COVID-19.
- **While participating in the event, all designers must follow state, federal, and Kennedy Krieger guidelines regarding COVID-19. This includes mandatory masking.** Any designer that refuses to follow proper guidelines will be asked to leave the premises and will not be allowed to participate in Festival of Trees.

DECORATING YOUR TREE- Please read carefully. There are several necessary rules for decorating your tree! Kennedy Krieger reserves the right to remove or request changes to any design item that is not in keeping with these guidelines.

- Please remember this event is a fundraiser for Kennedy Krieger Institute. 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. Please remember if your tree includes people it must be **representative of all people, including people of all minorities, ethnicities, abilities, etc.**
- Use your best creativity when coming up with the design but please avoid themes that:
 - Portray social or political commentary or controversial or morbid messages
 - Feature violence or violent games, books, movies or weapons
 - Use profanity or anything that could be perceived as not for a child-friendly audience
- Your tree will be moved at least once, therefore **all decorations, lights, replacement lights (if needed) and trim, must be wired to the tree.** The ornaments must be glued to their caps in order to make them more stable for movement.
- The display you create will be transported following the event. Please ensure that your entire design:
 - Can be moved/transported
 - Can be lifted into and out of vehicle by two people of average strength/build
 - Can stand up to being bagged, strapped down, and transported
 - Can fit through a regular sized door

- To ensure your tree stays lit for the purchaser, please use only new UL approved lights with cords. **NO BATTERY OPERATED LIGHTS**
- Please note: no spraying of aerosols is allowed inside the Cow Palace **under any circumstances.**
- To ensure the integrity of your tree, please do not use balloons in your decorations, as they may be popped or deflate by the time the purchaser brings the item home.
- No perishable items, wrapped or unwrapped, are allowed on or around the tree.
- Be mindful the display will be visible from all angles, including the back. Be considerate of neighboring tree displays.
- **Total tree space should not exceed 2 feet x 2 feet.** If you need additional space for your 4-foot tree design, you must let us know by Monday, October 17th in the special needs/requirements section of the designer survey. **Designers will pay an additional fee of at least \$20 for more space (exact fee amount to be determined based on how much extra space is needed).**
- If you are including any gift cards, merchandise, tickets or other items of value with your tree, please complete a [Valuable Items Form](#) and bring the completed form to Designer Day so the information can be included in our records. 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. You should place copies or empty boxes with the tree.

JUDGING OF YOUR TREE- 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.**

SALE OF YOUR TREE- Your decorated tree is a donation to Kennedy Krieger Institute and will be sold at the Festival of Trees.

- All proceeds from the sale of your tree 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. The determined price may not reflect your actual cost.
- Any tree that is not sold will used to decorate Kennedy Krieger Institute or donated to other local non-profits.
- **While we love creative ideas, we ask you to keep in mind that our end goal is to sell each tree.**
- If you are interested in buying your tree back, please make note of this in your designer survey. A staff member will call or email you on Tuesday, November 22, 2022 between 12 p.m.-8p.m. to inform you of the price of the tree. You will pay by credit card over the phone if you are still interested.

**Thank you for donating your time and effort to help Kennedy Krieger
Institute make Festival of Trees a huge success!**