



## 2022 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 Monday, October 17, 2022 if your design will have 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 \$35 (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 \$20 (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 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 on the Sales Website. 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 coming up with 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. 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.**
10. 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.**
11. Designers will be required to sign up for a decorating time slot to ensure proper health and safety guidelines can be followed. Designer Days will be **Saturday, November 19<sup>th</sup> through Monday, November 21<sup>st</sup>, times TBD.** Please remember, **only 5 people per item** will be allowed at the Fairgrounds for Designer Days.
12. Wreaths and gingerbreads must be dropped off at the Maryland State Fairgrounds Cow Palace **Saturday, November 19<sup>th</sup> through Monday, November 21<sup>st</sup> (Times TBD.)**
13. 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.
14. **While on-site during designer days, 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 premise and will not be allowed to participate in Festival of Trees.
15. Designers who are not comfortable or are unable to make it to Designer Days may choose to pick up their tree, on Thursday and Friday between 9am to 3pm at the Fairgrounds. You will then need to bring the decorated tree back during your schedule time slot.
16. In appreciation for your donation, all registered designers will receive (6) All-Access Tickets to this year's Festival of Trees. (Please note, this year tickets will be distributed per registered designer and NOT per item as in past years.)

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 14, 2022**

Festival of Trees • Kennedy Krieger Institute • 707 N. Broadway • Baltimore, MD 21205-9986  
 Email: FestivalOfTrees@KennedyKrieger.org