



4-Foot Tree Guidelines 2025

REGISTERING YOUR 4-FOOT TREE

Registration will **open on Tuesday, September 2 at 9am** and will **close on Thursday, October 2 at 11:59pm**. *(There is a very good chance that we will sell out of 4-foot trees before this date.)*

- There is a non-refundable **\$35 designer registration fee** for each 4-foot tree.
- There is a **limit of (2) 4-foot trees** per registration (per each registration email address).

REQUIRED MATERIALS

Kennedy Krieger Institute will provide an unlit 4-foot artificial tree.

(Measurement is 4 feet from the base of the stand to the top of the tree.)

- **You will provide all the decoration and display materials for the tree.** Any items placed on or under the tree will be considered a donation.
- Trees **MUST** have electric lights on them. (Please **DO NOT** use battery operated lights.)
- **You must provide an extension cord** (approx. 8 inches). If you need to use more than one outlet, please also bring a power strip. Extension cords & power strips cannot be returned.

DECORATING YOUR TREE

Total tree space should not exceed 2 feet x 2 feet. Total tree height with topper should not exceed 6 feet. If you need additional space for your 4-foot tree design, you must note this in your Designer Survey.

- **Oversized designs will incur a fee of at least \$35** (*exact fee amount to be determined based on how much extra space is needed*).
- 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
- **All decorations, lights, and trim must be secured** to the tree. Ornaments must be glued to their caps.
- **No perishable items, wrapped or unwrapped, are allowed on or around the design.** This includes dried fruit, popcorn garland, and bird seed ornaments.
- Be mindful that the **display will be visible from all angles, including the back.**
- **If you include items of value** (gift cards, merchandise, tickets, etc.) with your design:
 - Include this information in your Designer Survey.
 - **Complete a Valuable Items Form** and bring it to Designer Day.
 - **Hand items of value to event staff upon check-in.** Place **only photocopies** of gift cards, **empty** boxes, etc. on or under the tree.
 - To prevent theft, **please secure any items of value placed under the tree to the display.** This can be done with zip ties, string, cling wrap, etc.

DESIGNER SURVEY DETAILS & REQUIREMENTS

The Designer Survey will be **emailed out on Monday, October 13. The survey MUST be submitted by Monday, October 27.** Failure to submit the survey may result in non-acceptance of your design.

- The information collected will be used to create on-site signage for your design.
- **Please give your tree a title.** If a tree title is not indicated on the survey, “Happy Holidays” will be used. No changes will be permitted on-site.
- **If you are interested in buying your tree back you must indicate this on the survey,** otherwise, we cannot guarantee the opportunity to buy back your designed item.
 - You will be contacted on **Tuesday, November 25 (between 12pm – 6pm)** with the price. You have **24 hours** to confirm and pay by credit card.
- You will be asked to select **one Designer Day time slot per item** when completing the survey. *(See below for additional details on Designer Days.)*

DECORATING DAYS & TIMES

You will be **required** to select one date and time slot to decorate your tree on-site. **Designer Days** will be held at the **Maryland State Fairgrounds - Cow Palace** on the following days:

Saturday, November 22 | 10am – 4pm
Sunday, November 23 | 8am – 4pm
Monday, November 24 | 8am – 12pm

- **Time slots will be filled first come, first served.** We will not be able to add more designers once a given time slot is closed.
- Time slots will be **four hours long**. At the end of the four hours, you must finish your design and exit the Fairgrounds. Plan to allow 2-4 hours for set-up.
- **You cannot enter the building or check-in before your scheduled time slot.**
- If you would like to decorate your tree early or offsite, trees will be available for early pick-up at the Maryland State Fairgrounds - Cow Palace on **Thursday, November 20 and Friday, November 21 from 9am – 3pm.**
- We recommend that you do not bring valuables (purses, wallets, etc.) inside the Cow Palace during Designer Days. Kennedy Krieger Institute and the Maryland State Fairgrounds will not be held responsible for any lost or stolen items.

IN APPRECIATION FOR YOUR DESIGN, YOU WILL RECEIVE

- **Six (6) general admission tickets** to Festival of Trees 2025.
- **Two (2) tickets to the exclusive Designer Preview Party** on **Friday, November 28 from 9am – 10pm.**
 - If you are unable to attend the preview party, these tickets can be used as general admission tickets.

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