



2025 Designer Agreement

1. GENERAL REQUIREMENTS

- You must **read and agree to all individual guidelines** for your selected item(s).
- **Registration fees** are due at the time of registration and are **non-refundable**.
- Your **item is a donation to Kennedy Krieger Institute** and will be sold at Festival of Trees. **All included elements** are considered part of the donation and will go to the purchaser.
- A link to the **required Designer Survey** will be emailed on **Monday, October 13**. The survey **must be submitted by Monday, October 27**. *(See individual item guidelines for more details).*
- **Designer Days** will be held on **Saturday, November 22 through Monday, November 24**. You must **sign up for a decorating and/or drop-off time slot** in your **Designer Survey**. *(See individual item guidelines for more details).*
- As a thank you, **you will receive complimentary general admission tickets** and **Designer Preview Party tickets**. *(See individual item guidelines for ticket quantities per item.)*

2. EVENT SIGNAGE

- **All signage is the property of Kennedy Krieger Institute**. Only **Festival of Trees staff** can make changes or alterations.
- **No decorations or stickers** may be added to signs.
- **Damage fees: \$50 for small signs, \$100 for large signs.**
- Tree signage may be branded with **sponsor companies/organizations**. **Designers may not alter** this portion of the sign.

3. DESIGN RULES & RESTRICTIONS

- All electrical items must use **UL-approved wiring** and plug into standard **120V Edison outlets**. **Items not meeting these standards will not be plugged in.**
- **Special needs or requirements must be noted in the Designer Survey**. Examples of special needs/requirements that would need to be noted:
 - A wreath or gingerbread that requires electricity.
 - Items that exceed the standard size(s) listed in the individual item guidelines. **Oversized designs will incur additional fees.**
- To ensure your item(s) can be moved and transported, **all decorations, lights, and trim must be secured** to the tree, wreath or gingerbread. 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.
- **No spraying of aerosols is allowed** inside the Cow Palace under any circumstances. This includes spray paint and snow flocking.
- Designs should be **creative but broadly appealing** to help ensure they sell.
- Avoid themes that include **social/political commentary, violence, profanity, or non-child-friendly** content.
- At Kennedy Krieger Institute, our commitment is to treat everyone with civility, dignity, and respect. **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.**
 - **All designs will be reviewed by the Festival of Trees Committee, if they feel your design does not reflect the above, they may alter your design.** (You, the designer, will be notified prior to the event.)
 - **The Festival of Trees Committee has the right to refuse to accept and display any item that it deems inappropriate.**

4. SALE OF YOUR DESIGN

- All proceeds benefit **Kennedy Krieger Institute**.
- Pricing is set by the **Festival of Trees Committee** and may not reflect your costs.
- If you are interested in **buying your design back**, you *must* indicate this in your survey.
 - You'll be contacted on **Tuesday, November 25 (between 12pm–6pm)** with the price. You have **24 hours** to confirm and pay by credit card.
- **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.**
- **Unsold items** become property of the Institute and may be reused or donated.

5. JUDGING & AWARDS

- Awards will be given in **multiple categories**.
- **Judging is subjective** and final—**no changes** will be made once winners are selected.
- **Ribbons will be mailed** to winners after the event. Please **do not take** your ribbon with you.