



Gingerbread House Guidelines 2025

REGISTERING YOUR GINGERBREAD HOUSE

Registration will **open on Tuesday, September 2 at 9am** and will **close on Thursday, October 2 at 11:59pm.**

- There is a non-refundable **\$10 designer registration fee** for each gingerbread house.
- Space is limited and will be given on a first-come, first-served basis.

REQUIRED MATERIALS

All materials for the gingerbread house must be provided by you, the designer.

- **You will provide all the decoration and display materials for the gingerbread house.** Any items placed on or with the gingerbread will be considered a donation.
- If your design needs electricity, **you must provide an extension cord** (approx. 8 feet). Extension cords & power strips cannot be returned.

DECORATING YOUR GINGERBREAD HOUSE

The base of all gingerbread structures can be **no larger than 2 feet by 1.5 feet (24 inches by 18 inches)**. If you need additional space or your design requires electricity, **you must note this in your Designer Survey.**

- Your gingerbread structure **must be placed on a sturdy base such as plywood or other solid material** (poster board bases will not be accepted).
- **All decorations must be securely adhered to your structure**, support inside your creation to reinforce structural integrity is highly encouraged. 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
- **If your design includes perishable/edible items, a sealant of some sort should be used on the finished product** to prevent "critters" from enjoying your creation.
- **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 around your design.
 - To prevent theft, **please secure any items of value placed on or around the gingerbread house to the display.** This can be done with zip ties, string, clingwrap, 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.
- **If you are interested in buying your gingerbread house back you must indicate this in 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

Gingerbread Houses are to be decorated at home and delivered to Festival of Trees. You will be **required** to select a date and time slot to drop off your **completed** gingerbread house. **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.
- **You cannot enter the building or check-in before your scheduled time slot.**
- Time slots will be **four hours long**. Since you are simply dropping off your item, it is suggested that you come by **later in your time slot**.
- Gingerbread houses will not be placed in the final display until all have been received. **Do not plan to help place your structure in the display when you drop it off.**
- After you have dropped off your item, **we do not allow you to come back to fix or change anything on the gingerbread house**. Please ensure your product is finished when arriving at the fairgrounds.
- 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

- **Four (4) general admission tickets** to Festival of Trees 2025.
- **Two (2) tickets to the exclusive Designer Preview Party** on **Friday, November 28 from 9am – 10am**.
 - 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!