



Wreath Guidelines 2025

REGISTERING YOUR WREATH

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 wreath.
- Space is limited and will be given on a first-come, first-served basis.

REQUIRED MATERIALS

You, the designer, are responsible for **providing your own wreath** and all decorating and display materials. **All wreaths must be artificial or dried.**

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

DECORATING YOUR WREATH

There are **no restrictions on the size** of your wreath. If your design requires electricity, **you must note this in your Designer Survey.**

- **All decorations must be wired and/or securely adhered to your wreath.** Ornaments must be glued to their caps. 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
- **No perishable items, wrapped or unwrapped, are allowed on or around the design.** This includes dried fruit, popcorn garland, and bird seed ornaments.
- **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 ensure any items of value placed on the wreath are fully secured.** 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.

- **If you are interested in buying your wreath 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.
 - **Wreaths are cash and carry.** Once purchased, they will no longer be on display.
- 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

Wreaths 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** wreath. **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**.
- Wreaths will not be placed on the final display until all have been received. **Do not plan to help hang your wreath 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 wreath.** 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!