

2024 Designer Contract

1. I have read and agree to follow all the requirements listed in the **Information & Guidelines** for each item I choose to decorate.
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. You will be charged \$50.00 for each small sign and \$100.00 for each large sign you damage.**
5. You must notify the Festival of Trees Committee by **Thursday, October 17, 2024**, if your design has 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 \$40** (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 \$25** (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. **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.**

7. 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 producing 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
8. Please remember this event is a fundraiser for Kennedy Krieger Institute. At Kennedy Krieger Institute, our commitment is to treat everyone with civility, dignity, and respect. We respect, celebrate, and honor the diversity of our employees and families/patients/students including race, color, ethnicity, national origin, culture, socioeconomic status, age, language spoken, accent, marital status, veteran or military status, immigration status, disability, religion, pregnancy status, sex, sexual orientation, or gender identity or expression. **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.**
9. 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.**
10. Tree designers will be required to sign up for a decorating time slot to help alleviate the crowds. Wreaths and gingerbreads will be required to sign up for a shift to drop off their designs at the Maryland State Fairgrounds Cow Palace. Designer Days will be **Saturday, November 23 through Monday, November 25, (Times vary, they are listed on the survey, and are first come, first served.)**
11. You may pick-up your tree in advance of designer days, but **you MUST inform us no later than Monday, November 18.** may pick up their tree on **Thursday, November 21 and Friday, November 22, 2024** between 9am to 3pm at the Fairgrounds. You will then need to bring the decorated tree back during your scheduled time slot on Saturday, November 23 through Monday, November 25.