

2018 Festival of Trees

Tabletop Trees/Wreaths/Swag Designer Guidelines



Decorations

1. Artificial Trees, Wreaths & Swag

- No live trees/wreaths/swag allowed. Intermountain will provide an artificial tree/wreath/swag that you may pick up at the Bare Naked Tree Party at Valley Farms on **October 16th from 5-7PM.**
- All trees/wreaths/swag must be picked up at Valley Farms during their regular business hours no later than October 30th.
- Decorated tabletop trees/wreaths/swag should be delivered to the Civic Center during Decorating Day, **Tuesday November 27 from 7am-7pm,** and will be inspected during the Fire Marshal walkthrough.

2. Ornaments

- Ornaments should highlight your item's theme.
- All ornaments must be wired on using florist's wire or zip-ties.
- Glue multiple piece ornaments together to prevent them from falling apart. Hot glue works well.
- Ornaments must be fire-proofed.

3. Displays

- Tree skirt must be provided and fire treated.
- All accessories displayed will be sold with the item.
- Please do not tape anything to the ballroom floor or walls.
- Due to potential buyer allergies scents may not be added to displays.
- Loose glitter, confetti and artificial snow cannot be used.

4. Added Value

- Added items displayed with your item increase the sale value at auction.
- If you want to include gift cards or items of value, please coordinate with the Festival of Trees staff upon check-in on Decorating Day. These items will add to the fair market value of your item – please keep track of the value of each item donated.
- All items displayed will be sold with your item.

5. Lights

- UL approved lights only.
- Wired to tree, wreath, or swag.

Items Not Permitted

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|------------------------|---------------------------|
| 1. Fountains | 7. Buffalo Snow |
| 2. Flammable materials | 8. Food |
| 3. Straw | 9. Unwrapped candy |
| 4. Sand | 10. Perishable material |
| 5. Firearms | 11. Candles |
| 6. Tobacco products | 12. Upholstered furniture |

Thank You Designers!

Your talented participation in Intermountain's Festival of Trees will bring inspiration to thousands of visitors. As a Festival of Trees Designer, you help support Intermountain's mission of "Healing Through Healthy Relationships."
If you have questions, please call the Festival of Trees office at 406-457-4760