



## 32<sup>nd</sup> Annual Festival of Trees

[intermountain.org/fot](http://intermountain.org/fot)  
(406) 457-4760



### Silent Auction Designer Guidelines

#### 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. The BNTP will be in the Intermountain Residential Campus gymnasium on **October 15th from 5-8pm**. 500 S. Lamborn Helena, MT
- If you cannot attend the BNTP, all trees/wreaths/swag must be picked up at the Intermountain Development Office between 8:30am – 4pm no later than November 8.
- Decorated tabletop trees/wreaths/swag are to be delivered to the Civic Center on Decorating Day, **Tuesday December 3 between 7am-7pm**. Items will be inspected during the Fire Marshal walkthrough.
- Only UL approved lights may be used, and must be wired to the tree/wreath/swag.

#### 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. Fire retardant spray will be available for no cost at the BNTP.

#### 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.

#### 4. Added value to your tree

- 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.

**5. Donor Record Form** must be submitted on Decorating Day. Available on the FOT website.

### Items Not Permitted

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

### Thank You Designers!

Your talented participation in the Intermountain 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