

Every year, thousands of visitors enjoy strolling through the Festival of Trees Silent Auction Mezzanine and bidding on the magical creations provided by generous and talented community members. Thank you for your contribution! Please do not hesitate to reach out with questions: Natashah@intermountain.org



Silent Auction Designer Guidelines

Artificial Trees, Wreaths & Swags

- No live trees/wreaths/swags allowed. Intermountain will provide an artificial tree/wreath/swag that you may pick up at the Bare Naked Tree Party on the Intermountain Residential Campus.
***Pick up: Wednesday, November 4 from 4:30 PM – 6:00 PM at 500 S Lamborn St. Helena**
- If you cannot attend the BNTP, items must be picked up at the Intermountain Development Office: weekdays, Nov 5-20, between 9:00 AM and 4:00 PM
- Decorated items are to be delivered to the Civic Center between 7:30 AM and 7:00 PM on Tuesday, December 1. Set up must be completed by 7:00 PM. Please arrive with items already decorated as set up time is limited.

Decorations

- Ornaments should highlight your project's theme and must be wired in place. Hot glue tops on ornaments to prevent them from falling apart. Please secure all items with wire to prevent items shifting during transport.
- Ornaments must be fireproofed. Complimentary fire retardant spray will be available at the BNTP.
- **GOT LIGHTS??** If your tree needs to be plugged in, leave a 3 foot tail of lights, at minimum, at the bottom of your display so that it can be plugged directly into the nearest outlet. Extension cords are not permitted. Only UL approved lights may be used and must be securely attached. Manually operated lighting is not supported, so please use the electric variety or schedule battery operated lights for the week.

Displays

- A fire treated/fire resistant tree skirt should be included with your project.
- EVERYTHING in your display will be sold with your project.
- Please do not tape anything onto the ballroom floor or walls.
- Scents may not be added to displays.
- Displays are not to be used for political or social messaging. If something may be controversial, please clarify in advance. We do not want to remove any displays, so thank you for keeping it positive and all about the kids, community, and the holidays.

Added value to your tree

Adding items of high value, like gift cards, is encouraged! To prevent theft, originals must be turned in at check-in to be marked with your tree #, stored in a secure location, and given to the buyer upon pick up. For shopper awareness, be sure to include a photo of your high value item with your project.

*To allow time for signage to be created, be sure to submit your Project Details Form by **Monday, November 23**. Please submit one form per entry/project. Forms can be submitted at: <https://form.jotform.com/262637515664161>.

Safety and prohibited items

To ensure everyone's safety and prevent damage from occurring to the historic Civic Center, the following items are not permitted: fountains, loose glitter, confetti, flammable materials, straw, sand, firearms, artificial snow, perishable items, tobacco products, candles. If you have questions about permitted items, please contact Natashah@intermountain.org.