



Wreath Information & Guidelines 2022

REGISTERING YOUR WREATH- Registration opens on **Monday, September 12th** at 9:00AM
<http://festivaloftrees.kennedykrieger.org/designers.html>

- There is a nonrefundable \$5 designer registration fee for each wreath (which covers a portion of administrative costs).
- **There is a limit of (4) wreaths per registration/designer.**
- Wreath space is limited and will be given out on a first come, first served basis. If you are placed on the waitlist, we may not be able to accept your design.
- Registration will close on **Wednesday, October 19th** (There is a very good chance that we will sell out of wreaths before this date).

SURVEY/CONFIRMATION- You will be sent an e-mail confirmation form after you register.

- If you do not receive a confirmation e-mail within 24 hours, please e-mail FestivalOfTrees@KennedyKrieger.org.
- In the confirmation e-mail, there will be a link to a required designer survey. Please fill this out with the necessary information.
- The required survey **MUST** be submitted by Friday, October 21st.
- If you are interested in buying your wreath back you must indicate so on the Designer Survey, otherwise, we cannot guarantee the opportunity to buy back your designed item.

REQUIRED MATERIALS- Designers are responsible for **providing their own wreath(s)** and all decorating and display materials.

- Any items placed on the wreath will be considered a donation and will be given to whoever purchases the wreath.
- **If you wreath has lights, you must provide an extension cord (approximately 8’).** Extension cords cannot be returned.
- You can keep your receipts for IRS tax purposes.

DROP-OFF DAYS & TIMES- Wreath(s) is/are to be decorated at home and delivered to Festival of Trees between Saturday, November 19th through Monday, November 21st (Times TBD)

- Designers will be required to sign up for drop off time slots to ensure proper health and safety guidelines can be followed. (Sign-up for this will occur in late October/early November). **You will not be allowed to enter the building or check in before your scheduled time slot.**
- Items will be dropped off at the Maryland State Fairgrounds/Cow Palace, 2200 York Road, Timonium, Maryland 21093.
- Since you are just dropping your item off, it is suggested that you come by later in your time slot.
- Upon check-in, you will receive a brown tag that **MUST** be tied to the **top, back** of the wreath and a white designer sign (that **MUST** be binder clipped to your wreath)

DECORATING YOUR WREATH- Please read carefully. There are several necessary rules for decorating your wreath. Kennedy Krieger reserves the right to remove or request changes to any design item that is not in keeping with these guidelines.

- Please remember this event is a fundraiser for Kennedy Krieger Institute. At Kennedy Krieger Institute, diversity and inclusion is at the heart of all we do. We respect, celebrate and honor the diversity of our employees and families/patients/students. Please remember if your tree includes people it must be **representative of all people, including people of all minorities, ethnicities, abilities, etc.**
- Use your best creativity when coming up with the design but please **avoid** themes that:
 - Feature violence or violent games, books, movies or weapons
 - Use profanity or anything that could be perceived as not for a child-friendly audience
 - Portray social or political commentary or controversial or morbid messages
- All wreaths used must be either artificial or dried.
- All decorations must be wired to the wreath.
- No perishable items, wrapped or unwrapped, are allowed on the wreath.
- If you use lights, please use only new UL approved lights with cords. **NO BATTERY OPERATED LIGHTS.**
- All items displayed will be included in the sale of the wreath.

JUDGING OF YOUR WREATH- Awards will be given for several categories.

- **Please keep in mind that judging is subjective and cannot be changed once the winners are determined.**
- Ribbons will be mailed to the winners after the Festival; please **do not take your ribbon with you.**

SALE OF YOUR WREATH- Your decorated wreath is a donation to Kennedy Krieger Institute and will be sold at the Festival of Trees.

- All proceeds from the sale of your wreath will benefit the children of Kennedy Krieger Institute.
- Not all wreaths can be displayed at the same time. As room becomes available, ALL wreaths will be displayed at some point throughout the event weekend.
- Wreaths trees will be sold as a cash-and-carry item. **Once a wreath has been purchased, it will no longer be on display.**
- The designed items are priced using a set pricing structure and are priced at the sole discretion of the Festival of Trees Committee to ensure their sale. The determined price may not reflect your actual cost.
- Any wreath that is not sold will be brought back to decorate Kennedy Krieger or donated to local non-profits.
- **While we love creative ideas, we ask you to keep in mind that our end goal is to sell each wreath.**
- If you are interested in buying your wreath back, please note this in the Designer Survey, A staff member will call or email you on Tuesday, November 22, 2022 between 12 p.m.-8pm to inform you of the price of the tree. You will pay by credit card over the phone if you are still interested.

**Thank you for donating your time and effort to help
Kennedy Krieger Institute make Festival of Trees a huge success!**