



4-Foot Tree Information & Guidelines 2023

REGISTERING YOUR 4-FOOT TREE- Registration opens on **Wednesday, September 6th** at 9:00AM
<https://www.kennedykrieger.org/festivaloftrees/get-involved/become-designer>

- There is a nonrefundable \$25 designer registration fee for each 4-foot tree.
- **There is a limit of (1) 4-foot tree per registration.**
- 4-foot trees are given out on a first come, first served basis. If you are placed on the waitlist, the fee will not be charged until we can secure a tree for you to decorate.
- If you choose to decorate a 2-foot tree (i.e., pay the registration fee) and are on the waitlist for a 4-foot tree, you **MUST** be willing to decorate both items.
- Registration will close on **Wednesday, October 11th** (There is a very good chance that we will sell out of 4-foot trees 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.
- There will be a link to a required designer survey. Please fill this out with the necessary information. It will be sent out on October 19th.
- **The required survey MUST be submitted by Monday, October 30th.**
- If a tree title is not indicated on the survey, “Happy Holidays” will be used, and you will not have the option to change it once on-site.
- If you are interested in buying your tree back you must indicate so on the Designer Survey, otherwise, we cannot guarantee the opportunity to buy back your designed item.

REQUIRED MATERIALS- Kennedy Krieger Institute will provide a 4-foot artificial tree. (*Measurement is four feet from the base of the stand to the top of the tree.*)

- Designers will provide all the decorations and display materials for the tree. Any items placed on or under the tree will be considered a donation and will be given to whoever purchases the tree.
- All trees must have electric lights on them. (PLEASE do NOT use battery operated lights!)
- **Everyone must provide an extension cord** (approximately 8'). If you need to use more than one outlet, please also bring a power strip. Extension cords & power strips cannot be returned.
- You may keep your receipts for IRS tax purposes.

DECORATING DAYS & TIMES- Saturday, November 18th through Monday, November 20th (Times vary, they are listed on the survey, and it is first come, first served basis.)

- Each designer will be asked to sign up for one Designer Day time slot per item they have signed up for. This information will be emailed to designers and sign-up will occur in late October/early November. Please note, Designer Day time slots will be filled **first come, first served**. We will not be able to add more designers once a given time slot is closed.
- Designer Day time slots will be **four hours long**, at the end of the four hours, designers must finish their design and exit the Fairgrounds.
- Designers who do not think they will be able to finish their tree within the suggested four-hour time limit or are uncomfortable coming to the Cow Palace to decorate are encouraged to decorate their tree at home. Please email FestivalOfTrees@KennedyKrieger.org for more information.
- If you would like to decorate your tree early or offsite, trees will also be available for pick-up at the Maryland State Fairgrounds - Cow Palace on Thursday, November 16th and Friday, November 17th from 9am to 3pm.
- Designer Days will be held at The Maryland State Fairgrounds/Cow Palace, 2200 York Road, Timonium, Maryland 21093.
- Check-in will take place in the Center Hall of the Cow Palace (where the glass doors are). **You will not be allowed to enter the building or check in before your scheduled time slot.**
- Upon check-in, you will receive a brown identification tag that **MUST** be tied to the stand of your tree, near the center pole in a concealed spot.
- Plan to allow 2-4 hours for set-up. It is a good idea to dress in layers, as the temperature varies in the Cow Palace.

DECORATING YOUR TREE- Please read carefully. There are several necessary rules for decorating your tree! Kennedy Krieger reserves the right to remove or request changes to any design item not within these guidelines.

- 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.**
 - **All designs will be reviewed by the Institute's Equity, Diversity & Inclusion committee. If they feel your design does not reflect the above, they may alter your design.** (You, the designer, will be notified prior to the event).
 - Use your best creativity when producing the design but please avoid themes that:
 - Portray social or political commentary or controversial or morbid messages
 - Feature violence or violent games, books, movies, or weapons
 - Use profanity or anything that could be perceived as not for a child-friendly audience
- Your tree will be moved at least once, therefore **all decorations, lights, replacement lights (if needed) and trim, must be wired to the tree.** The ornaments must be glued to their caps to make them more stable for movement.

- The display you create will be transported following the event. Please ensure that your entire design:
 - Can be moved/transported
 - Can be lifted into and out of vehicle by two people of average strength/build
 - Can stand up to being bagged, strapped down, and transported
 - Can fit through a regular sized door
- To ensure your tree stays lit for the purchaser, please use only new UL approved lights with cords. **NO BATTERY-OPERATED LIGHTS**
- Please note: no spraying of aerosols is allowed inside the Cow Palace **under any circumstances.**
- To ensure the integrity of your tree, please do not use balloons in your decorations, as they may pop or deflate by the time the purchaser brings the item home.
- No perishable items, wrapped or unwrapped, are allowed on or around the tree.
- Be mindful that the display will be visible from all angles, including the back. Be considerate of neighboring tree displays.
- **Total tree space should not exceed 2 feet x 2 feet.** If you need additional space for your 4-foot tree design, you must let us know by Monday, October 16th in the special needs/requirements section of the designer survey. **Designers will pay an additional fee of at least \$25 for more space (exact fee amount to be determined based on how much extra space is needed).**
- If you are including gift cards, merchandise, tickets, or other items of value with your tree, please complete a [Valuable Items Form](#) and bring it to Designer Day so the information can be included in our Sales System. Please also include this information in the Designer Survey. All items of value should be handed to event staff upon check-in to store in a safe place. You should place copies or empty boxes with the tree.

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

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

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

- All proceeds from the sale of your tree will benefit the children of Kennedy Krieger Institute.
- The designed items are priced using a set pricing structure and are priced at the sole discretion of the Festival of Trees Committee. **The determined price may not reflect your actual cost.**
- Any tree not sold will be used to decorate Kennedy Krieger Institute or donated to other local non-profits.
- **While we love creative ideas, we ask you to keep in mind that our end goal is to sell each tree.**
- If you are interested in buying your tree back, please make note of this in your designer survey. A staff member will call or email you on **Tuesday, November 21, 2023, between 12 p.m.-8p.m.** to inform you of the price of the tree. You will pay by credit card over the phone if you are still interested.

IN APPRECIATION FOR YOUR DESIGN-

- You will receive **(6) complimentary general admission tickets to Festival of Trees 2023** and **(2) complimentary tickets to the Designer Preview Party.**
- The **Designer Preview Party** will take place on Friday morning, November 24, 2023, from **9:00 a.m. until 10:00 a.m.** (*Your ticket will not get you in at 8 a.m.*)
- If you are unable to attend the Designer Preview Party, these (2) Preview Party tickets can be used as general admission tickets at any time throughout the event.

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