

## Gingerbread House Information & Guidelines 2024

### REGISTERING YOUR GINGERBREAD HOUSE

Registration opens on **Wednesday, September 11<sup>th</sup> at 9am**

- There is a nonrefundable \$5 designer registration fee for each gingerbread house (which covers a portion of administrative costs).
- Registration will close on **Wednesday, October 9<sup>th</sup>**

**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](mailto: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 16<sup>th</sup>.
- **The required survey MUST be submitted by Monday, October 28<sup>th</sup>.**
- If you are interested in buying your gingerbread house back, you must indicate so on the Designer Survey, otherwise we cannot guarantee the opportunity to buy back your designed item.

**REQUIRED MATERIALS**- All materials for the gingerbread house must be provided by you.

- Any items placed on or around the gingerbread house will be considered a donation and will be given to whoever purchases the gingerbread structure.
- **If your design needs electricity, you must provide an extension cord (approximately 8').** Extension cords cannot be returned.
- You may keep your receipts for IRS tax purposes.

**DROP-OFF DAYS & TIMES**- Gingerbread Houses are to be decorated at home and delivered to Festival of Trees between **Saturday, November 23<sup>rd</sup> through Monday, November 25<sup>th</sup>, 2024** **(Times vary, are listed on the survey, and are first come first served basis.)**

- You will be required to sign up for drop-off time slots to help alleviate the crowds. This information will be emailed to you and sign-up 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 simply dropping off your item, it is suggested that you come by later in your time slot.**
- Upon check-in, you will receive a label that MUST be stuck to the **back or bottom (underneath) of the base** of your gingerbread house.
- Gingerbread houses will not be placed in the final display until all have been received. **Do not plan to help place your structure in the display when you drop it off.**

## DECORATING YOUR GINGERBREAD HOUSE

**Please read carefully.** There are several necessary rules for decorating your gingerbread house.

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
- The base of all gingerbread structures can be **no larger than 2 feet by 1.5 feet (24" by 18")**. If you do not comply, we will not be able to display your gingerbread structure.
- Your gingerbread structure must be placed on a sturdy base such as plywood or other solid material (poster board bases will not be accepted).
- All decorations must be securely adhered to your structure, supports inside your creation to reinforce structural integrity is highly encouraged. Remember, all items displayed will be included in the sale of the house.
- If you use lights, please use only new UL approved lights with cords.
- 85% of the gingerbread structure **SHOULD** be edible. (However, please do what it takes to ensure the structural integrity of large designs.)
- A sealant of some sort should be used on your finished product to help prevent "critters" from enjoying your creation.
- All signage provided at the Festival of Trees is the sole property of Kennedy Krieger Institute. Only Kennedy Krieger Institute Festival of Trees employees may make changes or alterations to signs. **Decorations and/or stickers CANNOT be adhered to the signs. The designer will be charged \$50.00 for each they damage.**
- After you have dropped off your item, we do not allow you to come back to fix or change anything on the gingerbread house. Please ensure your product is finished when arriving at the fairgrounds.

- If your gingerbread design has any special needs or is unusually large in size or weight, you must let us know by Monday, October 28th, in the special needs/requirements section of the designer survey.

**JUDGING OF YOUR GINGERBREAD HOUSE-** 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 GINGERBREAD HOUSE-** Your decorated gingerbread structure is a donation to Kennedy Krieger Institute and will be sold at the Festival of Trees.

- All proceeds from the sale of your gingerbread house 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 to ensure their sale. **The determined price may not reflect your actual cost.**
- Any gingerbread houses that are not sold will become the property of Kennedy Krieger Institute and may be donated to local non-profits.
- If you are interested in buying your gingerbread house back, please note this in the Designer Survey., A staff member will call or email you on **Tuesday, November 26, 2024, between 12-8pm** to inform you of the price of the gingerbread house. You will pay by credit card over the phone if you are still interested in purchasing.
  - You will have **24 hours to call or email back** and purchase your design; otherwise, it will be on sale for the public.

#### **IN APPRECIATION FOR YOUR DESIGN**

- You will receive **(4) complimentary general admission tickets to Festival of Trees 2024** and **(2) complimentary tickets to the Designer Preview Party.**
- The Designer Preview Party will take place on Friday morning, **November 29, 2024, from 9am until 10am.** *(Your ticket will not allow you entry into the Preview Party earlier than 9am.)*
- 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!**