

Wreath Information & Guidelines 2024

REGISTERING YOUR WREATH

Registration opens on **Wednesday, September 11th at 9am**

- There is a nonrefundable \$5 designer registration fee for each wreath (which covers a portion of administrative costs).
- 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 9th**. *(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 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 16th.
- **The required survey MUST be submitted by Monday, October 28th.**
- 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- You are responsible for **providing your 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 your wreath has lights, 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- Wreaths are to be decorated at home and delivered to Festival of Trees **between Saturday, November 23rd through Monday, November 25th, 2024. (Times vary, they 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 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 **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 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
- 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.
- All items displayed will be included in the sale of the wreath.
- 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.**
- If you include gift cards, merchandise, tickets, or other items of value with your wreath, please complete a [Valuable Items Form](#) and bring it to Designer Day so the information can be included in the 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.

JUDGING OF YOUR WREATH- 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 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. ALL wreaths will be displayed at some point throughout the event weekend, as room becomes available.
- Wreaths 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 not sold will become the property of Kennedy Krieger Institute and may be used to decorate Kennedy Krieger Institute for the holidays, donated to other local non-profits or used for future marketing and promotional opportunities for Festival of Trees.
- **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 26, 2024, between 12 - 8pm** to inform you of the price of the wreath. 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!**