

Festival of Trees Designer Guidelines 2012



Please read all guidelines for your design element as changes have been made.

The Festival has three purposes:

1. To develop support and community appreciation of Sandhills Children's Center through a community-wide holiday event
2. To promote community volunteerism in support of Sandhills Children's Center
3. To provide revenue to support the programs at Sandhills Children's Center

Your donation assists Sandhills Children's Center in providing the best possible educational, therapeutic and healthcare services to the special needs children in the Sandhills.

The Sandhills Children's Center's Festival of Trees provides an occasion for area Designers to showcase their talents before an audience of thousands. Significant to the success of this event is the broad appeal of the items available for auction with regard to design. Designs should showcase your skills and merchandise. Festival of Trees shall have the right to establish and enforce quality control of designs and decorations in order to maintain a high standard of excellence.

Important Dates for Designers

- **Wednesday, September 12** - All greenery will be available for pickup at Sandhills Children's Center from 8:00 - 3:00pm.
- **Sunday, November 4*** - Designer day at Festival of Trees - Times to be announced.

DELIVERY/SETUP

Please bring all small items through the front of the hotel. Valet parking is available at the front of the hotel at no charge; tipping amount is up to you.

Please bring larger items to the back of the Pinehurst Resort Carolina Hall and enter near the loading dock. Off Hwy 5, turn onto McLean Rd. (across from Linden Rd.) Look for Festival of Trees signs to guide you to the loading dock. 5 minute parking in the loading area and then you must move your car outside the fence to a designated space. Please help us keep the loading area clear for deliveries. Hotel security will tow any vehicles left in the loading zone.

Upon arrival at The Carolina Hall, please visit the designer check-in desk where you will receive your packet with your design item tags and your passes for the festival. You will need to submit your costs and retail value of your design item upon check-in. All gift certificates for your design item should be put back into your designer packet.

DECORATIONS

All greenery will be provided by Festival of Trees. All decorations must be wired onto greenery, so that it will not fall off during delivery.

All decorations on your designed item and all materials you choose to place on and around your tree/wreath/vignette are a donation to the Festival of Trees – benefiting Sandhills Children's Center. Starting with the 2012 Opening Day, Festival of Trees has all rights to sell, auction or otherwise dispose of said item. Please keep record of all items used in decorating your item. List all tangible items used in the design, including item name and description, quantity used and purchase price. This will serve as your personal documentation of your donation for tax purposes and can be attached to a tax letter that will be mailed to you after the event from Sandhills Children's Center.

The Festival of Trees, Sandhills Children's Center and locale of event assume no risk for the Designers, their property or property used.

Lighting, extension cords, multi-plug outlets, ornamentation, tree skirting and materials needed to create a finished product are to be **provided by the designer**. Extension cords will remain and become property of purchaser.

CHOOSING A THEME

- Convey a cohesive theme with decorations, color, concept, and gift items for the tree and the surrounding area.
- Let the Festival office and/or Designer Chair, know your theme ideas: we want to ensure there are a variety of themes.
- Festival reserves the right to deem what is appropriate in theme development and items under your tree.

TREES

Inspire others with your artistic fashion by decorating a 24", - 7 1/2' artificial tree. **Trees** must be fully decorated on all sides. Tree toppers must be detachable for delivery purposes. Tree toppers add height and therefore prohibit the tree from fitting into the truck without causing damage to the tree topper. It is helpful to leave the tree topper box with the tree so that it may be safely packed in the box for delivery. A tree skirt is required for all trees. **All trees supplied by Festival of Trees, unless approved by the festival committee.**

Lighting :

- Number of lights needed: at least 100 per foot (a 7' tree will require a minimum of 700 lights.)
- Three strands of lights must be plugged into a surge protector. Use strings of lights that burn even if one or two lights burn out.
- If lights go out during the event, it will be the designer's responsibility to either fix the lights or replace the string.

Available Space:

Trees 4.5' and larger will have a space 6' wide and 6' deep. If your design includes many items that requires more space, please note on your registration form and the setup team will try to reserve space. A coordinating floor cloth or rug placed under your tree will help to define your design.

Tabletop trees (24" - 36") will be placed on a 2' X 2' platform.

VIGNETTES

Amaze others by designing a vignette or table setting with creative flare. 2010 Vignettes included furniture, elaborate table settings, an outdoor patio set complete with grill, an outdoor bistro table with chiminea. **Vignette designs should be all inclusive.** All display items must be secure, so that they will not shift during Festival. Table needs and space requirements must be requested on Designer Contract. Table settings are limited, so please reserve your space early.

GINGERBREAD

Aspiring or accomplished pastry chefs will shine by designing structures that incorporate the holiday spirit. Forms are available from Festival of Trees or construct your own creative structure with a maximum base of 2' X 2'. **Gingerbread** designs should be all inclusive. A scale of 1/3" to 1/2" equals one foot is suggested. All ingredients and ornamentation (excluding base and lighting) should be edible. The use of royal icing is encouraged and ingredients with a low melting point are discouraged.

WREATHS

Designs should be solid, easily fit a 30" door and have a secure "loop" from which to hang on a standard door wreath hanger. Designs should not weigh more than 20lbs.

GIFT BASKETS

Everyone loves to get a basket filled with goodies! All items should be secure for transport upon purchase. All items will be displayed on tables provided by Festival of Trees. If an area is needed larger than 2'X2', please note on your Festival of Trees registration.

JEWELRY, POTTERY AND ART

Festival of Trees will accept any handmade items for the silent auction that appeal to bidders. These items will be placed with the gift basket section for the auction. Previous art items have included paintings, quilts, pottery and sculpture.