



## *Tinsel and Tidings Festival of Trees*

### **Tree Decorating Tips and Guidelines**

#### **TREE THEME**

Be as creative as you like; your tree theme is up to you! However, you must follow the guidelines attached to this email.

#### **TREE and LIGHTS SIZE ,TYPE and RESTRICTIONS**

- All trees **must be artificial** and may range from 2 ft. to 8 ft. tall (**maximum height of 10 ft. with topper**).
- Each tree space is **approximately 6 ft wide and 4ft deep**.
- For power supply purposes, all trees **must have LED lights or UL listing**.
- An extension cord (recommend 12 ft.) must be provided as well as a power strip that will be auctioned with the tree.
- To reduce the risk of fire, **no more than 75-100 lights per foot**.
- The tree and its adornments are your donation. Once the completed tree is delivered on site and set-up by you, it becomes the property of the LPRD Festival of Trees and will be raffled off as part of the event's fundraising efforts. We can provide you with a donation verification letter should you desire it for tax purposes.

#### **TREE DECORATING AND SET UP TIPS**

- Trees should have a tree skirt, topper and lights. Attach replacement bulbs and fuses to the tree skirt.
- All trees should come with their own tree stand.
- All trees should come with a sign with a name displayed for: company, organization, family or individual.
- Items under and/or around your tree are allowed **except edible items**. All items under and around the tree will be auctioned with the tree.

- Loose glitter and confetti are **not permitted**.
- Items of value such as gift certificates or tickets should be given to a LPRD staff member upon check-in. Place copies on the tree. The originals will be given to the winners.
- Ornaments or items of value should be wired to or secured under your tree
- Plan on allowing ample time for set-up, and bring a step stool or ladder with you if needed.
- Keep in mind that the trees may be viewed from all sides.
- The LPRD Event team will determine where the tree is to be displayed. You will be directed to an approximate location for set-up.
- Please take all packaging and boxes with you when you leave. Do not leave anything overnight if you have not finished decorating.
- **LPRD will be open for tree set-up and decorating on Tuesday November 21st from noon - 5 pm and Wednesday the 22nd from 12 - 7pm . All trees must be completely set up by 8 am Friday morning.**
- Winners will be responsible for transporting their tree to its new home.

#### **NOT ALLOWED**

- No trees featuring tobacco, alcohol, adult content material, weapons( guns, spears, knives...)
- No walls or barriers that create an obstruction
- No water features
- No adhesive on floor