

2025 Cashiers Festival of Trees

Tree/Wreath/Gift Basket Guidelines

Join us in spreading holiday cheer by participating in the 2025 Cashiers Festival of Trees! We are seeking creative businesses, individuals, and nonprofits to design trees, wreaths, gift baskets, and gift baskets for auction. Proceeds will benefit the Summit Charter School Foundation and participating nonprofits. Examples of items include festively adorned trees, wreaths, and gift baskets paired with donations such as learning opportunities, travel, gift cards, products, adventures, toys, games, books, or unique thematic experiences. Enclosed at the end of these guidelines are examples. A list of themed design ideas are available upon request as well.

Trees silently auctioned will sell for anywhere from **\$250 to \$10,000** and gift baskets and wreaths from **\$50 dollars and up**. The event will also feature arts & crafts and low cost experiences for families of all ages to participate and enjoy what our event is about!

Thank you for your interest in being a designer! We are anticipating more participation than our space will accommodate so we will receive applications until **October 15** and notify interested parties on a rolling basis.

Early application submission is highly encouraged.

About your donation

Your tax-deductible donation in the form of a tree, wreath, gift basket, artwork, or other donated product will be displayed in the Summit Center gymnasium November 28-29. Adults will pay an affordable entry fee to view and bid on items or to participate in kids' activities and crafts. Children are free to attend. We will also have a website where remote guests can tour and bid on submissions virtually.

For 2025, we are offering the opportunity to design/submit the following items:

- 6-9 Foot Artificial Tree
- 4-5 Foot Artificial Tree
- Artificial Tabletop Tree
- Live or Artificial Wreaths
- Gift Baskets
- Artwork/Display
- Donated Product or Experience

Designer Calendar

May	Designer applications available (←APPLY TODAY!)
	<i>New this year due to growth: organizations may submit up to 5 auction items. We kindly ask for a separate application for each auction item. Thank you!</i>
October 15	Designer applications due
Ongoing	Response to applications
October 23	Open House (a time to browse our décor inventory for your use, see examples, and pick up trees). This takes place at Festival of Trees HQ at Summit High School from 12 PM – 4 PM.
November 1	Gift Basket items due
November 15	FINAL description submission information due for PRINT DEADLINE. Information provided after this date will <u>not</u> be featured in the auction.

Move-in and Main Event Timeline (next page)

Monday, November 24

10 AM – 6 PM Delivery of all trees

Designers can bring items pre-decorated or decorate onsite

Tuesday, November 25

10 AM – 4 PM Delivery of all wreaths, art, gift baskets, displays

Designers can bring items pre-decorated or decorate onsite

Wednesday, November 26 – Work Day (if needed)

10 AM – 4 PM All items must be completed by 4 PM

Thursday, November 27 – CLOSED

Happy Thanksgiving! Please enjoy the holiday with your family and friends.

Friday, November 28 & Saturday, November 29

Cashiers Festival of Trees – 10:00 am – 5:00 pm*

**Silent auction closes at 4:00 PM on Saturday*

Friday, November 28

Festival: After Dark – 7:00 pm – 10:00 pm*

**RSVP Required*

Saturday, November 29

VIP Breakfast with Santa and Friends – 9:00 am – 10:00 am*

**RSVP required*

Sunday, November 30

10 AM – 3 PM Tree Delivery or Pick Up

By November 15, final detailed information on your submission is required. Any details following this date may not make it to the Festival floor or bidding website. The information provided will be used by Cashiers Festival of Trees to determine the minimum bid amount for each submission, in addition to ensuring we promote your item accurately. Cashiers Festival of Trees reserves the right to discount items or edit descriptions to encourage sales. All designer items are considered property of the Cashiers Festival of Trees once they enter the Summit Center and will be displayed and sold to benefit the Summit Charter School Foundation and participating nonprofits. Any unsold item may be donated or reused at the discretion of the Cashiers Festival of Trees.

Complimentary Ticket Information

Donating designers are asked to select one option from their category. Donor designers will receive tickets onsite at designer check-in following the completion of your submission onsite.

Category	Tickets
6-9 Foot Artificial Tree	4 General Admission Tickets + 4 Festival: After Dark Tickets + 4 VIP Breakfast Tickets + 1 Raffle Ticket
4-5 Foot Artificial Tree	4 General Admission Tickets + 4 Festival: After Dark Tickets + 2 VIP Breakfast Tickets + 1 Raffle Ticket

Benefiting the Summit Charter School Foundation and Cashiers-Highlands Plateau Nonprofits

Tabletop Artificial Tree	4 General Admission Tickets + 2 Festival: After Dark Tickets + 1 Raffle Ticket
Live or Artificial Wreath	4 General Admission Tickets + 2 Festival: After Dark Tickets + 1 Raffle Ticket
Gift Basket	4 General Admission Tickets + 2 Festival: After Dark Tickets + 1 Raffle Ticket
Artwork/Display	4 General Admission Tickets + 2 Festival: After Dark Tickets + 1 Raffle Ticket
Donated Product or Experience	2 General Admission Tickets + 1 Raffle Ticket

General Tree Guidelines

For free-standing trees and wreaths

- Trees that are well-lit, decorated with a generous number of ornaments and are balanced and symmetrical sell well. Trees, wreaths, and gift baskets that also include value-added experiences, products, and gift cards are the most popular. As you are designing your item, please be mindful of weight and height. Each tree will be moved from its location on the show floor and loaded on a truck (10 ft. ceiling) for delivery to the purchaser.
- All trees must be artificial, unless approved in advance.
- Overall height limit for trees is 9 ft. Each 6-9 ft. tree must be loaded onto a 10 ft. truck for delivery. This will prevent any tree toppers from being damaged in delivery. Also, please be mindful of the weight of the decorations being put on the tree. When trees are too heavy it makes delivery difficult.
- Each designer is limited to one display area. The display area is limited to a circular area around the tree that extends no more than 3 feet from the tree trunk, unless you let us know in advance that you need more space for accompanying items. All items under the trees will be part of the tree when purchased.
- All trees must have decorated tree skirts or other appropriate covering fully encircling the base and covering the tree stand. Tree skirts will remain with the tree for the purchaser.
- Wreaths must be capable of hanging.
- **LED lights are highly encouraged.** Only use lights that continue to burn even if one bulb goes out.
- Use lights only with end-to-end construction so string can be attached.
- Only use lights with wire that match the tree; no white cords on green trees.
- All ball ornaments with inserted or slip-on hanging attachments must be securely attached, wired or glued in/secured.
- All ornaments, lights, garland or other material must be securely attached to the tree using floral wire. Please do not glue or permanently attach any ornaments or décor to the tree itself. We will have floral wire available at our October Open House and during setup days.
- Other than dried citrus, no food items are allowed on trees; sealed containers of non-perishable food are allowed.
- Use of odor producing substance or chemical is forbidden for health and safety reasons.
- Balloons, live plants, hay or other highly flammable items are not allowed unless approved in advance. If you are considering any questionable material, please contact the Cashiers Festival of Trees for approval.
- Cashiers Festival of Trees will provide all extension cords, surge protectors, and electrical hook ups. We will also have a station onsite with various supplies and tools for decorating, as well as step stools.
- All trash and waste must be properly disposed of in designated receptacles no later than 4pm on Wednesday, November 26. There will not be access to the Summit Center on Thursday, November 27 (Thanksgiving Day).

Benefiting the Summit Charter School Foundation and Cashiers-Highlands Plateau Nonprofits

- Cashiers Festival of Trees is not responsible for any items that are damaged or destroyed during the setup, execution or break down of this event.
- When an item is donated for the auction, the donor acknowledges that the event committee reserves the right to suggest combining the donated item with another item to enhance the auction experience and maximize fundraising efforts. The decision to bundle items will be at the discretion of the event committee and will be done with the intention of increasing the overall value and appeal of the auction. Any combination of items will be shared in advance with the donors.

Gift Basket Guidelines

For gift baskets

- All items should fit into a basket, container, or other appropriate vessel. Gift baskets and accompanying items are due to the school by November 1. If you want us to provide a vessel and design your gift basket, we are happy to offer this service if your donated items are supplied by November 1. **A full description of your gift basket should be provided by November 15.**
- Gift baskets should be easy to transfer to the customer at the end of the event. Cellophane (or other secure wrapping) tied with a bow, ribbon, or other decoration is encouraged. We do ask for you to please send us a photo of your gift basket before adding the wrapping. Again, if you need someone to design and wrap your gift basket, FOT can provide this service.

EXAMPLES AND INSPIRATION



