

Tree/Wreath/Basket Guidelines

We are seeking creative individuals, groups, and organizations to help boost the holiday spirit by designing a tree, wreath, or gift basket for the Cashiers Festival of Trees that will be auctioned off to the public with proceeds benefiting the Summit Charter School Foundation and participating non-profit organizations. Examples of these trees may be festively adorned trees or a place to display a tree with related donations for the charity including learning opportunities, travel, gift cards or themes, products, adventures, toys, games, books, or one-of-a-kind thematic experiences. Enclosed at the end of these guidelines include examples. A list of themed design ideas are available upon request as well.

We expect trees that when silently auctioned will sell for anywhere from **\$250 to \$10,000** and gift baskets from **\$50 dollars and up**. The event will also feature arts & crafts and limited cost experiences for families of all sizes 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 inaugural space will accommodate so we will receive tree applications until **July 15** and notify interested parties on a rolling basis. Wreath and gift basket designer applications are due by **November 1** but we do encourage **early submission**.

About your donation

Your tax-deductible donation in the form of a tree, wreath, or gift basket will be displayed in the Summit Center gymnasium November 26th & 27th. Guests will pay an entry fee to view and bid on items or to participate in kids' activities and crafts. We will also have a website where remote guests can tour submissions virtually.

For 2021, we are offering the opportunity to design the following items:

- 7-Foot Artificial Tree
- 4-Foot Artificial Tree
- Artificial Tabletop Tree
- Live or Artificial Wreaths
- Gift Baskets

Designer calendar - timeline

April	Designer applications available
July 15	Designer applications due
Ongoing	Response to applications
October	Confirmation of intention, design and signage
November	Final application deadline for wreath and gift basket submissions Final instruction packet mailed to all designers including event tickets

Tuesday, November 23

Delivery of all trees (delivery instructions included in final packet)

Wednesday, November 24 - Work Day (if needed)

Benefiting the Summit Charter School Foundation and Cashiers-Highlands Plateau Non-profits

All items must be completed by 5 pm, Wednesday, November 24

Friday, November 26 & Saturday, November 27

Cashiers Festival of Trees – 10am – 5:30pm

Sunday, November 28

Tree Delivery or Pick Up

All participating designers will receive a final instruction packet in early November. At that time, we request a complete list of items that will be included in your submission and its fair market value. The information provided will be used by Cashiers Festival of Trees to determine the minimum bid amount for each submission. Cashiers Festival of Trees reserves the right to discount items to encourage sales. All designer items are considered property of the Cashiers Festival of Trees once they enter the Summit Center and will be sold to benefit the Summit Charter School Foundation and participating non-profit organizations. 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 upon receipt of a donor inventory sheet.

Category	Tickets
7 Foot Artificial Tree	4 General Admissions Tickets
4 Foot Artificial Tree	4 General Admissions Tickets
Tabletop Artificial Tree	3 General Admissions Tickets
Live or Artificial Wreath	2 General Admissions Tickets
Gift Basket	2 General Admissions Tickets

General tree guidelines

For free-standing trees and wreaths

We've learned from other cities offering this kind of event, that historically, traditional Christmas designs sell the best. The first trees to sell are always those that are well-lit, decorated with a generous number of ornaments and are balanced and symmetrical. As you are designing your tree, please be mindful of weight and height. Each tree will be moved from its locations on the show floor and loaded on a truck (8 ft. ceiling) for delivery to the purchaser. Each tree will be packed in a specialty storage bag for delivery.

- All trees must be artificial
- Overall height limit for trees is 8 ft. Each 7 ft. tree must be loaded onto an 8 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 very 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 2 feet from the tree trunk. 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 you provide and a tree bag for purchasers that we will provide. Tree skirts must remain with the tree for the purchaser. Tree bag is used for delivery, please do not remove it.
- Trees must be decorated to be viewed on all sides.

- Wreaths must be capable of hanging.
- **LED lights are required.** 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. No more than 500 lights per tree.
- Only use lights with wire that match the tree; no white cords on green trees.
- Spotlights are not permitted.
- All ball ornaments with inserted or slip-on hanging attachments must be securely glued in.
- All ornaments, lights, garland or other material must be securely twist-wired to the tree using floral wire. Please do not glue or permanently attach any ornaments or décor to the tree itself.
- No food items of any kind are allowed on trees; sealed containers of non-perishable food are allowed only under the tree. **Please note: Summit is a peanut-free campus.**
- No paint or flocking of any kind is permitted. 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. If you are considering any questionable material, please contact the Festival for approval.
- Cashiers Festival of Trees will provide all extension cords, surge protectors and electrical hook ups.
- The use of ladders is not permitted. Only stepstools are allowed.
- All trash and waste must be properly disposed of in designated receptacles no later than 5pm on Wednesday, November 24th.
- Please bring all supplies needed to complete the setup of your tree and clean up. Such as a wagon or hand truck, scissors, hot glue gun, extra glue sticks, wire, wire cutters, chenille stems, extra light strands, work table, chair, step stools, dust pan and broom.

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.

Gift Basket guidelines

For gift baskets

- All items should fit into your basket, container, or other appropriate vessel.
- 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. If you need someone to wrap your gift basket, FOT can provide this service. This is an option on the Application Form.

EXAMPLES AND INSPIRATION:



