



Festival of Trees 2019
Designer Contract

1. All designers must read and follow all requirements listed in the **Information & Guidelines** for each item they choose to design.
2. Each designer is required to sign a contract as part of their registration process. This must be completed no later than Monday, October 21, 2019.
3. All registration fees for tree designers are due at the time of registration and are **non-refundable**.
4. Each tree designer must pay the fee during the registration process.
5. 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 small sign and \$100.00 for each large sign that they damage.**
6. All designed items using electricity must be UL approved wiring and be able to plug into regular Edison 120 gold outlets. If we deem your item does not follow these guidelines, we will not be able to plug it in during the event.
7. You must notify the Festival of Trees Committee by Monday, October 21, 2019 if your design will have any special needs or requirements. You may do this by filling in the special needs/requirements on the designer survey. Examples of special needs/requirements that would need to be noted:
 - If a 7- foot tree design is larger than the standard tree space of *3 feet x 3 feet (36 inches x 36 inches)*. **If extra space is needed (due to design accessories), you will be subject to paying an additional fee of at least \$50 (exact fee amount to be determined based on how much extra space is needed).**
 - If a 4- foot tree design is larger than the standard tree space of *1 ½ feet x 1 ½ feet (18 inches x 18 inches)*. **If extra space is needed (due to design accessories), you will be subject to paying an additional fee of at least \$25 (exact fee amount to be determined based on how much extra space is needed).**
 - If a Gingerbread House or Wreath will require access to an outlet.
8. The Festival of Trees Committee reserves the right to move your designed item before we open to the public.
9. The Festival of Trees Committee has the right to refuse to accept and display any item that it deems inappropriate, including but not limited to:
 - a. **violence or violent games, books, movies or weapons.**
 - b. **profanity.**
 - c. **social or political commentary.**
 - d. **controversial or morbid messages.**
10. Please remember this event is a fundraiser for Kennedy Krieger Institute. While we love creative displays, we want to try and ensure that ALL displays sell. **Make sure your display appeals to a wide audience.**

11. Tree decorating must take place at the Maryland State Fairgrounds Cow Palace on **Sunday, November 24, 2019 from 8 a.m. until 6 p.m.** or **Monday, November 25, 2019 from 8 a.m until 2 p.m.**
12. Wreaths and Gingerbread Houses must be dropped off at the Maryland State Fairgrounds Cow Palace on **Sunday, November 24, 2019 from 8 a.m. until 6 p.m.** or **Monday, November 25, 2019 from 8 a.m until 2 p.m.**
13. We recommend you do not bring valuables (purses, wallets, etc.) inside the Cow Palace during decorating. Kennedy Krieger Institute and the Maryland State Fairgrounds will not be held responsible for any lost or stolen items.
14. Wreaths and 2-foot trees are sold as cash-and-carry items. **Once a wreath or 2-foot tree has been purchased it will no longer be on display.**
15. All designers **MUST** let the Festival of Trees Committee know if they are interested in purchasing their item(s) back by Monday, October 21, 2019. If this is not indicated on the Designer Survey, we cannot guarantee that this opportunity will still be available.