



Gingerbread House Information & Guidelines

REGISTERING YOUR GINGERBREAD HOUSE- Registration opens on **Monday, September 27th** at 9:00AM
<http://festivaloftrees.kennedykrieger.org/designers.html>

- There is a nonrefundable \$5 designer registration fee for each gingerbread house (which covers a portion of administrative costs).
- Registration will close on **Tuesday, October 19th**

SURVEY/CONFIRMATION- You will be sent an e-mail confirmation form after you register.

- If you do not receive a confirmation e-mail within 24 hours, please e-mail FestivalOfTrees@KennedyKrieger.org.
- In the confirmation e-mail, there will be a link to a required designer survey.
- The required survey **MUST** be submitted by Thursday, October 21st.
- If you are interested in buying your gingerbread house back, you must indicate so on the Designer Survey, otherwise we cannot guarantee the opportunity to buy back your designed item.

REQUIRED MATERIALS- All materials for the gingerbread house must be provided by the designer.

- Any items placed on or around the gingerbread house will be considered a donation, and will be given to whoever purchases the gingerbread structure.
- The designer must provide an extension cord (approximately 8') if their design needs electricity. Extension cords cannot be returned.
- You can keep your receipts for IRS tax purposes.

DROP-OFF DAYS & TIMES- Gingerbread Houses are to be decorated at home and delivered to Festival of Trees from Friday, November 19th through Sunday, November 21st times TBD (with the possibility of Thursday, November 18th being added).

- Designers will be required to sign up for drop off time slots to ensure proper health and safety guidelines can be followed. (Sign-up for this will occur in late October/early November). **You will not be allowed to enter the building or check in before your scheduled time slot.**
- Items will be dropped off at the Maryland State Fairgrounds/Cow Palace, 2200 York Road, Timonium, Maryland 21093.
- To find Gingerbread Drop-Off please see signage on site, gingerbreads will be dropped off at a separate spot from the tree designers.
- Upon check-in, you will receive a label that **MUST** be stuck to the back or bottom (underneath) base of your gingerbread house.

DECORATING YOUR GINGERBREAD HOUSE- Please read carefully. There are several necessary rules for decorating your Gingerbread House. **Kennedy Krieger reserves the right to remove or request changes to any design item that is not in keeping with these guidelines.**

- Use your best creativity when coming up with the design but please avoid themes that:
 - Feature violence or violent games, books, movies or weapons
 - Use profanity or anything that could be perceived as not for a child-friendly audience

- Portray social or political commentary or controversial or morbid messages
- The base of all gingerbread structures can be **no larger than 2 feet by 1.5 feet (24” by 18”)**. If you do not comply, we will not be able to display your gingerbread structure.
- Your gingerbread structure must be placed on a sturdy base such as plywood or other solid material (poster board bases will not be accepted).
- All decorations must be securely adhered to your structure, supports inside your creation to reinforce structural integrity is highly encouraged. Remember, all items displayed will be included in the sale of the house.
- If you use lights, please use only new UL approved lights with cords. **NO BATTERY OPERATED LIGHTS.**
- 85% of the gingerbread structure **MUST** be edible. (However, please do what it takes to ensure the structural integrity of large designs.)
- A sealant of some sort should be used on your finished product to help prevent “critters” from enjoying your creation.
- If your gingerbread design has any special needs or is unusually large in size or weight you must let us know by Thursday, October 21st in the special needs/requirements section of the designer survey.

JUDGING OF YOUR GINGERBREAD HOUSE- Awards will be given for several categories.

- **Please keep in mind that judging is subjective and cannot be changed once the winners are determined.**
- Ribbons will be mailed to the winners after the Festival; please **do not take your ribbon with you.**

SALE OF YOUR GINGERBREAD HOUSE- Your decorated gingerbread structure is a donation to Kennedy Krieger Institute and will be sold at the Festival of Trees.

- All proceeds from the sale of your gingerbread house will benefit the children of Kennedy Krieger Institute.
- The designed items are priced using a set pricing structure and are priced at the sole discretion of the Festival of Trees Committee to. The determined price may not reflect your actual cost.
- Any gingerbread house that is not sold will be donated to local non-profits.
- If you are interested in buying your gingerbread house back, please note this in the Designer Survey, a staff member will call you to inform you of the price of your wreath. You will pay by credit card over the phone if you are still interested.

Thank you for donating your time and effort to help

Kennedy Krieger Institute make Festival of Trees a huge success!