



## ***Wreath Information & Guidelines***

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

- There is a nonrefundable \$5 designer registration fee for each wreath (which covers a portion of administrative costs).
- **There is a limit of (4) wreaths per registration/designer.**
- Wreath space is limited and will be given out on a first come, first served basis. If you are placed on the waitlist, we may not be able to accept your design.
- Registration will close on **Tuesday, October 19<sup>th</sup>** (There is a very good chance that we will sell out of wreaths before this date).

**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](mailto:FestivalOfTrees@KennedyKrieger.org).
- In the confirmation e-mail, there will be a link to a required designer survey. Please fill this out with the necessary information.
- The required survey **MUST** be submitted by Thursday, October 21<sup>st</sup>.
- If you are interested in buying your wreath back you must indicate so on the Designer Survey, otherwise, we cannot guarantee the opportunity to buy back your designed item.

**REQUIRED MATERIALS-** Designers are responsible for **providing their own wreath(s)** and all decorating and display materials.

- Any items placed on the wreath will be considered a donation and will be given to whoever purchases the wreath.
- **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-** Wreath(s) is/are to be decorated at home and delivered to Festival of Trees from Friday, November 19<sup>th</sup> through Sunday, November 21<sup>st</sup> times TBD (with the possibility of Thursday, November 18<sup>th</sup> 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 Wreath Drop-Off please see signage on site, wreaths will be dropped off at a separate spot from the tree designers.
- Upon check-in, you will receive a brown tag that **MUST** be tied to the **top, back** of the wreath.

**DECORATING YOUR WREATH-** Please read carefully. There are several necessary rules for decorating your wreath. **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
- All wreaths used must be either artificial or dried.
- All decorations must be wired to the wreath.
- No perishable items, wrapped or unwrapped, are allowed on the wreath.
- All items displayed will be included in the sale of the wreath.

**JUDGING OF YOUR WREATH-** 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

**SALE OF YOUR WREATH-** Your decorated wreath is a donation to Kennedy Krieger Institute and will be sold at the Festival of Trees.

- All proceeds from the sale of your wreath 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 ensure their sale. The determined price may not reflect your actual cost.
- Any wreath that is not sold will be brought back to decorate Kennedy Krieger or donated to local non-profits.
- **While we love creative ideas, we ask you to keep in mind that our end goal is to sell each wreath.**
- If you are interested in buying your wreath 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!**