



2025 Small Trees Policies and Procedures

1. Overview

The Small Tree category includes artificial Christmas trees between three (3) and six (6) feet in height. Please read these Policies and Procedures carefully and keep as a reference.

As Christmas trees are not generally designed for transport, strict adherence to the following guidelines will ensure your beautiful tree does not bend, break, or fall apart during delivery to its new home at the conclusion of the Festival of Trees.

- Online registration at www.festivaloftreesutah.org begins the first Monday in July and will be **limited to the first 228 registered trees** on a first-come, first-served basis.
- Each tree space measures 4 feet wide by 4 feet deep and will be assigned at check in only if your registration form is submitted and complete.
- A Festival tree stand is not required for any small tree under 5 ½ feet. Small Trees 5 ½' to 6' require a Festival tree stand.
- Any tree more than 6' tall should not be registered in Small Trees.
- If you are unable to fulfill your commitment, please notify Jodi as soon as possible so all spaces can be utilized.
- Do not solicit businesses for donations without prior approval from Primary Children's Hospital Foundation (801-357-3638). If you have a sponsor, contact the Foundation to properly handle funds.
- If you do not receive your confirmation email (*please check your spam folder*) after submitting your online registration form, please email Jodi at fotsmalltrees@gmail.com or call her at the number below.

2. Important Dates

- Tree Stand and Reinforcement Pickup (if tree height requires) at Festival Warehouse (824 Fine Drive, Suite 100, South Salt Lake):
 - Saturday, October 11, 2025 – 9:00 a.m. to 12:00 p.m.
 - Saturday, November 8, 2025 – 8:00 a.m. to 10:00 a.m.
 - Saturday, November 22, 2025 – 8:00 a.m. to 10:00 a.m.
 - Monday, December 1 (Decorating Day) at Mountain America Expo Center
- Decorator's Workshop: Saturday, October 11, 2025 – 9:00 a.m. to 12:00 p.m.
 - If this is your first experience decorating a tree for Festival, we strongly suggest that at least one representative from your group attend this workshop at the Festival of Trees Warehouse, 824 Fine Drive, #100, Salt Lake City, UT (3710 South). The information presented is also helpful for returning decorators.
 - Creative decorators will be on hand to answer decorating questions.

- See demonstrations of wiring and gluing ornaments, decorating tips, helpful hints, how to reinforce your tree and other information so that your tree can be transported safely.
- Festival of Tree's Leadership will be available to answer any questions you might have about itemization of expenses and much more.
- Decorating Day: Monday, December 1, 2025 – 7:00 a.m. to 7:00 p.m.
- Opening Night: Tuesday, December 2, 2025

3. Guidelines and Things to Remember

- Use only new artificial trees, 3–6 feet tall (including topper), that fit through standard door.
- Christmas themed trees sell best. Non-Christmas themed trees and colors (pink, blue, purple, and black) are difficult to sell and may not sell at all – ***please seriously consider in designing your tree.***
- A Festival-approved tree stand with attached rebar is required for Small Trees between 5 and 6 feet tall (payment made at pickup - please see ***Important Dates*** for pickup times).
 - **Rebar:** 3/8-inch solid steel rebar, no PVC.
 - One continuous piece must be attached to the tree trunk.
 - Rebar should be from the floor to 6" above the top joint of the tree but should not extend above the top of the tree topper.
 - **Hose Clamps:** Hose clamps should secure the rebar to the tree stand, above and below each joint of the tree to prevent them from separating during delivery. Most common sizes of hose clamps are 1 $\frac{3}{4}$ " to 2 $\frac{3}{4}$ " and 2 $\frac{3}{4}$ " to 3 $\frac{3}{4}$ ".
 - Rebar/hose clamp kits will be available for purchase when you pick up a stand.
- If the tree trunk base is pointed, cut off the point with a hacksaw. This will prevent the tree from bending at the top or breaking at the base during delivery.
- Any reinforcement or other exceptions must be approved by the Small Tree department chair or the Tree Delivery department chair.
- Trees must be pre-lit. Bring a heavy-duty extension cord and power strip to include with the tree. Bring extra strands of lights on Decorating Day for replacements if needed.
- To avoid an electrical overload (fire) be careful of the number of items displayed around your tree requiring electricity.
- Secure all decorations with wire. Glue metal ornament caps in place. Do not use fragile or flammable items (no glass, porcelain, or straw will be permitted).
- Include a tree skirt and any appropriate gifts under the tree (no large furniture or glass).
 - Attractive tree skirts and a few accessories help the tree to sell.
 - If using batting as a tree skirt, fire-retardant batting must be used.
 - Attach replacement bulbs and fuses to the skirt.
 - Only include items that would normally be found under the tree on Christmas morning such as toys, books, bikes, dolls, trucks, games, etc. (all items will be sold with the tree).
- Tree branches must be permanently connected to the tree trunk by the manufacturer.
- Use painter's tape to secure items to the floor. Do not use adhesives or contact paper.

- Businesses and other organizations are welcome and encouraged to decorate and donate trees but may not display signage advertising their business or service nor may they place discount coupons of any kind (percentage off or two or more for one, etc.) on/around tree.
 - Gift cards for product or services of the business are welcome as are items or ornaments tastefully representing the business but should come with no strings attached.
 - A business or organization's name may be used in the name of the tree and on a sticker or tag attached to ornaments or decorations placed on the tree.
- If a tree is dedicated to an individual, you may include one framed 8×10 photocopy (frame not to exceed 11×14) that will be sold with the tree.
 - Please include the dedication name on the registration form.
 - Pictures of loved ones taken after death cannot be used. Small Tree chair has final discretion on photos used.
- Stories must be 500 characters or fewer. If you would like to display a story with your tree, bring a printed copy framed no larger than 8"x10" to be displayed under the tree. Longer stories may also be framed (no larger than 8×10) and included. **No QR Codes, please!**
- Art or messaging on/around the tree must be decorative in nature—not promotional or editorial.
- If using iPads, headphones, or other personal electronic items as part of your display, please only use the empty box and turn in the actual items with gift cards, etc. for safe keeping
- Please provide a box for any fragile item(s) placed under your tree to ensure safe transport during delivery and label all accessory boxes with your name and space number.
- We do not have doors or easels available for your display.
- All trees and decorations become property of Festival of Trees upon delivery.

4. Prohibited Items

- Live plants, sand, water, inflatables (including lawn ornaments), or previously used trees, decorations, or accessories.
- Weapons (or anything appearing like a weapon), alcohol, tobacco, adult-themed, or overt advertising content (including decorations that too overtly advertise a business or product).
- Multimedia displays. TVs/DVDs may be included as boxed items under the tree.
- Glass or porcelain ornaments, water, or water features, sand, fake snow, or batting.
- Furniture, doors, or mantles.
- Walls or barriers that create an obstruction including any items more than 48 inches in height (quilts, furniture, banners, wreaths, doors, mantles, etc.).
 - Wreath stands under 48" may be used to display wreaths.
- Items weighing more than 40 lbs.

5. Antique & Collectible Donation Guidelines

We appreciate your generosity in donating valuable antiques and collectibles as part of any auction item or on their own to our event. Your contributions are essential to the success of our festival, and we are sincerely grateful for your support.

Condition of Items:

- Collectibles should be in like-new condition—free from damage, repairs, chips, or cracks.
- Antiques should feature authentic markings and exhibit natural wear consistent with their age, while remaining free from significant damage or restoration.
- Because antique pricing can be subjective and sometimes reflects retail or boutique values, we may need to consult a Festival Co-Chair for guidance before assigning a price.
- All antiques will be reviewed and approved prior to inclusion in the auction.
- Whenever possible, please include any certificates of authenticity or relevant documentation.

Packaging Requirements:

- All collectibles must include their original packaging in retail-ready condition.
- If the original packaging is missing or unsuitable, please provide a new, appropriately sized box with professional labeling.
- We are unable to accept items without quality packaging, those that have been repaired, or items without meaningful collectible value.

6. Delivery and Decorating Day Instructions

- Deliver your completed tree to the Mountain America Expo Center on Monday, December 1, 2025, between 7:00 a.m. and 7:00 p.m.
- Check in at the Small Tree registration table.
 - Review your sign (only sign corrections are allowed)
 - Receive your tree location aisle and space number.
- Tree bags will be provided at check in for 5' to 6' trees.
- Turn in your itemized expense list, story card (if applicable), and any gift certificates.
- Bring scissors, florist wire, wire cutters, glue gun, step stool/ladder, cart/wagon, and cleanup tools.
- Your tree must be completed by 6:30 p.m. All decorators must exit by 7:00 p.m.
- An Aisle Worker must complete a Small Tree Check-Off List before you leave. NOTE: Please look for Small Tree Aisle Workers who will be wearing green scarves.
- Children under 14 and pets are not permitted for safety reasons.
- Please limit the number of individuals helping assemble your tree to ten or fewer.

7. Festival of Trees Admission

- As a **Thank You** for your efforts and generosity, you will receive four Festival admission tickets at check-out for your Small Tree donation.

8. Contact and Volunteer Information

- Chair: Jodi Shumway
 - 801-651-1188
 - fotsmalltrees@gmail.com
- Please consider volunteering during Festival week. For more information, visit: www.festivaloftreesutah.org

Thank you for your **Gift of Love** to the children at Primary Children's Hospital