



Decorator Information

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General Information

Description and Event Dates

The Festival of Trees is an annual Christmas-themed 3-day event featuring trees, wreaths, tablescapes and garlands decorated by members of the business community, faith community, individuals and other organizations.

Event Location

The Doubletree Hotel / World Arena
1775 E. Cheyenne Mountain Blvd
Colorado Springs, CO 80906

Opening night is Friday, November 20, 2009 with the Jingle Bell Gala featuring a sit-down dinner, entertainment, live auction of select trees and other surprises.

Event hours: 6:00 p.m. Cocktails and Preview of the Trees; 7:00 Dinner/Tree Auction/Jingle Bell Paddle Auction followed by conviviality among the Trees

Saturday, November 21st and Sunday, November 22nd, 2009 is the Festival of Trees Community Event geared toward families and children where all are invited to view and purchase Christmas items, enjoy seasonal goodies, live entertainment, and take a picture with Santa. Expected attendance at both days is estimated at 1,000 people!

Event hours: Saturday, November 21st 9:00 to 5:00 and Sunday, November 22nd, 9:00 to 3:00.

Sunday, November 22, 2009 at 3:00 p.m. Community Event closes. Preparation of trees for delivery by movers. Smaller items such as wreaths, tablescapes and garlands may be picked up by buyer.

Who Does the Decorating? Sponsors, churches, families, organizations, clubs and individuals are invited to decorate Christmas trees, wreaths, tablescapes and/or garlands to be displayed and sold, with the proceeds benefiting Ecumenical Social Ministries (ESM).

ESM is a nonprofit 501 (c)3 organization that promotes self-sufficiency and restores dignity by providing food, medicine, housing, job placement, educational programs and spiritual encouragement. This is an opportunity for Colorado Springs to make a difference in the lives of our community while providing inspiration and fun for others.

Theme

This year's theme is "A Colorado Christmas". Entries can design around this theme with colors, concepts, decorating, branding, and gift items. ESM reserves the right to determine what is appropriate both in design development and individual items included in your design.

Application Form

The Decorator Application Form **must** be completed and returned to Ecumenical Social Ministries by **Monday, November 2nd, 2009**. Mail to: Festival of Trees, ESM, 201 North Weber Street, Colorado Springs, CO 80903 or fax 719-636-3452, festivaloftrees@ecusocmin.org

Awards

Entries will be judged in a variety of categories by a panel of judges on Friday, November 20th. The awards will be announced at the Jingle Bell Gala and posted during the Festival of Trees event. Judges are selected for their expertise in design and/or artistic talent.

Best Tree

Best Wreath

Best Tablescape

Best Garland

Best Use of Theme

Most Creative/Unique

Best of the Festival

Tax Deduction Information

As ESM is a 501(c)3 organization under the U.S. Internal Revenue Service, your donation of all ornaments and accessory items is tax-deductible. Please consult a qualified tax professional regarding deductibility of all and any expenses. If you have questions, contact the ESM Development and Communications Director at 719-228-6795.

Decorator Days

Thursday, November 19th, 2009, 8:00 a.m. to midnight

Friday, November 20th, 2009, 8:00 a.m. to 12:00 noon

Location: Doubletree Hotel/World Arena

Check-In

- Decorators must check in at the Information Desk with the Forest Manager before unloading. **Please do not select your own tree and start decorating before checking in.** Trees have been pre-assigned and the Forest Manager will show you to your tree.
- Please respect the space of other Decorators. Make sure you allow yourself enough time to set-up and decorate your entry, evaluate your creation, and make changes if necessary.
- All entries MUST be completed by **12:00 noon on Friday, November 20th.**
- Parking – A designated location will be available for Decorators to drop off supplies near the event site prior to parking.
- Tree Decorators: You will find a large plastic bag provided by the Festival, which must remain placed under your tree and tree stand.

Check- Out

- Before an entry can be considered finished, Decorators must check out at the Information Desk. Additional information may be required.

Please Note: Decorators will be asked to assist buyers with adjustments of decorations if necessary during the Festival and up to 48 hours following delivery.

Decorator Guidelines

Notes for All Decorators:

- Christmas-themed items sell the best and generate the most interest.
- Other suggested themes include those for children and masculine/sports themes.
- No advertising or inappropriate material will be accepted, ie. trees decorated to advertise a business or product using primarily logos.

Tree Decorators - Festival of Trees will provide:

- Tree to be decorated, height determined by Decorator's application request.
- Tree stand
- Signage, with information provided by Decorator from Application Form
- Storage bags for tree delivery
- Two (2) Complimentary tickets to Community Day events for tree host(s)/hostess(es) (one per day)

Tree Decorator will provide:

- Completed Decorator Application Form
- All decorations and accessories on and around tree, including but not limited to ornaments, lights, tree topper, tree skirt, etc.
- Decorations should be of high quality and enhance the overall value of the tree.
- Ornaments and decorations must be securely fastened to tree to ensure safe delivery to the buyer after the Festival has been concluded. Glue the metal ornament cap onto every ornament. Wire every ornament, garland and decoration securely to the tree.
- All ornaments must be glued together and WIRED to the tree for safe and successful delivery to the buyer
- Natural materials should be fire-proofed
- 1-2 multi-plugs with surge protectors as needed for additional lights (if any)
- At least one 9' or longer extension cord for other electrical needs as appropriate for your tree or display. Extension cords should be of the polarized, 2-prong or 3-prong 14-AWG variety.

Tree Host/Hostess Information

The Festival of Trees requests that each Decorator, company, church or other group supply a Tree Host(s) or Hostess(es) for the Community Event Days. The Tree Host or Hostess engages the public about the tree, telling its "story", and making it appealing for purchase. Remember, the event is an opportunity to talk

about your company or group with a wide audience. Estimated attendance at both days is 1,000 people.

Wreath/Garland Decorators - Festival of Trees will provide:

- Two (2) Complimentary tickets to Festival of Trees Community Event for Wreath/Garland Decorators
- Display apparatus for wreaths and garlands

Wreath/Garland Decorators will provide:

- Completed Decorator Application Form
- Completely decorated wreath and/or garland, to be delivered on Decorator Day, November 19th, 2009, 8:00 a.m. to midnight
- Wreath should be a minimum of 16-inch diameter
- Garland should be 2 – 9 feet in length
- Natural materials should be fire-proofed

Tablescape Decorators - Festival of Trees will provide:

- Two (2) Complimentary tickets to Festival of Trees Community Event for Tablescape Decorators
- Tables for tablescape (does not include table cloth) Dimensions are 6 foot rectangular or 3 foot rounds. Larger sizes available upon request.

Tablescape Decorators will provide:

- Completed Decorator Application Form
- Table cloth, candles, ceramics, table settings, and other items. All items displayed become a part of the design and are sold as a complete unit to the buyer.
- Food items should not be displayed.
- If using lights, use lights with UL listing. Please include at least one 9' or longer extension cord for your display. Extension cords should be of the polarized, 2-prong or 3-prong 14-AWG variety. These cords will remain with the entry.
- Delivery: Please provide boxes for items for easy pick-up and delivery by/to the buyer. Boxes should be marked clearly and placed under the display table.

Additional suggested equipment

- Covered and/or floral wire for ornament, decoration and light attachment.
- Needle nose pliers/wire cutters with side cuts, regular pliers, and scissors.

- Boxes for decorations or items displayed under the tree.
- Wrapping paper, ribbon and supplies as needed for your design
- Glue gun with extension cord and glue sticks
- Tape—floral, masking, etc.
- Broom or portable vacuum for cleanup
- Ladders will be provided

Notice For All Entries

- Decorators assume all risk of loss with respect to property owned by the Decorator in the Decorator's display.
- All items become the property of the successful bidder including decor, trims, lights, and props. Unsold items will remain the property of Ecumenical Social Ministries (ESM).
- Decorators must accept the responsibility of abiding by this policy in the design and decoration of their entry. The management of ESM reserves the right to remove any item(s) determined inappropriate for a family event.
- ESM is not responsible for lost, damaged or stolen items.

Key Dates to Remember

Monday, November 2nd	Decorator Application Form Due
Thursday, November 19 th 8:00 a.m. to midnight	Decorating Day
Friday, November 20 th 8:00 a.m. to noon	Decorating Day
Friday, November 20 th 6:00 p.m.	Jingle Bell Gala
Saturday, November 22 nd 9:00 to 5:00	Festival of Trees Community Event
Sunday, November 23 rd 9:00 to 3:00	Festival of Trees Community Event

Questions and Contact Information

General Festival Information including the Decorator Guidelines and Decorator Application Form can be found at the Festival of Trees Web site: www.ecusocmin.org/festivaloftrees , or call ESM Development Staff at 457-0061 or 228-6795 email festivaloftrees@ecusocmin.org