



2023 FESTIVAL OF TREES & TRAINS

Dashing Through the Snow

## Holiday Items Guidelines and Information

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### **Guidelines for ALL Holiday Items**

#### **SIGNAGE AND MARKETING MATERIAL**

Marketing material is welcome. Your **business cards and/or coupons** may be placed beside the donated item. Signage is provided. At registration, please review the signage information for accuracy.

#### **LIGHTING AND ELECTRICAL**

- ✓ Please use LED lights when possible. We are going green.
- ✓ No more than three strands (or 300 lights) of lights may be connected to each extension cord unless lights are LED. (See manufacturer's specifications.)
- ✓ Each connection of lights and cords must be wrapped with electrical tape.
- ✓ No spotlights may be used.
- ✓ PWA provides surge protector; however, you should provide the cords from the tree to the surge protector.

#### **DECORATIONS**

- ✓ All decorations must be secured with (plastic coated) wire.
- ✓ Additionally, the little metal "crown" on all ornaments must be glued (hot glue acceptable) to the ball since these tend to disconnect from each other in transport.
- ✓ Hot glue **IS** permitted as a means of attaching ornaments.
- ✓ Do not use live plants of any kind in the display.
- ✓ Do not use water ornaments or water features inside the historic Paramount.
- ✓ **NOTE:** Endorsement of a political organization or candidate is not allowed.

#### **JUDGING**

Holiday Items are judged for First Place, Second Place, and Third Place.

#### **50 points**

- 10 \_\_\_\_\_ Creativity and Originality
- 10 \_\_\_\_\_ Color Coordination and Impact
- 10 \_\_\_\_\_ Balance and Proportion
- 10 \_\_\_\_\_ Decorations Secured to Item
- 10 \_\_\_\_\_ Attention to Detail

#### **Bonus Points:**

- 5 \_\_\_\_\_ Early Registration



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### **TAX DEDUCTION INFORMATION**

Your donated item is tax deductible. If you intend to claim a federal charitable tax deduction for the donation of your item, you will need to keep receipts for purchases associated with your contribution. Please itemize your purchases on the Tax Donation form (requested from [www.pacfott.org](http://www.pacfott.org)) and attach the receipts. At registration, present the completed form and receipts to our volunteers, who will provide you with a Festival of Trees & Trains tax donation verification form.

### **BUY YOUR ITEM (OPTIONAL)**

Please inform us if you or your sponsors intend to buyback your item by Wednesday, November 15, 2023. All unsold items are placed for online auction. A buyback is not tax deductible. FOTT is not responsible for any items used for staging on "Buy-backs".

Items may be bought back by the sponsor or decorator prior to opening to the public for:

Itsy Bitsy, Wreaths, and Centerpieces - \$75.00

Art Items (Bowling Pins)- \$50.00

### **ADDITIONAL CATEGORY INFO**

#### **ITSY BITSY TREES**

The tree may be no taller than 2 feet.

#### **DECORATIONS**

- ✓ All trees must be secured firmly to the base.
- ✓ Tree skirts are required to cover tree stands.
- ✓ Trees must have all branches secured to the tree. (No removable branches.)
- ✓ Be mindful that the trees are seen from all angles, including the back. Be sure to decorate all sides of the tree and be considerate of neighboring trees when selecting your staging.

#### **PROPS AND STAGING**

- ✓ All items under and around the tree will be sold with the tree.
- ✓ If your item is a "Buy-back," all staging must be approved by the Chairperson before placing the item. Size of staging is limited, and at the sole discretion of the Chairperson.



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### **WREATHS**

Size must be able to place in the center of a door frame or window. Include a hook or device attached to the wreath which is used to hang the wreath.

### **ART ITEMS**

Art items base are provided by the Festival. Pickup/delivery will be arranged once you have registered.

### **GIFT PACKAGES**

Pre-wrapped (in cellophane) box or basket with goodies to highlight your business or entice attention to your gift package, with marketing space for business cards and/or coupons.

A listing of all enclosed items and value **MUST** be provided. Festival will provide a frame.

Gift Packages are not judged.