



Presented by the Volunteers of  
 Akron Children's

## 2024 HOLIDAY GIFTS DECORATOR INSTRUCTIONS

Contracts for Holiday Gifts will be available July 1-August 30 at [www.akronchildrens.org/treefestival](http://www.akronchildrens.org/treefestival). Decorators and Donors are responsible for delivering their items to the John S. Knight Center during the scheduled times below. Please look for drop off signs at the dock on Broadway Street and check-in upon arrival at the Holiday Gift Registration table. If someone else is delivering your item, please provide them with a copy of your contract so we can better assist them.

### **Delivery Times for Holiday Gifts:**

**Monday, November 11**                    **10:00 a.m. to 6:00 p.m.**  
**Tuesday, November 12**                **8:00 a.m. to 6:00 p.m.**

\*No items will be accepted after 6:00 p.m. on Tuesday, November 12.

### **Decorator Instructions**

The Holiday Tree Festival Committee will accept the Holiday Gift described in the contract for the Festival subject to the following conditions.

1. All items to include decorations, lights, and gifts become the property of the Holiday Tree Festival. All donated items displayed will be sold.
2. The Holiday Gifts category consists of items which are not included in the Tree or Wreath categories. Santa, menorahs, nativity scenes, floral, gift baskets and miniatures fall under this category.
3. Please include in the contract the approximate size of your item and if it will need electricity.
4. Items should not be larger than three feet in diameter.
5. The Staging Committee reserves the right to relocate your item if it is determined to be necessary.
6. No living materials, food or candy may be used on any part of the item/display.
7. Themes and decorations cannot be used for advertisement or to express political views.
8. Baskets should include a legible printed list of all contents displayed on the outside of the basket.
9. A Pricing Committee will determine the selling price for each item. Please remember to include the total cost for your item and decorations on the contract.

*Please note the committee will not accept name changes to signage after Friday, August 30, 2024.*

For questions, please contact the Volunteer Office at [treefestival@akronchildrens.org](mailto:treefestival@akronchildrens.org) or 330-543-8424.

**Thank You for your support of the Holiday Tree Festival!**

[www.akronchildrens.org/treefestival](http://www.akronchildrens.org/treefestival)

