



## 2024 TREE DECORATOR INSTRUCTIONS

Contracts for trees will be available July 1-August 30 at [www.akronchildrens.org/treefestival](http://www.akronchildrens.org/treefestival) or until we reach the limit. Decorators and/or Donors are responsible for delivering their tree to the John S. Knight Center during the scheduled times below.

### **Decorating Times for Trees:**

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

No items will be accepted after 4:00 p.m. on Tuesday, November 12.

### **Checklist of Supplies**

- Your tree and decorations.
- Florist wire to secure ornaments to tree.
- Toolbox with decorating tools such as pliers, wire cutters and duct tape.

### **Delivery, Check-In, and Decoration Process**

- **Drop off your item at the loading dock at the John S. Knight Center.**
  - Head to the John S. Knight Center via S. Broadway Street. Turn left into the John S. Knight Center dock parking area.
  - Pull through the overhead doors. Volunteers will be available to assist you with unloading. If possible, have one decorator remain with donation.
  - Have your driver pull around the block and park in the Broadway Parking Deck and return to the John S. Knight Center via the bridge or the sidewalk.
- **Check in at the registration table.**
  - You will receive instructions on where your tree will be placed to begin decorating.
  - Your parking ticket will be stamped at the check-In table when you arrive. Decorators are charged a flat rate of \$2.00 for the day (Broadway Deck only).



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- **Guidelines**

- The maximum height of the tree is 7' (including tree top ornament).
- Tree and lights must be **NEW**.
- All ornaments must be wired to the tree. We recommend using florist wire.
- Each tree has a 6x6' space.
- The Holiday Tree Festival requires the use of LED lights or pre-lit trees.
- A tree round (base) will be provided for your tree.
- A tree skirt must be provided (at least 48" in diameter) to cover the tree stand/round.
- Aerosols, glue guns and spray paint are prohibited.
- All items including decorations, lights, tree skirts, surge protectors, extension cords, and gifts become the property of the Holiday Tree Festival.
- All items displayed with and under the tree will be sold.
- No living materials, food or candy may be used on any part of the tree display.
- Themes and decorations cannot be used for advertisement or to express political views.
- No Lego or revolving trees will be accepted.
- Only traditional trees will be delivered. Non-traditional trees must be approved by chairman and may require decorator to deliver.
- The Staging Committee reserves the right to relocate your tree.
- A Pricing Committee will determine the selling price for each tree. Please include the total cost of your tree and decorations on the contract.
- No outside food or drink are permitted inside the John S. Knight Center.
- A limited food menu will be offered at the John S. Knight Center.

Please note that we will not accept name changes to tree signage after Friday, August 30, 2024.

For questions, please contact Sandy Nicol at [treefestival40@gmail.com](mailto:treefestival40@gmail.com)

Thank you for your support of the Holiday Tree Festival!

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