



## 2024 WREATH DECORATOR INSTRUCTIONS

Contracts for wreaths will be available July 1-August 30 at [www.akronchildrens.org/treefestival](http://www.akronchildrens.org/treefestival) or until we reach our limit. Decorators and donors are responsible for delivering their wreath 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 Wreath Registration table. If someone else is delivering your wreath, please provide them with a copy of your contract so we can better assist them.

### **Delivery Times for Wreaths:**

**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 wreath described in the contract for the Festival subject to the following conditions:

1. Wreath size must not exceed 36".
2. The wreath, all decorations and lights become the property of the Holiday Tree Festival. All displayed items will be sold.
3. All decorations must be wired on the wreath and not glued.
4. No living materials, food or candy may be used on any part of the wreath display.
5. Themes and decorations cannot be used for advertisement or to express political views.
6. The Holiday Tree Festival Committee will be responsible for providing electrical service to displays, if required.
7. The Staging Committee reserves the right to relocate your wreath.
8. A Pricing Committee will determine the selling price for each wreath. Please remember to include the total cost for your wreath and decorations on the contract.
9. All wreaths will be displayed. Weight should be kept to a minimum to ensure proper display.

### **Lights**

1. The Holiday Tree Festival requires the use of LED lights.
2. As a courtesy, please supply extra light bulbs.

Please note the committee will not accept name changes to wreath 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)