

Tree/Wreath/Gift Basket Guidelines

We are seeking creative individuals, groups, and organizations to help boost the holiday spirit by designing a tree, wreath, or gift basket for the Cashiers Festival of Trees that will be auctioned off to the public with proceeds benefiting the Summit Charter School Foundation and participating non-profits. Examples of these trees include festively adorned trees as well as trees with related donations for the charity including learning opportunities, travel, gift cards or themes, products, adventures, toys, games, books, or one-of-a-kind thematic experiences. Enclosed at the end of these guidelines include examples. A list of themed design ideas are available upon request as well.

We expect trees that when silently auctioned will sell for anywhere from **\$250 to \$10,000** and gift baskets from **\$50 dollars and up**. The event will also feature arts & crafts and limited cost experiences for families of all sizes to participate and enjoy what our event is about!

Thank you for your interest in being a designer! We are anticipating more participation than our inaugural space will accommodate so we will receive tree applications until **August 15** and notify interested parties on a rolling basis.

About your donation

Your tax-deductible donation in the form of a tree, wreath, or gift basket will be displayed in the Summit Center gymnasium November 26th & 27th. Guests will pay an entry fee to view and bid on items or to participate in kids' activities and crafts. We will also have a website where remote guests can tour and bid on submissions virtually.

For 2021, we are offering the opportunity to design the following items:

- 7-7.5 Foot Artificial Tree
- 4-4.5 Foot Artificial Tree
- Artificial Tabletop Tree
- Live or Artificial Wreaths
- Gift Baskets

Designer Calendar

April	Designer applications available
August 15	Designer applications due
Ongoing	Response to applications
October	Confirmation of intention, design and signage
October 20	Designer Q&A via Google Meet
October 22	CFOT Open House (a time to browse our inventory for your use and to see decor examples)
November 1	Final submission information due (click here for online form)

Move-in and Main Event Timeline

Monday, November 22

10 AM – 6 PM Delivery of all trees (delivery instructions included in final packet)
Designers can bring items pre-decorated or decorate onsite

Tuesday, November 23

10 AM – 4 PM Delivery of all wreaths and gift baskets
Designers can bring items pre-decorated or decorate onsite

Wednesday, November 24 – Work Day *(if needed)*

10 AM – 4 PM All items must be completed by 5 pm, Wednesday, November 24

Thursday, November 25 – CLOSED

Happy Thanksgiving! Please enjoy the holiday with your family and friends.

Friday, November 26 & Saturday, November 27

Cashiers Festival of Trees – 10 am – 5:30 pm

Sunday, November 28

10 AM – 2 PM Tree Delivery or Pick Up

By November 1, detailed information on your submission is required and can be submitted [via this link](#). The information provided will be used by Cashiers Festival of Trees to determine the minimum bid amount for each submission, in addition to ensuring we promote your item accurately. Cashiers Festival of Trees reserves the right to discount items to encourage sales. All designer items are considered property of the Cashiers Festival of Trees once they enter the Summit Center and will be sold to benefit the Summit Charter School Foundation and participating non-profit organizations. Any unsold item may be donated or reused at the discretion of the Cashiers Festival of Trees.

Complimentary Ticket Information

Donating designers are asked to select one option from their category. Donor designers will receive tickets onsite at designer check-in following the completion of your submission onsite.

Category	Tickets
7-7.5 Foot Artificial Tree	4 General Admission Tickets
4-4.5 Foot Artificial Tree	4 General Admission Tickets
Tabletop Artificial Tree	3 General Admission Tickets
Live or Artificial Wreath	2 General Admission Tickets
Gift Basket	2 General Admission Tickets

General Tree Guidelines

For free-standing trees and wreaths

We've learned from other cities offering this kind of event, that historically, traditional Christmas designs sell the best. The first trees to sell are always those that are well-lit, decorated with a generous number of ornaments and are balanced and symmetrical. As you are designing your tree, please be mindful of weight and height. Each tree will be moved from its locations on the show floor and loaded on a truck (8 ft. ceiling) for delivery to the purchaser. Ideally, each tree will be packed in a specialty storage bag for delivery, if we can find a sponsor.

Benefiting the Summit Charter School Foundation and Cashiers-Highlands Plateau Non-profits

- All trees must be artificial
- Overall height limit for trees is 8 ft. Each 7-7.5 ft. tree must be loaded onto an 8 ft. truck for delivery. This will prevent any tree toppers from being damaged in delivery. Also, please be mindful of the weight of the decorations being put on the tree. When trees are too heavy it makes delivery very difficult.
- Each designer is limited to one display area. The display area is limited to a circular area around the tree that extends no more than 2 feet from the tree trunk, unless you let us know in advance that you need more space for accompanying items. All items under the trees will be part of the tree when purchased.
- All trees must have decorated tree skirts or other appropriate covering fully encircling the base and covering the tree stand you provide. Tree skirts must remain with the tree for the purchaser.
- Wreaths must be capable of hanging.
- **LED lights are required.** Only use lights that continue to burn even if one bulb goes out.
- Use lights only with end-to-end construction so string can be attached. No more than 500 lights per tree.
- Only use lights with wire that match the tree; no white cords on green trees.
- Spotlights are not permitted.
- All ball ornaments with inserted or slip-on hanging attachments must be securely glued in/secured.
- All ornaments, lights, garland or other material must be securely twist-wired to the tree using **floral wire**. Please do not glue or permanently attach any ornaments or décor to the tree itself. We will have floral wire available at our October Open House and a limited amount available onsite.
- No food items of any kind are allowed on trees; sealed containers of non-perishable food are allowed only under the tree. **Please note: Summit is a peanut-free campus.**
- Use of odor producing substance or chemical is forbidden for health and safety reasons.
- Flocking is permitted only if approved by the Cashiers Festival of Trees in advance.
- Balloons, live plants, hay or other highly flammable items are not allowed unless approved in advance. If you are considering any questionable material, please contact the Cashiers Festival of Trees for approval.
- Cashiers Festival of Trees will provide all extension cords, surge protectors and electrical hook ups. We will also have a station onsite with supplies for decorating.
- The use of ladders is not permitted. Only stepstools are allowed.
- All trash and waste must be properly disposed of in designated receptacles no later than 5pm on Wednesday, November 24th. There will not be access to the Summit Center on Thursday, November 25th (Thanksgiving Day).
- Please bring all supplies needed to complete the setup of your tree and clean up. Such as a wagon or hand truck, scissors, hot glue gun, extra glue sticks, wire, wire cutters, chenille stems, extra light strands, work table, chair, step stools, dust pan and broom.
- Cashiers Festival of Trees is not responsible for any items that are damaged or destroyed during the setup, execution or break down of this event.

Gift Basket Guidelines

For gift baskets

- All items should fit into your basket, container, or other appropriate vessel.
- Gift baskets should be easy to transfer to the customer at the end of the event. Cellophane (or other secure wrapping) tied with a bow, ribbon, or other decoration is encouraged. We do ask for you to please send us a photo of your gift basket before adding the wrapping. If you need someone to wrap your gift basket, FOT can provide this service.
- Please provide CFOT with a picture of your gift basket before adding cellophane. This email address for pictures is cashiersFOT@summitschool.org

EXAMPLES AND INSPIRATION:



