

# 32<sup>nd</sup> Annual FESTIVAL OF TREES

Presented by



The Family Tree Center  
November 29<sup>th</sup> – December 3<sup>rd</sup>

Welcome and thank you for your interest and involvement in Festival of Trees 2017! Your spectacular designer trees are the focal point of the Festival and will be viewed by more than 10,000 visitors.

## “PEOPLE’S CHOICE AWARD”

- 2016 Big Sky Thunderbolts 4-H Club
- 2015 Elfin Storm Troopers
- 2014 Ronalee Stone
- 2013 Sue & Ron Arneson – Ron Arneson Law Firm
- 2012 Walla Walla University
- 2011 Sue & Ron Arneson – Ron Arneson Law Firm
- 2010 Walla Walla University
- 2009 St. Vincent’s Healthcare NICU

Who will be this year’s winner?

### *Decorators will choose their desired tree location*

You will be able to pick your spot in the order we receive your registration. We will do our best to provide you with your first choice. Please rank your top three choices on the Tree Application. A current list of open locations is available at [www.familytreecenterbillings.org](http://www.familytreecenterbillings.org) under events. Tree locations will be filled on a first come first served basis, with a completed application (including tree description for the auctioneer & program) and application fee.

# Tree Decorating Policies and Procedures

## Decorating Requirements

The following decorating requirements have been established to guide you in your tree decorating process. After the weekend event, delivery of the trees will be made to the purchasers by volunteers; therefore, the Family Tree Center strives to ensure there are minimal issues to address on delivery day. We also want the purchaser to have a pleasant experience taking the tree down. Please keep both of these aspects in mind on decorating day.

### *All Trees Must Be Artificial*

Trees must be 4'–9' tall. **NO TREES OVER 9' will be allowed due to delivery restrictions.**

**Tree and topper together cannot exceed 8' tall.**

Tree spaces will be 6' deep by up to 8' deep and 4 corner spaces 10' by 10'

It is not necessary to cover the entire area

★ **No Rotating Trees (as they seem to break in delivery)**

## *Scenes & Themes*

All types of trees sell: country, traditional, natural, and sophisticated. Themes must be acceptable for any home or business. Full trees typically sell better.

**Limited furniture and custom props will be allowed IF tree donors are willing to prepare for delivery of the scenes and staging. Scenes can be 6' deep by up to 8' and 4 corner spaces 10' by 10'. Please consider delivery is challenging with larger props being allowed.**

*Upon check in you will be assigned a "Tree Monitor." It is imperative the following is done and checked by your "Tree Monitor" **BEFORE** you begin decorating.*

### **TREES REQUIRE EXTRA PREPARATION BEFORE THEY CAN BE DECORATED.**

- ★ **TRUNK:** At each connecting point, including the base, a nut and bolt must be inserted to prevent the tree from "coming apart" during delivery. Please make sure this will be easy for the purchaser to remove.
- ★ **TREE STAND:** The stand of the tree must be secured to a piece of wood at least 24" x 24" square (round boards are difficult to move). The stand must be strong enough to hold the weight of the tree and all of the decorations. If the stand that comes with the artificial tree is too flimsy, you will need to supply a stand that meets Festival standards. **A 24" x 24" piece of wood will be available for \$20.00. A request must be made with the tree application.**
- ★ **BRANCHES:** The branches of the tree must be secured. Again, please make sure that the branches don't come out during delivery, but are easy for the purchaser to remove.
- ★ **FIRE RETARDANT:** The Fire Marshall requires proof that all trees are fire retardant. All trees must be newly purchased, as new trees are fire retardant.
- ★ **TREE BAGS:** A tree bag will be provided for your tree that can be easily pulled up and around the tree to protect it during delivery. **The bag must be in place around the base before decorating.**

## *Decorating the Tree*

- ★ Do not glue the topper onto your tree as it needs to be removed for delivery.
- ★ Have a box clearly marked in which to place your topper for transportation.

## *Lights*

- ★ Lights must be wired on securely as they may shake loose when moved.
- ★ You will need a new, at least 9' long, heavy-duty, UL extension cord. This will go with the tree to the purchaser.
- ★ Test lights before putting/wiring them onto the tree. Bring extra lights, bulbs and fuses!
- ★ All lights must be new, of straight line circuitry, and UL approved.
- ★ Plan on a minimum of 100 lights per foot of tree.
- ★ **Plug in a maximum of 3 strings together into each plug-in.**

## *Applying decorations*

- ★ Wire decorations to the tree with florist wire (gauge 26 is best) to the branch. Wrap the wire firmly and tightly. **Do not use loop hangers as these fall off during delivery.**
- ★ To save time, consider pre-wiring all decorations prior to decorating day.
- ★ Ornaments with an inserted slip-on hanger attachment must be glued where the two pieces meet so that the hanger cannot slip out. Hot glue guns are recommended. **This is a must as when the hanger pops out we have no way to rehang the ornament.** To save time, gluing should be done prior to decorating day.
- ★ Have enough decorations on your tree so that it will look full from all angles.
- ★ Secure the large focal point ornaments first.
- ★ **All dried materials must be sprayed with an approved fire retardant.**

## *Underneath the Tree*

- ★ All items under the tree will be sold with the tree.
- ★ The base of the tree must be covered with a tree skirt or appropriate covering (i.e., a grass skirt for a Hawaiian theme).
- ★ If you are using gift boxes under the tree, consider putting a real gift inside. Wrap boxes in paper/materials that coordinate with the theme/color.
- ★ Please provide containers **with lids and your tree number** for delivery of every item under the tree.
- ★ If you plan on using large items for scenes we may ask for assistance in delivery.

## **Decorating Day**

**Date:** Wednesday, November 29<sup>th</sup>

**Place:** MetraPark ExpoCenter

**Time:** 12:00 pm to 8:00 pm

**Please do not arrive early as we have Tree Monitors scheduled for these times.**

Bring enough decorators with you to finish decorating during the scheduled times. Please feel free to bring as many snacks and refreshments as you wish. **As a courtesy to our caterer, please do not place any food on the linens or move any place settings.**

**Before you begin decorating your tree, Tree Monitors will check your tree to ensure it meets Festival requirements. After your tree is checked you will receive two complimentary gala tickets. You may not begin decorating your tree until the Tree Monitor checks your tree.** When you are finished, the original tree box and any containers for items under the tree should be placed in front of the tree and labeled with your tree number.

### ***Equipment to bring with you (labeled with your name)***

- ★ 9' long, heavy-duty, UL extension cord. (This will go with the tree to the purchaser.)
- ★ Wire cutters, needle-nose pliers
- ★ Scissors and pruners
- ★ Tape measure
- ★ Florist wire or colored pipe cleaners
- ★ Glue gun, glue sticks, tape
- ★ Extra lights, fuses and ornaments
- ★ Ladders reaching top of tree
- ★ Containers that can close labeled with donor name & number

### *Packing Trees for Delivery*

Tree decorators are asked to return Sunday, December 3<sup>rd</sup> 1:00 pm to assist in packing up their tree and items under the tree for delivery. You should have enough containers with **YOUR NAME AND TREE NUMBER** on them to load all items beneath the tree. **Please make sure the containers have lids that can close so they can be stacked** in the delivery vehicles. Leave the filled containers in front of your tree.

### *Dates to remember*

- November 29 Tree Decorating Day, MetraPark ExpoCenter **and 12 pm – 8 pm**
- November 30 Gala and Live Auction
- December 1 Tea in the Trees, Public Viewing, Family Fun Night & Craft Show
- December 2 Public Viewing, Entertainment, Brunch with Santa, Writer's Round Up & Craft Show
- December 3 Pack up your tree at 1 pm at the **MetraPark ExpoCenter**

### **Questions?**

If you have any questions, please call The Family Tree Center at (406) 252-9799 or email [festivaloftrees@familytreecenterbillings.org](mailto:festivaloftrees@familytreecenterbillings.org)

You may also call Judy Nissen (406) 670-6200 or email [jnissenfot@gmail.com](mailto:jnissenfot@gmail.com)

**Thank you again for your participation in the 32<sup>nd</sup> Annual Festival of Trees!**

**It is because of people like you that The Family Tree Center is able to continue its mission to prevent child abuse and neglect in our community.**



The Festival of Trees is held annually the weekend after Thanksgiving. All proceeds from the Festival of Trees benefit The Family Tree Center - The Billings Exchange Clubs' Child Abuse Prevention Center. If you are interested in learning more about The Family Tree Center, the programs we offer, or to volunteer, please contact us:

The Family Tree Center

2520 5<sup>th</sup> Ave South  
Billings, MT 59101  
(406) 252-9799  
[familytreecenterbillings.org](http://familytreecenterbillings.org)



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**2017 Gala Tree Auction Application**

As requested by the printer: The names and descriptions of the trees must turned in by **Wednesday, November 22nd**. We will not be able to change name or description of your tree after **November 22<sup>nd</sup>**. This is to be sure we have time to edit the program and the printer can get the program to us in a timely manner **Completed applications (including a description for the auctioneer & program) and payment are required to reserve a tree location. Applications will be accepted in the order they arrive.**

Please mail or bring to: The Family Tree Center - **2520 5<sup>th</sup> Avenue South** - Billings, MT 59101  
 Fax: (406) 256-3014  
 Email: office@familytreecenterbillings.org

Business/Donor Name \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
 Street City State Zip

**Please list your top three tree location preferences**

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Description	Quantity	Fee	Total
Sponsor fee for each 6'x 8" space		\$ 75	
Sponsor fee for each 10'x10' space		\$100	
24" x 24" wood to secure tree stand		\$20	
<b>Amount Enclosed</b>	N/A	N/A	

**Payment Information**

Check  
 Credit Card/Type: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Each tree sponsor will receive 2 complimentary Gala Auction tickets.**

**Names of trees and donors will appear in the Festival program,  
on the Power Point & in front of your tree.**

Name of Tree: \_\_\_\_\_

Donor(s): \_\_\_\_\_

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Please write 4 brief bullet points with 20 words each describing your tree and any items that come with the tree. *These will be included in the program and read by the auctioneer.*

1.

2.

3.

4.

**Silent Auction Wreaths**

**(No fee for Wreaths)**

\_\_\_\_\_ Yes, we plan to do a silent auction wreath this year.

**Names of wreaths and donors will appear in the Festival program.**

Name of Wreath: \_\_\_\_\_

Donor(s): \_\_\_\_\_

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*Thank You!*