Welcome and thank you for your interest and involvement in Festival of Trees 2019! The spectacular designer trees are the focal point of the Festival and will be viewed by more than 10,000 visitors.

“PEOPLE’S CHOICE AWARD”

<table>
<thead>
<tr>
<th>Year</th>
<th>Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Ronalee Stone &amp; Judy Nissen</td>
</tr>
<tr>
<td>2017</td>
<td>Big Sky Pet Resort</td>
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<tr>
<td>2016</td>
<td>Big Sky Thunderbolts 4-H Club</td>
</tr>
<tr>
<td>2015</td>
<td>Elfin Storm Troopers</td>
</tr>
<tr>
<td>2014</td>
<td>Ronalee Stone</td>
</tr>
<tr>
<td>2013</td>
<td>Sue &amp; Ron Arneson – Ron Arneson Law Firm</td>
</tr>
<tr>
<td>2012</td>
<td>Walla Walla University</td>
</tr>
<tr>
<td>2011</td>
<td>Sue &amp; Ron Arneson – Ron Arneson Law Firm</td>
</tr>
<tr>
<td>2010</td>
<td>Walla Walla University</td>
</tr>
<tr>
<td>2009</td>
<td>St. Vincent’s Healthcare NICU</td>
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</tbody>
</table>

Who will be the 2019 winner?

Decorators 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. 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 9’ tall**
- **Tree spaces are 10’ x 10’ and you are encouraged to use the space!**
- **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.
- Furniture and custom props will be allowed **IF** tree donors are willing to prepare for delivery of the scenes and staging.
- Scene space is 10’ X 10’. Please remember that delivery can be challenging with larger props.
- **Tree decorating will be done at the Metra on Wednesday, December 4.**

*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. A request must be made for a stand on 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 Day
Wednesday, December 4 at the MetraPark Expo Center
Noon to 8pm

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

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.
★ Be careful to not put too much weight on the tree. Trees that are too heavy can break during delivery.

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.
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 to return on Sunday, December 8th at 1pm 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 and be stacked** in the delivery vehicles. Leave the filled containers in front of your tree.

**Dates to remember**
- December 4 | Tree Decorating Day, MetraPark Expo Center, Noon – 8 pm
- December 5 | Gala and Live Auction, 6:30pm
- December 6 | Tea in the Trees, 1pm – 3pm
- | Public Viewing of Trees and Craft & Gift Show, 3pm – 8pm
- | Family Fun Night & Entertainment, 5pm – 8pm
- December 7 | Public Viewing of Trees, Craft & Gift Show, Children’s Activities and Entertainment, 9am – 8pm
- | Brunch with Santa, 11am – 1pm
- | MSUB Writer’s Roundup, Noon – 5pm
- December 8 | Pack up your tree at the MetraPark Expo Center, 1pm

**Questions?**
If you have any questions, please call Lea Ann at 406 252-8100 x213 or email her at lyucha@zoomontana.org.

**Thank you again for your participation in the 34th 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.**
2019 Gala Tree Auction Application

The names and descriptions of the trees must be submitted by Thursday, November 14th.

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 5th Avenue South - Billings, MT 59101
Fax: (406) 256-3014
Email: lyucha@zoomontana.org

Business/Donor Name __________________________________________________________

Contact Person ______________________________________________________________

E-mail________________________________________ Phone___________________________

Address

Street __________________________ City __________________________ State ______ Zip_____

Please indicate your top three tree location preferences:

<table>
<thead>
<tr>
<th>1st Choice</th>
<th>2nd Choice</th>
<th>3rd Choice</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor fee for each 10’x 10’ space</td>
<td>$75</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>24” x 24” wood to secure tree stand</td>
<td>$20</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Amount Enclosed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Payment Information

____ Check

Card Number:_________________________  CV: __________

Expiration Date:______________________

Name on Card:________________________

Billing Address: _____________________

Signature: __________________________

Each tree sponsor will receive 2 complimentary Gala Auction tickets.

Names of trees and donors will appear in the Festival program, on the PowerPoint presentation during the Gala & in front of your tree.
Name of Tree: ____________________________
Donor(s): ____________________________

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): ____________________________

*If you would like to donate a basket or another item to the silent auction, we will gladly accept that as well!

Thank You!