



FESTIVAL *of* TREES

O'FALLON, ILLINOIS



Designer Information and Guidelines

Trees and wreaths are provided by the Festival of Trees and there is no fee to design. For consistency, no other trees or wreaths can be used. You are responsible for providing all materials used to decorate the item(s).

Contracts are accepted on a first-come, first-served basis. If you are unable to decorate your item, notify the Festival of Trees office as soon as possible so another designer can be secured. Failure to do so may result in you not being able to be a designer in the future.

PLANNING YOUR DECORATED ITEM

You are encouraged to use a theme, whether traditional or non-traditional. A theme can be established by repeating elements such as color, subject, shape or size of decorations. You are not required to incorporate the annual Festival theme in your decorated item. All themes should be appropriate to display in any home or business. The amount you spend on your decorations is your choice, but please keep in mind that the sponsors pay \$500 to \$5,000 to receive one or more decorated items. Contact a design chair with suggestions or questions (see back page).

A variety of materials can be used to fill empty spaces and add shape, including garland, ribbon and bows, tulle or netting, silk flowers, etc. To give trees a finished look, coordinate the tree topper, skirt and trim.

DECORATING GUIDELINES

1. **All decorations must be high quality.** Handmade decorations need prior approval. Handmade paper decorations are not allowed.
2. Do not decorate your item to promote a business or cause. You may not advertise or place promotional materials (logos, photos, business cards, etc.) with or on your item.
3. All decorations (ornaments, picks, flowers, etc.) must be attached with wire, zip ties or glue to facilitate delivery to the sponsor. Metal caps on ball ornaments must be glued on. Avoid using fragile ornaments or any decorations that can be easily broken in transit.
4. Live or perishable material (plants, flowers, food) cannot be used for decoration.
5. Aerosol sprays (spray paint, flocking spray) cannot be used inside of O'Fallon Station during Setup. They can be used outside of the building.
6. Mannequins, or any parts, cannot be incorporated into the design of a tree or wreath.

If your decorated item does not meet these standards or follow these guidelines, the design chair will contact you to make adjustments or your submission may be rejected.

TREES

- All trees are artificial and pre-lit with white lights. An extension cord will be provided. For electrical purposes, additional lights cannot be added to trees without prior approval from a design chair.
- Trees will be displayed at various heights. Some trees will sit on the floor, and some will be placed on platforms.
- Tree locations are predetermined. Trees that are ready to decorate are pre-placed. Locations for pre-decorated trees will be marked with signs on the floor or an empty platform. **Do not reposition any trees without approval.**
- Be mindful of the weight of the decorations and tree topper. The trees are not made to hold an extreme amount of weight.
- All sides of the tree must be decorated, including the back.
- Trees must have a skirt or other appropriate base covering. Do not glue or staple tree skirts to the platforms, if applicable.
- **For delivery purposes, decorations cannot extend more than 6” beyond the tree, including unattached items. These items will be delivered with the tree.**

WREATHS

- Wreaths are artificial, unlit and 30” in diameter. Lights are not permitted on the wreaths.
- All wreaths must have a hanging wire attached and will be placed by the design chair.

BENEFITS

Designers receive benefits based upon the item(s) they decorate.

7 Foot Trees

Seven-foot trees are artificial and pre-lit with white lights.

Designer Receives:

- 4 Extravaganza Tickets
- 10 General Admission Tour Tickets

4 Foot Trees

Four-foot trees are artificial and pre-lit with white lights.

Designer Receives:

- 2 Extravaganza Tickets
- 8 General Admission Tour Tickets

30” Wreaths

The wreaths are artificial, unlit and 30 inches in diameter.

Designer Receives:

- 1 Extravaganza Ticket
- 4 General Admission Tour Tickets

Promotional Benefits

- Listing in the Festival of Trees program
- Festival of Trees special insert in The O’Fallon Weekly
- Festival of Trees Recognition Wall located at O’Fallon Station
- Signage next to designed item

* The face value of a Party ticket is \$100.

** The face value of a Festival of Trees general admission adult ticket is \$5.

SETUP

Setup will be at O'Fallon Station on Thursday, Nov. 14th and 15th from 9am-7pm. You will decorate your tree and/or wreath on-site and deliver any pre-decorated items. **All items must be decorated and delivered by 7 p.m. on Thursday, Nov. 15th.**

JUDGING & AWARDS

All trees and wreaths will be judged* prior to the opening of the Festival of Trees. After the judging is complete, ribbons are placed on the signage next to the award-winning items. After the Festival, the ribbons will be mailed to the winning designers. **Please leave the ribbons in place during the Festival.**

- Best of Show - Voted on by a panel of judges. First, second and third place winners are selected from each category.
- Chair's Choice - Voted on by the Festival of Trees general chair. One winner is selected from each category.
- People's Choice – Voted on by the Festival of Trees attendees during the event through a computerized system. One winner from each category is announced approximately one week after the Festival.

*Decorated items that do not adhere to the guidelines are not eligible for the Best of Show, Chair's Choice or Special awards.

CONTACT INFO

Design Chair

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Festival of Trees

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