

Designer FAQs

- I'm interested in designing a tree for the Festival of Trees. Where do I start?**

Designer Guidelines - Read through the Designer Guidelines carefully.

Designer Agreement - Complete and submit the Designer Agreement at hiawathahomes.org/designers

Questions - Contact our Designer Co-Chairs if you have questions or need help. Ardie O'Hanlon (507-289-2854) & Erin Chase (612-360-3459)
- What recognition do Designers receive?**

Signage - The sign next to the tree will include your business, organization or group name, if applicable, the names of the designers, and the tree name. (The Underwriter will also be listed on this signage).

Program - Your tree name, business/organization name, and designer names will be listed in the Festival of Trees Program.

Due Date - We love recognizing your hard work as a tree designer! To ensure the program listing and signage next to your tree is complete and accurate, we ask that you provide all details as early as possible.

Changes to tree and designer names will not be accepted after October 3, 2019.
- When can I pick-up my tree?**

We order the trees in bulk and it takes some time to ship them. The trees arrive in **August/September** and you will receive a notice when trees are available for pick up.
- How many ornaments should I use to decorate my tree?**

This depends on the size of your tree (see Tree Information table). You will also need to take into account the size of the ornaments and whether you are using garland, sprays, etc. *Helpful Hint: Mix large ornaments with small ornaments. Large balls are good at filling interior spaces in trees.*
- Where should I buy ornaments to decorate my tree?**

We encourage you to use local businesses as much as possible to purchase decorations. Past Designers have used Michael's, Hobby Lobby, Saver's, Goodwill, and the Salvation Army, as well as, other retailers in town.

Note: Due to policy changes, non-employees can no longer use the Foundation's Certificate of Exemption but sales tax can be reimbursed (see page 2).
- Can I attend the Opening Night Gala on November 26, 2019?**

Yes, tickets for the gala can be purchased online or at the door. Also, if you donate the cost of your decorations you will receive two tickets to the gala.
- Can I donate my tree decorations?**

Yes, you can help our fundraising efforts by donating your tree decorations, as well as, your time and talent. **Your cost for the decorations donated will be considered a tax-deductible gift.** In return for your donation, you will be eligible to receive two reservations for the Festival of Trees Opening Night Gala on November 26, 2019 at 7:00 p.m. *The value of these tickets is \$25 each, which will affect your deductible contribution.*

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- **Are the expenses related to designing a tree eligible for reimbursement?**

Yes, you qualify for the reimbursement allowance if you have not donated the cost of your decorations (see page 1). The reimbursement amount is based on the size of your tree (6' - \$150 & 8' - \$200).

You will be reimbursed for decorations (e.g. ornaments, garland, lights, plush toys, power strips, sales tax, tree skirts, tree toppers, etc.).

Parking fees are not reimbursable.

To be reimbursed for your decorations, you must complete the Tree Designer Reimbursement Form and submit it with your receipts to Hiawatha Homes Foundation no later than December 2, 2019.

- **What happens to my tree after Festival of Trees?**

The tree will be delivered on December 2, 2019 to the Underwriter (i.e. sponsor) that selected it during the Underwriter Preview Party at Opening Night Gala.

You will receive an email with contact information telling you where the tree has been delivered. **We ask that you call the contact to see if they need help setting up the tree (e.g. straightening ornaments and the tree skirt, arranging anything under or beside the tree, taking care of problems with the lights, etc.)** If there are problems with the lights during the remainder of the holiday season, you may be called by the individual, business, or our office to fix the lights.

It is important to remember that the display you create will be transported following the Festival. Please keep the following questions in mind:

- How movable is my tree?
- Can two people of average strength lift the tree into and out of a moving van?
- Will the decorations I'm using stand up to be bagged and transported?
- Will this tree fit through a regular sized door?
- Is your topper too heavy?

OTHER DETAILS

- Hiawatha Homes Foundation is proud of its reputation for high standards and for displaying beautifully designed trees at the Festival of Trees. The Tree Designer Committee reserves the right to request the designer make changes to enhance the quality of the tree.
- The Festival of Trees Committee and Hiawatha Homes Foundation assume no responsibility for any liability incurred with any aspect of decorating the trees.
- The tree, all decorations, lights, and trim (on, beside, and under) the tree become property of the Hiawatha Homes Foundation until such time as the Underwriter claims ownership.