

Festival of Trees Designer Guidelines



Hiawatha Homes Foundation

Register for your tree at hiawathahomes.org/designers

- There are limited amounts of each size and pre-lit/un-lit trees. These are given out on a first-come, first-served basis. Once a tree size is exhausted, the registration link will be shut down, and no more will be given out.
- There is a non-refundable fee when selecting a pre-lit tree.
 - 6' Trees - \$80
 - 8' Trees - \$90
- The Designer Agreement and payment, if applicable, **MUST** be submitted prior to picking up your tree.
- Tree name and a complete list of Designers **MUST** be submitted by October 14, 2022.
 - If this information is not submitted by the above deadline, a generic tree name will be assigned, and designers will not be recognized in applicable areas.
- If you are planning to pre-assign your tree, please note accordingly on the designer agreement.



materials

- Hiawatha Homes Foundation will supply the artificial tree selected on the agreement.
- Designers will provide all decorating and display materials for the tree. Any items placed on or under the tree will be considered a donation and given to the Underwriter.

tree pick-up

- Dates and location of this event will be announced once trees have arrived.
- All trees must be picked up prior to Designer Day.



decorating

Please read carefully. There are several necessary rules for decorating your tree. *Hiawatha Homes reserves the right to remove or request changes to any design items that is not in keeping with these guidelines.*

Use your best creativity for the tree design but please avoid themes that:

- Portray social or political commentary, controversial or morbid messages.
- Feature violence or violent games, books, movies, or weapons.
- Use profanity or anything that could be perceived as not for a child-friendly audience.
- Advertise a business, organization, cause, product, etc.

Lighting:

- All trees must have electric lights on them.
- To ensure your tree stays lit, please use only new UL approved lights. **NO BATTERY-OPERATED LIGHTS.**
- Use a multi-plug temporary power strip with six outlets and a mini-circuit breaker: at least one for a 6' tree and two for an 8' tree.
- Place the strip on the tree trunk so it is hidden in the tree but near the bottom of the tree so it can easily be plugged into a wall outlet.

Other items to remember:

- No perishable items wrapped or unwrapped are allowed on or around the tree.
- No live animals are allowed on or around the tree.
- Be mindful the display will be visible from all angles, including the back.
- Each tree will be moved at least one time, all decorations must be wired onto the tree.
- Ornaments must be glued to their caps to make them more stable for movement.
- The tree, all decorations, lights and trim (on and under) the tree become the property of Hiawatha Homes Foundation until such time as the Underwriter claims ownership.





designer day

Monday, November 21, 2022. 8:00 am – 7:00 pm;

- Lunch will be provided.
- Designer Day will be held at J. Powers, located at the Hilton Hotel, 10 East Center Street, Suite 2B. Rochester, MN 55904.
- You will be able to utilize the parking ramp and unload at the doors on level two of the ramp, access to the loading dock can be arranged upon request.
- Check-in will take place on floors three and four. Escalator and elevator access will be available on both floors.
- You will be assigned your check-in floor before Designer Day. The floor assignment is non-negotiable.
- Bring a hot glue gun, wire, ribbon, scissors, etc., with you if needed. Also, bring a ladder or stepstool to ensure you can reach the top of the tree.
- Designers who will need more time than the date listed above are encouraged to start decorating the tree before Designer Day.
- You may decorate the tree offsite and deliver the fully decorated tree during Designer Day.
- Upon check-in, you will receive a packet of information with more directions given on the day of the event.
- Once your tree is finished, you will be required to check out before leaving.

Before and After

- We ask that you periodically check on your tree during the week to ensure all lights and decorations are in working order.
- Once the tree has been delivered after FOT, you may receive a phone call to reset the tree or fix any damages that happened during the delivery process.

While participating in the event, all designers must follow state, federal, and Hiawatha Homes Foundation guidelines regarding COVID-19 that may be in place at the time. This includes mandatory masking. Any designer that refuses to follow proper guidelines will be asked to leave the premises.