

Festival of Trees Designer Guidelines



Hiawatha Homes Foundation

- Tree sizes are provided on a first-come, first-served basis.
- There is a non-refundable fee per tree:
 - 6' Trees - \$25
 - 8' Trees - \$50
- Designer agreement and payment **MUST** be submitted before picking up your tree.
- Tree names and a complete designer listing (for signage) **MUST** be submitted by **October 13, 2024**.
 - 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.
 - Changes to this information will not be accepted after the above deadline.

Register to be a Tree Designer at hiawathahomes.org/designers



materials

- Hiawatha Homes Foundation will supply the artificial tree in the size selected on the Designer Agreement.
- Designers will provide all decorations and display materials for the tree. Any items placed on or under the tree will be considered a donation and given to the Underwriter who selects the tree.

tree pick-up

- Dates of tree pick up will be announced once trees have arrived.
- Trees will be picked up from Menards North.
- All trees must be picked up prior to Designer Days.



decorating

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

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

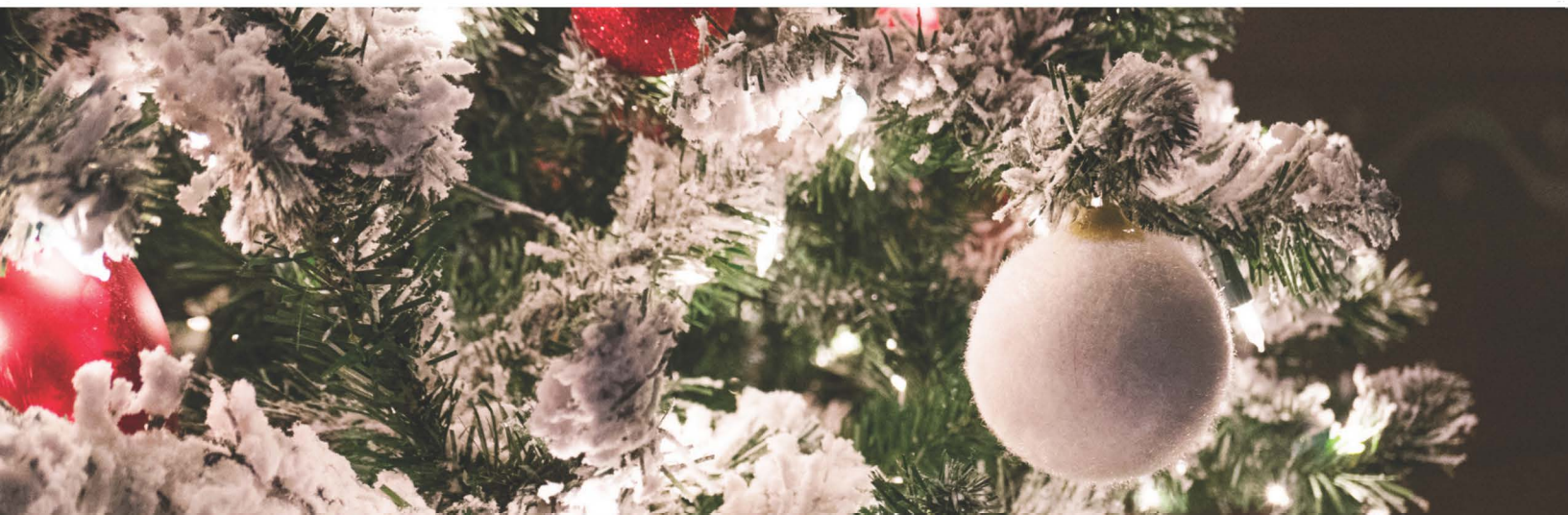
- Portray social or political commentary, controversial or morbid messages.
- Feature violence or violent games, books, movies, or weapons.
- Use profanity or anything that could be perceived as not for a child-friendly audience.
- Advertise a business, organization, cause, product, etc.

Lighting:

- All trees come with electric lights already attached.
- You must supply a multi-plug temporary power strip with six outlets and a mini-circuit breaker.
- Place the strip on the tree trunk so it is hidden in the tree but near the bottom so it can easily be plugged into a wall outlet.
- If you want additional lighting, please use only new, LED, UL-approved lights.
- **NO BATTERY-OPERATED LIGHTS.**

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 that the display will be visible from all angles, including the back.
- Each tree will be moved at least once; thus, all decorations must be wired onto the tree.
- Ornaments must be glued to their caps to create stability during tree movement.
- The tree, all decorations, and trim (on and under) the tree become the property of Hiawatha Homes Foundation until the Underwriter claims ownership.





designer days

Sunday, November 24, 2024, Noon – 6 p.m.

Monday, November 25, 2024, 8 a.m. – 7 p.m.

- Designer Days will be held at
The Kahler Grand Hotel
20 2nd Avenue SW
Rochester, MN 55902
- Lunch will be provided on Monday, November 25, 2024.
- You may pay to park in The Kahler Grand Hotel parking ramp at 110 West Center Street and bring your tree down the elevator to the Kahler Grand Hotel subway level.
- Access to the Kahler Grand Hotel loading dock can be arranged upon request.
- Check-in will take place on the subway level of The Kahler Grand Hotel, near Heritage Hall.
- You **MUST check in** before starting.
- Bring a hot glue gun, wire, ribbon, scissors, etc., if needed. Also, bring a ladder or stepstool to ensure you can reach the top of the tree.
- Designers who need more time than the dates listed above are encouraged to start decorating the tree before Designer Days.
- You may decorate the tree offsite and deliver the fully decorated tree during Designer Days.
- Once your tree is finished, you are required to check out before leaving.

Before, During, and After Festival of Trees

- We ask that you periodically check your tree during the event to ensure all decorations are properly displayed.
- Once the tree is delivered after the Festival of Trees, you may receive a phone call to reset the tree or fix any damage that occurred during the delivery process.

Questions? Contact our Events Coordinator at 507-226-0731 or info@hiawathahomes.org.