



2022 WREATH DECORATOR INSTRUCTIONS

Decorators and Donors are responsible for delivering their items to the John S. Knight Center during the scheduled times. Please look for delivery signs on Broadway Street.

Delivery Times for Wreaths:

Monday, November 7	8 a.m. to 6 p.m.
Tuesday, November 8*	8 a.m. to 6 p.m.

*No items will be accepted after 6 p.m. on Tuesday, November 8. Wreaths are hung Wednesday morning.

Each decorator must check-in upon arrival at the Wreath Registration table. Please have a copy of your contract ready. If someone else is delivering your item, please provide them with a copy of your contract so we can better assist them.

Decorator Instructions

The Holiday Tree Festival Committee will accept the wreath described in the contract for the Festival subject to the following conditions.

1. Wreath size must not exceed 36".
2. The wreath, all decorations, and lights become the property of the Holiday Tree Festival. All donated items displayed will be sold.
3. The Holiday Tree Festival Committee will be responsible for providing electrical service to displays, if required.
4. The Staging Committee reserves the right to relocate your wreath.
5. No living materials, food or candy may be used on any part of the wreath display.
6. A Pricing Committee will determine the selling price for each wreath. Please remember to include the total cost for your wreath and decorations on the contract.
7. All decorations need to be wired on the wreath and not glued.
8. All wreaths will be displayed and weight should be kept to a minimum to ensure proper display.

Lights

1. Please do not use battery operated lights!
2. The Holiday Tree Festival requires the use of LED lights.
3. As a courtesy, please supply extra light bulbs.
4. All lighted wreaths will be 'on' continuously.

Ornaments and Decorating

1. No advertising or company logo is permitted on any wreath.
2. No spray paint or aerosols of any kind are allowed to be used while decorating at the John S. Knight Center.

*Please note that we will no longer be accepting name or size changes after
Friday, September 30, 2022.*

Thank You for your support of the Holiday Tree Festival!

www.akronchildrens.org/treefestival

For questions, please contact the Volunteer Office at

treefestival@akronchildrens.org or 330-543-8424.