



## 2022 HOLIDAY GIFTS 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 Holiday Gifts:

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. Gifts are staged on Wednesday morning.

Each decorator must check-in upon arrival at the Holiday Gifts 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 exhibit described in the contract for the Festival subject to the following conditions.

1. All items to include decorations, lights, and gifts become the property of the Holiday Tree Festival. All donated items displayed will be sold.
2. The "Holiday Gifts" category consists of items which are not included in the Tree or Wreath categories. Santa, menorahs, nativity scenes, floral, gift baskets and miniatures fall under this category.
3. Please include in the contract the approximate size of your item and if it will need electricity or a miniature dome.
4. Items should not be larger than three feet in diameter.
5. The Staging Committee reserves the right to relocate your item if it is determined to be necessary.
6. No living materials, food or candy may be used on any part of the item/display.
7. No advertising or company logo is permitted.
8. Baskets should include neatly typed list with all contents displayed on the outside of the basket.
9. Decorating your display's easel is not permitted.
10. A Pricing Committee will determine the selling price for each item. Please remember to include the total cost for your item and decorations on the contract.

*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](http://www.akronchildrens.org/treefestival)**

For questions, please contact the Volunteer Office at  
[treefestival@akronchildrens.org](mailto:treefestival@akronchildrens.org) or 330-543-8424.