



Presented by the Volunteers of



2022 TREE DECORATOR'S 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 at the dock door on Broadway Street.

Decorating Times for Trees:

Monday, November 7 11 a.m. to 6 p.m.
Tuesday, November 8 8 a.m. to 6 p.m.

No items will be accepted after 4 p.m. on Tuesday, November 8.

Checklist of Supplies

- A copy of your contract that was emailed to you after submission. E-mail treefestival@akronchildrens.org if you need another copy sent to you.
- Your tree and decorations.
- Florist wire to secure ornaments to tree.
- Toolbox with decorating tools such as pliers, wire cutters, and duct tape.

Delivery, Check-In, and Decoration Process

- **Drop off your item at the loading dock at the John S. Knight Center.**
 - Head to the John S. Knight Center via S. Broadway Street. Turn left into the John S. Knight Center parking area.
 - Pull through the overhead doors. Volunteers will be available to assist you with unloading. If possible, have one decorator remain with donation.
 - Have your driver pull around the block and park in the Broadway Parking Deck and return to the John S. Knight Center via the bridge or the sidewalk.
- **Check in at the registration table.**
 - Present a copy of your contract at the check-in table. You will receive instructions on where your tree will be placed to begin decorating.
 - Your parking ticket will be stamped at the check-In table when you arrive. Decorators are charged a flat rate of \$2.00 for the day (Broadway Deck only).



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- **Decorating Guidelines**

- The maximum height of the tree is 7' (including tree top ornament).
- All ornaments must be wired to the tree. We recommend using florist wire.
- Each tree has a 6x6' space.
- The Holiday Tree Festival requires the use of LED lights or pre-lit trees.
- A tree skirt must be provided (at least 48" in diameter) to cover the tree stand.
- Aerosols, glue guns, and spray paint are prohibited.
- All items including decorations, lights, tree skirts, surge protectors, extension cords, and gifts become the property of the Holiday Tree Festival.
- All items displayed with and under the tree will be sold.
- No Lego or revolving trees will be accepted.
- No outside food or drink are permitted inside the John S. Knight Center.
- A limited food menu will be offered at the John S. Knight Center. Details to follow.

Please note that we will not accept name changes to tree signage after Friday, September 30, 2022.

For questions, please contact
Sandy Nicol at treefestival40@gmail.com.