



2025 TREE DECORATOR INSTRUCTIONS

Contracts for trees will be available July 1-August 29 at www.akronchildrens.org/treefestival or until we reach the limit. Decorators and/or Donors are responsible for delivering their tree to the John S. Knight Center during the scheduled times below.

Decorating Times for Trees:

Monday, November 10	12:00 p.m. to 6:00 p.m.
Tuesday, November 11	8:00 a.m. to 6:00 p.m.

No items will be accepted after 4:00 p.m. on Tuesday, November 11.

Checklist of Supplies

- 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 dock 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.**
 - Upon arrival, provide your tree name or a copy of your contract.
 - You will receive instructions on where your tree will be placed to begin decorating.
 - Decorators should park in the Broadway Deck only. You will be given a parking validation ticket and charged a flat rate of \$2.00 for the day.



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- **Guidelines**

- The maximum height of the tree is 7' (including tree top ornament).
- Tree and lights must be **NEW**.
- 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 wood round base will be provided for all trees measuring 5-7 feet, serving as a permanent stand for your tree.
- A tree skirt must be provided (at least 48" in diameter) to cover the tree stand/round.
- 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 living materials, food or candy may be used on any part of the tree display.
- Themes and decorations cannot be used for advertisement or to express political views.
- No Lego or revolving trees will be accepted.
- Only traditional trees will be delivered. Non-traditional trees must be approved by chairman and may require decorator to deliver.
- The Staging Committee reserves the right to relocate your tree.
- A Pricing Committee will determine the selling price for each tree. Please include the total cost of your tree and decorations on the contract.
- No outside food or drink are permitted inside the John S. Knight Center.
- A limited food menu will be offered for purchase at the John S. Knight Center.

Please note that we **will not** accept tree name and height changes after August 29, 2025.

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

Thank you for your support of the Holiday Tree Festival!

www.akronchildrens.org/treefestival