

Chesapeake Cancer Alliance

PRESENTS

THE 12TH ANNUAL FESTIVAL OF TREES LOCATED AT THE BEL AIR ARMORY

GUIDELINES

SELECT A TREE SIZE. All trees must be **ARTIFICIAL** per state and town requirements. Tree height includes the stand. No trees with branches that are separately inserted or metal outdoor trees are permitted. **Include a tree stand, tree topper, tree skirt and lights** (lights are suggested on miniature trees).

- 7.6 feet (Maximum height, including stand)
- 5 feet
- 4 feet
- Tabletop 2 or 3 feet
- Miniature - height limited to 16 inches or smaller and base no larger than 12"x12"

PROHIBITED ITEMS

- Trees with separately inserted branches
- Unwrapped edible items
- Spray adhesives
- Glitter – See Below
- Confetti
- Artificial snow
- Anything loosely sprinkled on tree or skirt
- No active lighting such as: flashing, blinking or twinkling lights

Glitter covered ornaments are permissible but all preparations must be done prior to arrival at the armory. No spraying after arrival at the armory will be permitted.

ORNAMENTS and LIGHTS

- Decorations and lights **MUST BE WIRED TO THE TREE SECURELY** using wires or twist ties, not wire hooks. Please make sure your tree is stable and secure.
- If possible, use LED lights.

Please keep in mind that these steps keep the tree and ornaments in tact for the buyer when transporting home.

SET-UP - NEW SCHEDULE FOR 2017

ONLY trees and wreaths will set up from 8:00AM to 12Noon on Friday, November 24, 2017.

Vendors ONLY will set up from 12:30 to 3PM.

Doors open to the public at 4:00PM.

This year we are encouraging trees be already decorated. This will give our CCA design team more time to arrange trees for best viewing by the public. If you are decorating from scratch, please arrive early. When you arrive you will be directed to an approximate area where the tree will be placed. The design team may need to reposition your tree for best viewing, so be certain your tree is decorated on all sides and everything is attached securely and the tree is stable.

Provide your own step stool. CCA will provide extension cords for all trees needing electricity. Take all boxes, and storage containers home with you. We ask that you not have children under age 10 with you.

**Two Complimentary tickets for entrance to the Festival of Trees will be waiting for you on set-up day. The complimentary tickets can be used on either Friday, November 24 or Saturday, November 25. Lynne MacLeod or Leslie Blackstock will have your tickets at the desk set-up day.

NOTES

All items on the tree (including skirt and stand) are considered part of the donation and will be given to the silent auction winner.

Gift Cards - make duplicates of the cards for decorating and an itemized list to be posted with the tree. Have an envelope containing all the gift cards and give to Lynne MacLeod or Leslie Blackstock when checking in Friday morning. These cards will be kept in a safe place and presented to the buyer on Saturday.

Unsold trees will be donated to community places; like nursing homes, homeless shelters, etc.

Receipts - Please keep all your receipts for IRS Tax purposes.

QUESTIONS

If you have further questions or need clarification, please contact Lynne MacLeod at Stu21014@verizon.net or Leslie Blackstock at Lesmess1@verizon.net.