

## **TREE DONATION GUIDELINES**

**TREE SIZE** 7.5 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" - tree height includes the stand. All trees must be ARTIFICIAL per state and town requirements.

No trees with branches that are separately inserted or metal outdoor trees are permitted. Include a tree stand, tree topper, tree skirt, lights (lights are suggested on miniature trees, too).

**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 for transporting home for buyer. • If possible, use LED lights.

We encourage 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. 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.

**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 CCA leadership volunteer when checking in Friday morning. These cards will be kept in a safe and presented to the buyer on Saturday.

**SET-UP TIME** - Friday, November 29, 2019. ONLY trees and wreaths will set up from 8:00 AM to 12 Noon. Vendors ONLY will set up from 12:30 to 3PM. Doors open to the public at 4:00PM. Provide your own step stool. CCA will provide extension cords. 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 CCA Festival of Trees will be waiting for you on set-up day. The complimentary tickets can be used on either Friday, November 29 or Saturday, November 30. CCA lead volunteers will have your tickets at the desk on set-up day.

**RECEIPTS** - Please keep all your receipts for IRS tax deductibility purposes.

**QUESTIONS?** Contact Lead Volunteer/ Co-Chair Tree Committee  
Teresa Keller  
email: [Snickers2906@yahoo.com](mailto:Snickers2906@yahoo.com) or call: 410-459-8998

