



**F&M Trolley Barn
Dec. 2-4, 2016**

THE 13TH ANNUAL FESTIVAL OF TREES

Decorator Guidelines

Businesses and individuals have generously sponsored a tree for display during the Festival of Trees. After the close of this event all decorated trees will be transported to a destination of *the sponsor's choice*. Delivery of trees will be Monday, Dec. 5, 2016.

Please note the following:

- ❖ Volunteers will be on hand to answer any questions and to assist throughout the Festival of Trees. Please sign in at the event desk.
- ❖ 7 foot artificial trees will be set up and ready to decorate. Trees will be decorated on **Thursday, Dec. 1st from 8am-9pm and/or Friday, Dec. 2nd, 8am-12pm**. Please plan to have your tree fully decorated by noon on Friday. Only Festival volunteers will be allowed in the Trolley Barn during these hours. Public display begins AFTER all trees are assembled.
- ❖ Light food will be available throughout the day Thursday (Dec.1) for decorators and other Festival volunteers.
- ❖ The Festival of Trees will be open to the public Friday, Dec. 2nd, from 7 pm to 9 pm, Saturday, December 3rd, from 11 am to 8 pm, and Sunday, December 4th, from 1 pm to 5 pm.
- ❖ It is advisable that tree toppers not *add to the height of the tree* as it creates problems in transporting the trees to their destination. Excessive height may also contribute to breaking of the trees. Toppers that are too high will be removed for transport of the tree. We cannot guarantee the toppers will be repositioned as you would like. **PLEASE, no live greenery due to fire concerns.**
- ❖ The Arc and its volunteers take great care when moving the trees to their final destinations. We know that you have put a great deal of thought and money into your decorations and final product. *HOWEVER*, we are finding that some of the decorations are very heavy and are breakable. Please plan for transportation considerations when you select your themes and decorations. **If you plan to have items placed under your tree as part of your decorations, please plan to remove them on Sunday Dec. 4th, at 5pm. The Arc of Rowan does not assume responsibility for moving these items to the tree destination. If you wish the items**

to remain part of the overall decoration, you will need to move the items to the final tree destination.

- ❖ Please do not move the tree you have been assigned. They are placed according to destinations and wiring considerations.

❖ Tree skirts are part of the presentation and should be used

- ❖ All ornaments must be attached to the tree to prevent displacement when the trees are moved. Wire will be provided. Wire the ornaments firmly but loosely so the wires can be snipped with wire cutters when you are ready to remove the ornaments. Do not wrap the tree branches around the electric lighting and do not wire the lights onto the tree as this makes un-decorating more difficult.
- ❖ You will be informed of the relocation site so that you can make arrangements to remove your decorations. **Decorators should plan to remove their decorations and lights on or before Jan 4, 2017.**
- ❖ Every decorator will be recognized in the official Festival program and also on the tree tag that will be displayed with each tree. (Please be sure the Memo of Understanding is received by the decorator committee chair by 11/16/16 to ensure publication of your information).
- ❖ There will be no reimbursements to decorators for the costs of decorations and lights. However, decorators can receive a letter for tax purposes by submitting their receipts to:

**The Arc of Rowan County
108 Dorsett Dr., Salisbury, NC 28144
704-637-1521**

It is requested that our office receive all receipts no later than February 1, 2017.

Feel free to call Shela Sapp at 704-637-1521 (o) 704-798-6042 (c) email: ssapp@thearcofrowan.org or Lori Ewart at 704-637-1521 (o) 704-798-9739 email: lewart@thearcofrowan.org with questions or concerns.

Thank you for volunteering your time and talents for the benefit of persons with intellectual/developmental disabilities in Rowan County.

Have a great time!