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#### INSTRUCTIONS TO TREE DESIGNERS 2021

**Thank you for your gift of love!** We can't wait to see you Monday, November 22, 2021 any time after 9:00 am. Please read the instructions below-

#### 10 Steps to Success for your Christmas Tree

1. Sold! The goal is to have people fall in love with your tree and want to pay top dollar for it
2. Best Sellers! All Christmas and winter themes, all colors associated with Christmas.
3. Difficult to Sell! Non-Christmas themes and colors, unusual or trendy themes, Non-Christmas or sparsely decorated trees.
4. New artificial pre-lit trees only. Any height between 3 and 12 feet sells. Once assembled your tree must fit through a standard doorway.
5. Set up on Monday November 22<sup>nd</sup> beginning at 9:00 am. Doors will close at 8:00 pm.
6. Decorations must be glued and or wired securely to the tree as appropriate. Nothing should fall off when the tree is moved. We discourage ornaments that break easily.
7. Please remember to bring decorating items such as wire cutters, glue gun, scissors, step stools etc., with you.
8. Display items and gift certificates are optional. Everything under, around or attached to the tree will be sold with the tree.
9. Tree stand that is heavy metal non-collapsible, non-bendable. This is required.
10. The tree bag that we provide and must be placed around the base of your tree BEFORE you decorate and set up. It goes under the tree skirt and is attached above the stand and below the bottom row of branches. Please don't buy one. You must use ours. Tree doctors will be helping you with this process.

#### Tree Set Up Day Monday, November 22, 2021 IMPORTANT INSTRUCTIONS

- Doors open at 9:00 am and close at 8:00 pm
- Student volunteers will be available to help you unload at the entrance on 24<sup>th</sup> St.
- Free parking nearby at The Junction. The Conference Center parking garage on Kiesel Ave. has limited free spots but after complimentary spot fill, paid spots are available. Because of construction on Washington street parking is very limited!
- Check-in at the registration table immediately when you arrive. We will get you checked in and lead you to a pre-assigned space.
- Receipts are important for your personal tax records and to report cost of supplies to the foundation.
- Tree bag must be installed before decorating by a tree doctor

**Lunch will be provided 12:00-1:00 pm in the first-floor conference room in the west hall**

*"It's not how much we Give but how much Love we put into Giving."*

-Mother Teresa