

FESTIVAL OF TREES

Tree Policies and Procedures-2018

- **Come prepared.** Bring scissors, florist wire, wire cutters, step stool, pliers, folding chairs, ladder, and clean up tools such as broom, dustpan, and garbage bags.
- **Parking is located behind the Holiday Inn.** Bring in your parking ticket.
- **Arrive between 10:00 a.m. and 2:00 pm on Tuesday, November 27 to decorate your tree. If you arrive earlier, your tree may not have been assembled and you'll have to wait.** Check-in with volunteer to see where your tree is located. This is your assigned spot so do not move the tree.
- All trees are pre-lit and provided and assembled by The Arc. Do NOT add any additional lights.
- We recommend that all ornaments be securely wired to the tree with craft wire or small gauge ribbon (DO NOT GLUE). Do not use wire hangers provided with ornaments or fishing line. IMPORTANT: Wire should never be wrapped over or around electrical wires for lights, only around bare branches.
- All decorations must be non-flammable.
- Please, nothing edible on the tree (candy, dog biscuits, etc.). We strongly recommend against breakable glass ornaments. There are many beautiful items which are not fragile, PLEASE use them. Your tree will be displayed in the hotel lobby. The Arc nor the hotel will be responsible for any items or ornaments taken from the tree.
- Please do not use pictures of loved ones that have been taken after death.
- Do NOT use decorations featuring tobacco, alcohol, weapons or adult content material.
- Live plants, sand, water ornaments, globes, or other water features are not allowed.
- Furnish a tree skirt.
- Keep an accurate record of expenses used for decorating and save receipts for your tax purposes
- **Upon completion of your tree, check out and receive your tickets to the Festival of Trees Viewing Party.**
- **Please arrive between 9:00 am and 1:00 pm on Thursday, January 3 to remove all your decorations from the tree. The Arc is not responsible for removing or packing up and getting the decorations back to you.**