



Display and Online Auction MUST READ Guidelines!



- 🌲 Thousands of people attend the Greeley Festival of Trees each year to stroll through our amazing and awesome Christmas trees and holiday displays. From whimsical to elaborate and everything in between, our patrons constantly comment how the celebration is what gets them in the holiday spirit! With that in mind, we hope you will make every effort to create a magnificent display that will add to the magical atmosphere of the Festival of Trees. **Because we promise our patrons a new and exciting experience each year, we are asking returning designers to create a fresh new display. Option: include your tree and trimmings or just your trimmings in the online auction this year!!!**
- 🌲 We have found from previous years' displays' needs that if you are doing a tree without items under or around it, a 5 ft. space should be ample. If you are doing a display with minimal items under or around it, a 6 ft. space should be sufficient. If your display includes an elaborate "holiday scene" with your tree, it will undoubtedly require a 7ft. or 8ft. space. **Please make sure you are using all of your requested display space when creating your design!** This will help the festival look balanced (not too full in some areas and sparse in others) plus we want to make sure we don't have empty space that another business or organization could have used for a display but were turned away from participating because festival organizers thought the lobbies were full.
- 🌲 There are different areas with various dimensions available for tree displays in the Union Colony Civic Center lobbies. Most of the main and second floor lobbies' ceilings are 11 ½ ft. high while under the stairs on the main floor and the second floor west wall requires a shorter display of 6 - 8 ft. high. Most areas can accommodate a 6 ft. depth although there are a few spaces allowing a 4 ft. depth only where tall skinny trees work well.
- 🌲 You may include a business advertising sign in your display area **NO LARGER THAN 11X14.** Keep in mind the Festival provides framed signs that include the business, organization or individual's name and display number placed by each so attendees can refer to it when voting for their favorite display.
- 🌲 No walls or barriers creating an obstruction of your neighbor's tree display may be used.
- 🌲 Only the UCCC Technical Staff are allowed to remove or adjust lobby lights.
- 🌲 Certain UCCC lobby wall space is unsuitable for wall hangings, vignettes, props or backdrops. If you intend to include such items in your display, please call Andrea at 336-4219 so your display can be designated an appropriate location where you will either be able to use the wire/hook system provided by the UCCC and/or 3M removable hook products designed for temporary fastening.
- 🌲 Due to public health concerns, we do not allow nuts (including peanut butter) in/on displays.
- 🌲 Decorators are required to provide a tree skirt or other covering material for the base of the tree.

- 🌲 If antique chairs are part of your display, make sure there is a “ribbon barrier” across the seat or a sign sitting on the chair advising patrons not to sit on them.
- 🌲 No loose glitter is allowed on displays or auction items.
- 🌲 The festival recommends all ornaments be wired onto trees and wreaths for security purposes.
- 🌲 Online auction gift baskets, uncovered or covered with clear cellophane, must include a content list please.

ELECTRICITY/LIGHTING:

- 🌲 Lights, extension cords and multi-plug outlets must be UL approved with labels intact.
- 🌲 One electrical outlet (two 3-pronged receptors) will be provided for each display space.
- 🌲 Your display may require you to use a power strip cord with a surge protector as well as an extension cord. Extension cords must be at least a 12 gauge thickness. (Electrical cords must be readily accessible, although hidden, and not under heavy tree stands or props.)
- 🌲 Battery operated lights are not allowed
- 🌲 Use lights that have the same color cords as the color of your tree.
- 🌲 Use lights that are independent of each other, so that if a light burns out, the rest stay on.
- 🌲 Please connect ONLY three strings of lights end to end. Each set of three strings of lights should then be connected to your power strip.
- 🌲 You may use any size of lights as long as they are UL listed for use on Christmas trees and for indoor use. The large-bulb outdoor lights will not be permitted, because of the heat they generate.
- 🌲 It is highly recommended that you bring extra light strands and that you pre-test them before they go on the tree. You don't want to get your tree fully decorated only to discover that half your lights are not working.

FIRE CODE INFORMATION:

- 🌲 Look for a fire resistant label when purchasing artificial trees, wreaths or garland to be used in the Festival.
- 🌲 All decorations must be nonflammable or fireproofed.
- 🌲 Open flames are not permissible in the lobbies.
- 🌲 Artificial snow must be made of fire retardant material.
- 🌲 Do not use natural materials (like straw, wheat, grasses) unless you spray them with a fire retardant chemical. Eucalyptus may not be used; as it is highly flammable.

SUGGESTED EQUIPMENT YOU MAY WANT TO BRING WITH YOU DURING SET UP:

- 🌲 Covered and or floral wire for ornament, decoration, and light attachment.
- 🌲 Needle nose pliers, regular pliers and scissors.
- 🌲 Glue gun with extension cord and glue sticks.
- 🌲 Tape – floral, masking, etc.
- 🌲 Ladder or step stool.