

## 2024 Norcross Center Holiday Tree Festival Policies and Procedures

*(Please read carefully and keep this information as a reference)*

### **Registering Your Tree**

- Your space will be assigned only if your registration forms are complete and submitted. registrations will be accepted as space is available.
- Upon receipt of your completed documentation, an email confirmation will be sent.
- Your space number will be provided when you check in.
- If for any reason you are unable to fulfill this commitment after registering **please** notify us **so we can fill your space.**

### **Things to Remember When Decorating Your Tree**

- Use artificial trees or wreaths only. NO FRESH TREES OR WREATHS
- If you include items under and/or around your entry, those items will also be part of the sale of the item.
- Lights must be new and wired onto entry if not pre-lit.
  - For safety, use lights with UL listing
  - To reduce risk of fire, use one strand (100 lights per strand) per extension cord, or four strands (50 lights per strand) per extension cord.
  - **Do Not** overload your tree or wreath with lights. Bring a heavy-duty extension cord (6ft. - 9 ft.) and a power strip that will be sold with the tree.
  - Bring extra strands of lights on Decorating Day for replacements if needed.
- All decorations must be nonflammable (no straw).
- **Please furnish** a tree skirt. Attractive tree skirts and a few accessories help the tree to sell.
- If your tree is dedicated to an individual, you may bring one photocopy of a photo to be placed with the tree.
- Businesses and other organizations are strongly welcome and encouraged to decorate and donate trees.
  - Gift cards for product or services of the business are welcome as are items or ornaments tastefully representing the business but should come with no strings attached. **Please do not use activated gift cards on the tree. If using gift cards, unactivated or facsimile cards should be used on the tree, and validated cards will be given to the recipient at the close of the event.**
    - A business or organization's name may be used in the name of the tree and on a sticker or tag attached to ornaments or decorations placed on the tree.

***The Following will NOT be Accepted at the Holiday Tree Festival***

- **Weapons, including guns, spears, knives, certificates for weapons, or the appearance of a weapon, or gift certificates for weapons.**
- Live trees, water, sand, plants of any kind, or fake snow.
- **All** Furniture, doors, or mantles.
- **Adult content material.**
- Any walls or barriers that create an obstruction.
- Water ornaments, globes, or other water features.
- Inflatable lawn ornaments or decorations.
- Adhesive on the floor.

***Decorating Day***

- Trees Decorating Days are **12/4/2024 and 12/5/2024.** You will be assigned a time frame in which to set up your tree.
- **The Norcross Center will open at 9:00 a.m. on 12/7/2024.**
- **Check in at the registration table:**
  - Receive your tree location aisle and space number.
  - Turn in your gift certificates (*if applicable*)
- Your tree **MUST** be completed by **4:00 p.m. on 12/6/2024.**

*Upon completion, all trees and accessories become the property of the Norcross Center Festival of Trees until the winner is chosen.*

**Thank you for participating in the Norcross Center of East Longmeadow's First Festival of Trees!**

*For more information contact:*

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