

Forgotten Coast Festival of Trees Display and Silent Auction

MUST READ GUIDELINES!

DISPLAY SPACE: Ceiling height at The Joe is 12 feet. Most areas can accommodate a 6' depth. However, there are a few spaces allowing a 4' depth where only the tall, skinny trees will work. Display spaces are limited at The Joe. In order to assist your planning the following may be helpful:

- 6' Spaces: Best for displays/trees with no or a minimal number of items under or around it.
- 8' Spaces: Best for displays that include an elaborate "holiday scene" with your tree.

Please make sure you are using all of your requested display space when creating your design. We want to make sure that all areas are utilized and no business or organization is turned away because the festival organizers thought all available space was used.

MARKETING/PROMOTIONAL INFORMATION: Marketing and promotional items (i.e., pens business cards, flyers, etc.) may be placed under or around your tree for patrons to take. However, they may NOT BE ON YOUR TREE. You may also include a business advertising sign in your display area not larger than 10" x 14". Please keep in mind that the Festival will provide an 8.5" x 11" sign that includes the business, organization or individual's name, designer's name if different from your name and display number placed in your area so attendees can refer to it when voting for their favorite display.

TREE/DISPLAY/SILENT AUCTION REQUIREMENTS:

- Only Artificial trees are allowed. A tree skirt or other covering material must be used to cover the base of the tree.
- Only LED lights may be used on the tree/display. They must be UL listed for use on Christmas trees and designed for indoor use. Silent auction items may have LED lighting operated by battery packs. **Please see Electricity/Lighting for additional requirements.**
- No walls or barriers creating an obstruction to your neighbor's tree display may be used. We are unable to hang any item from the ceiling.
- Any items within your display that need to be hung or mounted on the wall panels will need prior approval by the Facilities Committee Chair. Please use removable Command hooks.
- Inflatables may be donated to the silent auction (uninflated) but are not allowed as part of the displays due to size and fan noise.
- Due to public health concerns, we do not allow any edible food items, nuts or nut-based products in/on displays or in silent auction items.
- No loose glitter, tinsel, or angel hair is allowed on displays and silent auction items.
- The Festival recommends all ornaments be wired onto trees and wreaths for security purposes.
- Silent auction gift baskets, uncovered or covered with clear cellophane, must include a content list. We recommend all gift baskets be covered for security purposes.
- If donating gift certificates for the silent auction, please provide a copy of the certificate as well. The original will be secured and delivered to the winning bid at close of the auction.
- If only the tree in your display is available for auction/purchase, display items that are not part of the donation may be picked up at the end of the event. If the tree in your display is an auction item and does not achieve its minimum bid, it is the responsibility of the submitting organization to remove the tree along with its display at the end of the exhibit.

ELECTRICITY/LIGHTING:

- Only The Joe's Facilities staff is allowed to remove or adjust the lights in the gallery.
- All lights (LED only), extension cords and multi-plug outlets must be UL approved with labels intact.
- The Joe will provide electrical access for your display.
- Your display may require you to use a power strip cord with a surge protector as well as an extension cord. (Electrical cords must be readily accessible, although hidden and not under heavy tree stands or props.)
- Battery operated lights are not allowed in the display space area but are as part of a silent auction item.
- Using lights with the same color cord as your tree will disguise them better.
- You may use any size of lights as long as they are LED, UL listed for use on Christmas trees and designed for indoor use.
- It is highly recommended that you bring extra light strands and that you pre-test them before they go on the tree. It's frustrating when you discover your lights are not working after your tree is fully decorated!

FIRE CODE INFORMATION:

- Look for a fire resistant label when purchasing artificial trees, wreaths or garlands to be used in the Festival.
- All decorations must be nonflammable or fireproofed.
- Open flames are not allowed at The Joe Center for the Arts.
- Artificial snow must be made of fire retardant materials and confined to your display area.
- **DO NOT USE** natural materials (like straw, wheat, grasses, pine or fir boughs) unless you spray them with a fire-retardant chemical. Please get pre-approval of these materials. Eucalyptus may not be used, as it is highly flammable.

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

- Covered wire, floral wire or fishing line for ornament, decoration and light attachment.
- Tape—masking, floral, zip ties, etc.
- Needle-nose pliers, regular pliers and scissors.
- Glue gun with glue sticks and an extension cord to reach where you need it.
- Removable Command Hooks
- Ladder or step stool.