

TREE AND WREATH SPONSOR INFORMATION

Hope House Festival of Trees 2009

All trees are entered in the "Silent Auction" and on display for the duration of the festival. Patrons bid on their choice of trees and wreaths, the highest bidder wins the opportunity to purchase the tree, including ornaments. All proceeds benefit the homeless women and children who reside at "Hope House".

GUIDELINES

1. Your tree may be any size, but **MUST** be made of artificial material.
2. Unfortunately, due to health regulations and health issues **we can no longer accept trees with edible items of any kind** (animal or human) such as candy (wrapped or not), cookies, bird seed or bird food, etc.
3. Lights are **highly** encouraged since they help the trees to show up and increase the bidding. You do **NOT** need to provide an extension cord.
4. Historically the types of trees that have performed best at the Hope House Festival of Trees are the ones with the heaviest emphasis on permanent decorations. Gift certificates are welcome but we are asking that you **DO NOT** decorate the tree with the certificates of images of the certificates. **Please place the certificates in an envelope with a list of what is included.** We will place a list of the gift certificates with the bidding sheet. We also ask that if you have **items to display under the tree that you place them on some type of form or place the items in a basket with the tree name and number attached to it an attach written description on how they are to be displayed.** This will help us keep everything intact when the trees are moved.
5. **WIRE ON ALL ORNAMENTS SECURELY!!!! THIS IS MANDATORY!!!!** Someone will be checking your tree before you leave on set-up day. The new owners of your lovely tree lose the magic when the ornaments fall off or break. We realize that this takes extra time and appreciate your thoughtfulness in doing this. (If you are using glass ornaments you may want to hot glue the ornament to the hanger.)
6. **Any banners or signage for the tree must be on the tree or set in front of the tree and can not be set beside it or hung behind it.** We are sorry for this inconvenience however we are not allowed to attach items to the wall and must pay extra for back draping and easels can take up the room set aside for another tree. We appreciated your understanding in these matters.
7. **While trees are the main focus, if you are unable to donate a tree you might consider donating a wreath or two.** The same rules apply to the wreaths as to the trees.
8. Your trees may be set up at the Fredericksburg Expo & Conference Center at Celebrate Virginia, 2371 Carl D. Silver Parkway, on Tuesday, December 1, 2009 between the hours of 9:00 am 7:00 pm). **Please note that you MUST have your tree fully set-up by 7:00 pm.**

TREE IDEAS

The following are some ideas to help you when choosing a theme this year. Please do not feel obligated to use any of the following suggestions; this is simply to assist in stimulating ideas if you have not already chosen a theme for your tree.

☞ Hobbies-airplanes, trains, dolls, etc.

☞ Country/Nation-Mexico, England, France, Germany, Japan, etc.

- ☞Sports-football, basketball, baseball, or a particular team such as the Redskins, Orioles or Wizards
- ☞Regional Specialties-Virginia Wines or Maryland Crabs
- ☞Other Theme Ideas Include: A particular animal, A specific movie or movie theme (i.e. western movies), musical themes (a specific type of music or performer)

Trees that have something “extra” attached do quite well.

Here are some ideas:

Gift certificates or tickets that coincide with the theme of the tree are great. For example, “Dining Out” tree might come with several restaurant gift certificates or tickets to a sporting event or a cultural event that coincides with the theme of the tree or discount certificates for services such as automotive maintenance (for a car themed tree); or discount coupons for dry cleaning, maid services, or fitness sessions if they fit with your theme or the sponsor of the tree. **HOWEVER ---- Gift certificates or images of certificates SHOULD NOT be used as part of the decorations on the tree. Please place the gift certificates in an envelope with a complete list of the certificates and give them to one of the set-up volunteers on set-up day so that they can be placed in a lockbox for safe keeping.**

☞Please provide a tree skirt or draping for the bottom of your tree. This will help to “complete” the theme of your tree and adds to the overall display. For example one year one beach themed tree was placed in a sand box so it looked as if the tree was on the beach; another tree had a grass skirt as a tree skirt.

☞Consider a tree theme for other holidays such as Halloween, Easter, or Thanksgiving.

☞“Pre-decorate” your tree by wiring on all ornaments (WIRING OF ORNAMENTS IS MANTORY REGARDLESS) so that it can just be dropped off on the day of set-up. This will save you time and will allow us to move the tree to the most complimentary spot (until all the trees are in the room it is difficult to tell where some will fit in). The wiring of all ornaments ensures the ornaments are safe from breakage/theft and allows for easy delivery at the end of the Festival.

Be Creative! Please do not hesitate to call if you have any questions about your theme!

Questions – Hope House 371-0831 or Debbie Bliss 371-4886

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THANK YOU HELPING TO BREAK THE CYCLE OF HOMELESSNESS!