



Fantasy of Trees

Adopt-a-tree guidelines

Tree

- **7 ft. and 4.5 ft. artificial trees are pre-lit and provided by Fantasy of Trees.**
- 7 ft. and 4.5 ft. trees are pre-lit must be decorated at the Knoxville Convention Center on Sunday, November 20, between 9 a.m. and 6 p.m.
- 7 ft. and 4.5 ft. trees are pre-lit with white lights (you may add additional lights of any color) and are in decorative pots (no tree skirts required).
- 7 ft. and 3 ft. trees must have tree skirts, fabric or other appropriate materials encircling the base and fully covering the tree stand and tree bag. Do not remove the tree bag from tree, it is used for delivery.
- 3 ft. trees must be provided by the designer. Trees can be any color.
- 3 ft. trees must be delivered to the Knoxville Convention Center on Friday, November 18, between 3 p.m. and 7 p.m., more information will be sent in October.
- 3 ft. trees must have lights (designer choice of color).
- 4.5 ft. potted trees may or may not choose to provide empty wrapped boxes, merchandise or other seasonal decorations to go with tree.
- Trees will be moved several times prior to final display location. Any decorations or merchandise under the tree must be contained in movable containers such as baskets.
- All items displayed under the tree will remain with the tree and will be included with purchase.
- Commercial brand-name items/decorations advertising specific products/services are not allowed on trees. Such items may only be placed under trees.
- Pictures of any person or names of persons are not allowed on or under trees. Trees in memory or honor of someone may only be listed on the sign at the tree.

Lights and electrical

Guidelines for lights:

- 7 ft. and 4.5 ft. trees are pre-lit
- All designers must provide a multi-plug power strip and all tree lights must be plugged into it. Only 15 strings of lights can be attached to one power strip.
- May add colored lights.
- Use miniature lights only. Large bulbs get too hot.
- Only use lights that continue to burn even if one bulb goes out.
- Use lights only with end-to-end construction so string can be attached. **No more than three strings of light can be consecutively attached to prevent loss of power. LED lights recommended.**
- Only use lights with wire that match the tree; no white cords on green trees

For additional information contact:
Teresa Booth (865) 541-8385, fot@etch.com



Ornaments and other materials

- All ball ornaments with inserted or slip-on hanging attachments must be securely glued in.
- All ornaments, lights, garland or other material must be securely twist-wired to the tree using floral wire.
- Commercial brand-name items advertising a specific product/service are not allowed on trees, but only under the tree.
- No food items of any kind are allowed on trees; sealed containers of non-perishable food are allowed only under the tree.
- No paint or flocking of any kind is permitted. Use of odor producing substance or chemical is forbidden for health and safety reasons.
- Photos or names of people are not allowed on or under trees. Trees in memory or in honor of someone may only be listed on the tree or designer sign.
- Balloons, live plants, hay or other highly flammable items are not allowed.

About your donation

All participating designers will receive a final instruction packet that includes a donor inventory sheet early November. The donor inventory sheet must be completed by the designer and submitted during set-up or delivery of your item. The information provided will be used by Fantasy of Trees to price your donation. Fantasy of Trees reserves the right to discount designer items to encourage sales. Each tree designer group will receive 35 tickets for a 7 ft. tree; 25 tickets for a 4.5 ft. tree and 10 tickets for a 3' tree.

All designer items are considered a donation to Fantasy of Tress and will be sold to benefit East Tennessee Children's Hospital. Any unsold item may be donated to another charity.

