



September 2018



Presented by



Dear Friend of East Tennessee Children's Hospital,

You are invited to participate in the upcoming 2018 Fantasy of Trees (November 21-25) at the Knoxville Convention Center. Fantasy of Trees is an annual five-day holiday event to benefit East Tennessee Children's Hospital. This year we celebrate our 34th show. Last year, more than 60,000 people attended, and we expect this year's Fantasy of Trees to be just as spectacular. Visitors will find beautiful holiday decorations, shops, children's activities, and of course, entertainment for the whole family.

Whether you have been donating for several years or are considering a first-time donation, we would welcome your contributions to our Gingerbread Village exhibit. This unique village features gingerbread houses deliciously constructed and decorated by people just like you! The Convention Center will be transformed into a winter wonderland with this year's theme of *Walking in a Winter Wonderland*, which you may use for inspiration or choose another theme of your very own.

As in the past, the categories of gingerbread houses will remain large, medium, small, and mini/cash-and-carry. The Guidelines sheet contains all pertinent information for our prospective Gingerbread Village designers as well as a contract for you to complete and return. Be sure to leave a blank space approximately 3" x 3" square on the right front corner of your base when you bring your creations for an identifying label to be placed. Your entries should be brought to the Knoxville Convention Center on the Sunday prior to the show (November 18th no sooner than 1 p.m. more details to follow. We do not send confirmation letters for your contracts. If you wish to confirm your contract has been received, you may contact us by the email or number below. An instruction letter with all remaining details including delivery instructions will be sent in November to all who have submitted contracts.

Your prompt reply is necessary in order to ensure your participation. Deadline for entries is October 30th. Due to space limitations at the village and the overwhelming response in the past few years, we will have to enforce limits on the number of houses we can accept and ask that you do not exceed the number of houses you contracted to create. We look forward to receiving your contract and hope you can be a part of Gingerbread Village this year.

Thank you!

Sincerely,

Teressa Gregory & Robin Dixon
Gingerbread Village Vice-Chairs

Enclosure

Callie Word
Community Development Manager
cword@etch.com
865-541-8488
865-541-8285 (fax)

Donate now at www.etch.com/giving

2018 Clinch Avenue
Knoxville, TN 37916
www.fantasyoftrees.org
p. 865.541.8385



Guidelines & Additional Information for Gingerbread Village Entries

The deadline for all Gingerbread Village Contracts is October 30th.

Sizes for Gingerbread Houses

Design and donate one or more gingerbread houses in the following categories:

Size		Number Needed
Large	24" x 24" base	16
Medium	18" x 18" base	34
Small	12" x 12" base	40
Mini	10" x 10" base	50

Guidelines for Gingerbread Houses

- Structures may be gingerbread houses, castles, trains or other creations
- Creativity is encouraged to make your house(s) as fanciful as possible. Carry a theme from the house to the landscaping around the house. Unusual application of food items is encouraged.
- House(s) must be full structure, constructed on a firm base of plywood or other solid material to stabilize the house for delivery (base sizes are listed in the categories above). Construction of the house should be as secure as possible to ensure that the house will not fall apart as the purchaser takes it home.
- House(s) should be made of non-perishable gingerbread, cookies and/or other cracker-type materials, with icing, candy pretzels and other foodstuffs appropriate to creative gingerbread houses.
- Glue should not be used as a material; only royal icing is recommended for strength and durability. Regular icing is not stable and may spoil and/or cause the house to fall apart. Egg whites work better than meringue powder in the royal icing.
- The base must be covered with foil and fully decorated with icing and other foodstuffs appropriate to scenery around the house.
- Houses are sold strictly as non-edible confections. However, hazardous materials are strictly forbidden.



Gingerbread Village Contract

Name of Business/Individual: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone (Office): _____ (Home): _____ (Cell): _____

Email: _____

1. I agree to donate to the Fantasy of Trees the following:

Size:	Large (24" x 24") House	Medium 18" x 18" House	Small (12" x 12") House	Mini (10" x 10") House
Number:	_____	_____	_____	_____

2. Please print name AS IT IS TO APPEAR ON SIGN:

Donating Designer Baker: _____

3. I agree to complete an inventory sheet of materials used to create the house(s) (to be turned in during set-up of the show). This inventory sheet will be used to estimate the sale price. I understand that actual pricing of houses will be done by a pricing committee from Gingerbread Village and may not be the same as the value recorded on the inventory sheet.

4. I understand the Fantasy of Trees will:

- A. Design the Floor Plan to incorporate appropriate space for each gingerbread house and make assignments of location.
- B. Provide appropriate fixtures for display of gingerbread houses.
- C. Decorate the immediate area with greenery, poinsettias and other items.

5. I understand that my house(s) are tax deductible donations to the Fantasy of Trees for the benefit of Children's Hospital and that upon Opening Night Preview Party the Fantasy of Trees/Children's Hospital has all rights to sell, auction or otherwise dispose of said item(s).

6. I agree to adhere to all guidelines for bakers as outlined by the Fantasy of Trees and I understand that the Fantasy of Trees reserves to right to impose additional rules and regulations applicable to this area.

7. I understand that the Fantasy of Trees shall have the right to establish and enforce quality control of designs and decorations in order to maintain a high standard of excellence.

8. I understand that all Gingerbread Village donors receive the following:

- A. Acknowledgement as a contributor to Fantasy of Trees.
- B. Complimentary ticket(s) to the Fantasy of Trees based on a fair and equitable plan based on Gingerbread House category (picked up at delivery to FOT).

Signed:

(Donor) (Fantasy of Trees)

(Date) (Date)

Mail to: Fantasy of Trees-Gingerbread Village, c/o Children's Hospital, P.O. Box 15010, Knoxville, Tn 37901
Phone: (865)541-8488 Fax: (865)541-8285

FOR OFFICE USE ONLY

Date Book List Confirmation