

**2024 Gingerbread Festival**

**Decorating Guidelines**

***Thank you for sponsoring a Crab Pot Christmas Tree. Please read over the guidelines below.***

***If you have questions, call Kay Coole, 252-808-2244***

Trees can be decorated with any style or theme you choose, so let your imagination run wild!

Sponsors are responsible for providing all decorating and display materials for their tree.

**Decorating Options**

* **Off-site:** To decorate your tree off-site, please contact Kay Coole to arrange a time to pick up tree from CCHH satellite office.Trees should be delivered to the Crystal Coast Civic Center, Thursday**, December 12th, 12:00 pm to 7:00 pm or Friday, December 13th, 8:00 am to 2:00 pm.**
* **On-site**: Crystal Coast Civic Center. If decorating on site, crab pot trees will be assembled and ready for you to decorate, **Thursday, December 12th, 12:00 pm to 7:00 pm or Friday, December 13th, 8:00 am to 2:00 pm.**
* Please allow 2-4 hours for decorating and bring a step stool with you if needed.

**Decorator Requirements**

* You will be provided with a 6 ft or 4 ft white crab pot tree with pre-lit clear lights
* Extension cords will be provided.
* A space of 5’ x 5’ will be provided for each tree and accompanying items.
* Convey a cohesive theme with decorations, color, concept, and gift items for the tree.
* Please provide the theme/name of your tree by **December 2nd**, to Kay Coole at [kay.coole@chhnc.org](mailto:kay.coole@chhnc.org)
* Trees are pre-lit with clear lights, but you may add lights if you choose.
* Your tree may be moved, therefore **all decorations, trim, etc. should be secured.**
* Decorations should be of high quality and enhance the overall value of the tree.
* If you choose to use personal items as part of the display that do not go with the tree, please provide a written list of the items to the Festival Committee. We suggest that these items also be marked “For Display Only”.
* **No living materials or perishable items** are allowed on or around trees.

**People’s Choice Award- $250**

*To be determined by the public vote*

**Best Topper - $150**

*To be determined by Judges*

**Most Unique- $150**

*To be determined by Judges*

Winners will be announced at the Awards Ceremony on Sunday, December 15th, 4-5pm.

**Pick-up/Delivery of Trees**

* Purchased trees and any personal items must be picked from the Civic Center on **Monday, December 16th, 9:00 am to 12:00** **p.m**.
* Any tree not sold will become the property of the Gingerbread Festival and the Crystal Coast Hospice House

***Thank you for donating your time and effort to help make the Gingerbread Festival a sweet success!***

***All proceeds support SECU Crystal Coast Hospice House***

PO Box 640, Newport NC 28570 www.thegingerbreadfestival.com 252.808.2244