



WausauFestivalofTrees.org | November 25-30, 2025

General Decorating/Donating Guidelines

Keep in mind items, including trees, will be transported after purchase.

- Any tree/wreath/centerpiece/display, etc. donated becomes the property of the Festival of Trees ("Festival") or the eventual owner. The display will be sold or auctioned off with all proceeds going to Festival of Trees. The designer is responsible for providing Festival with a list of decorations NOT included with the display.
- **All decorations must be wired/secured on** to the tree, wreath, centerpiece to secure and prevent damage during transportation to the winner. This includes garland, ribbon, fillers, etc. Glue the ornaments to their caps in order to make them more secure.
 - **Festival will provide pre-lit artificial trees for you to decorate, or you may provide your own.** If you would like the Festival of Trees to provide your tree, and you did not already make a tree selection with Heather Martell a few months ago, please get in contact with her ASAP.
 - Tree sizes vary from tabletop mini trees to 7.5-foot, or some specialty trees. Measurements are from the floor to the top of the tree. We will do our best to accommodate requests.
 - Tree sections need to be permanently attached for transportation purposes.
 - If using your own large tree that needs to be assembled, please coordinate a drop off time/date to ensure it is assembled and to avoid waiting at the facility on decorating day.
- The Total estimated value of item is required on item drop off/decorating day. Remember to calculate the *original value(s)* of all decorations, ornaments, extras under the tree, etc. - even if you paid sale price.
- NO live greens as these items are out for over a week.
- Decorations and items under the tree must be non-flammable or treated with non-flammable spray.
- The Festival will provide an extension cord or power strip for item that needs electricity.
- **Battery operated items must be noted at check-out for the Festival to turn on/off each day.**
- Additional light sets must be brand new, U.L. approved, and connect independently.
- Designers must provide tree skirt, cuff, or cover for the base of tree.
- Doors and wreath hangers are provided by the Festival to display, or you may bring your own if you wish.
- Gift baskets do not need to be in a gift bag, nor should they be wrapped in plastic, as it is easier to see all the items *without*.



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- Gift certificates may be included. Do not display the original gift certificate; Festival will secure until the end of the week. A copy of the gift certificate can be displayed with tree/item/basket. Contact Festival early for help with making copies.
- If large items are used to place under or beside the tree, **please inform the Aspirus Health Foundation/Festival ASAP to accommodate space needs and placement in the room.**
- Please keep in mind the total weight of a decorated item and remember the item may be boxed and the tree will be shrink wrapped to be safely transported to the proud purchaser after the event.
- Boxes left for packing up items going to purchaser should be labeled with your item/tree number for storage during the Festival.
- Themes should be chosen for marketing appeal and tastefully decorated. Theme must be acceptable for any home or business. Festival reserves the right to decline acceptance of any items it deems not appropriate for a family holiday festival. No political or controversial themes allowed.

IMPORTANT DATES

- **FRIDAY, OCTOBER 24th - Decorator/Donor Commitment Registration Deadline** *Registration after this date is accepted if space is available. Please complete one online form for every decorated/donated item. Example: You are decorating three wreaths. You will complete and submit three, separate online forms.*



- **SATURDAY, NOVEMBER 1ST - Signage Information/Details & Description Due**
To be included in Festival printed program, all decorated/donated items need a title and decorator/donor name(s) submitted by 11/01/25 deadline.



Signage with item(s) may be adjusted until Monday, November 17. You will then review it on decorating day or during item drop-off.

- **ITEM DROP OFF & DECORATOR DAYS at Central WI Convention + EXPO Center**
Friday, November 21, 2025: 11am-4pm - ITEM DROP OFF DAY ONLY (not decorator day)
Saturday, November 22, 2025: 1pm-6pm – ITEM DROP OFF & DECORATOR DAY
Sunday, November 23, 2025: 9am-4pm - ITEM DROP OFF & DECORATOR DAY

THANK YOU for your generous support of the *Festival of Trees!!*



QUESTIONS? PLEASE CONTACT HEATHER MARTELL
FestivalofTrees@aspirus.org | WausauFestivalofTrees.org
Aspirus Health Foundation: 715.847.2470 | aspirus.org/foundation

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