



**DESIGNER
MANUAL**

Updated: 2020

Table of Contents

What is Quad City Arts?.....	4
Defining Designers, Benefactors, Sponsors, & Signage.....	7
Trees	8
Rooms	15
Hearth & Homes	16
Holiday Entries	18
Doors	20
Designer Set-Up Information.....	21
Judging Criteria & Awards.....	22
Notes	25

What is Quad City Arts?

Thank you... On behalf of Quad City Arts Festival of Trees, thank you for supporting the arts by choosing to design for one of the top 10 fundraising events in the nation of its kind. You will thrill tens of thousands of Festival guests with your creativity. Festivals of Trees designers are the magnet that brings the community to the RiverCenter. For the next several months prior to Festival, this manual will be your Festival of Trees designer guide. The manual includes the general decorating requirements for creating Rooms, Trees, Hearth & Homes, Holiday Entries, and Door Designs. Again, we thank you for your generous commitment of time and dedication to Quad City Arts Festival of Trees.

Quad City Arts' Mission & Vision

Quad City Arts is a nonprofit, local arts agency dedicated to enriching the quality of life in the Quad City region through the arts. We envision a vibrant, dynamic Quad City region where artists, residents and visitors are engaged in diverse opportunities in the arts and humanities.

We are guided by these principles:

- Highest possible quality
- Unique breadth and depth of programming
- Accessibility to the arts for all
- Sustained and substantial impact.

Goals that have been identified to guide our activities:

- Engage the community in the arts and humanities through the highest quality, comprehensive programs and services.
- Provide opportunities for artists as contributors to the social, cultural and economic well-being of our community.
- Serve as an advocate of the arts by building an appreciation and recognition of the role of the arts and artists.
- Create wide-spread accessibility of the arts through increased efforts in building diversity of people, programs and venues.
- Increase awareness of Quad City Arts.
- Provide support systems that will ensure the development, maintenance and longevity of the arts and humanities through Quad City Arts.

Quad City Arts' History

Quad City Arts Council was founded in 1970 in Illinois as an arts advocacy organization that operated a visual arts gallery and re-granting program featuring local performing artists. Visiting Artists, Inc., born from the Council's residency program, was chartered in Iowa in 1974 and presented multi-disciplinary performing arts residencies in schools, factories, and community centers. In 1986, Festival of Trees was created as a fundraiser for Visiting Artists, Inc. In 1988, these entities, along with the Bix Arts Festival, recognized their common interests and merged to form Quad City Arts. The four groups are still represented in the agency's four-sided logo and their roles remain evident today.

Acting on an urban renewal opportunity in 1990, Quad City Arts began the renovation of a department store for its offices and gallery space that became the cornerstone project in the revitalization of Rock Island's downtown, The Arts & Entertainment District. Quad City Arts currently operates out of this location and is a local, non-profit arts organization serving the residents of Rock Island, Henry, and Mercer counties in Illinois and Scott, Clinton, and Muscatine counties in Iowa. The organization's dual role of presenting the arts and humanities, as well as serving as an arts resource, allows them to serve more than 350,000 people annually in the Arts Center in Rock Island and at over 300 rural and urban community sites, as well as expose an additional several million through public art programs. Quad City Arts has a staff of seven, a 20-member board of directors, more than 150 community members serving on committees, and a volunteer corps of more than 3,000.



1715 Second Avenue
Rock Island, Illinois 61201
Phone: (309) 793-1213
Fax: (309) 793-1265
www.quadcityarts.com

Administrative Office Hours
Monday – Friday 9 am – 5 pm

Gallery Hours
Tuesday – Friday 10 am – 5 pm; Saturday 11 am – 5 pm; (Mondays by appointment only)

What is Quad City Arts?

Role in the Community & Programming

Quad City Arts is a local nonprofit arts organization presenting arts and humanities programs and services through:

- Performing Arts: Visiting Artist Series & residencies
- Visual Arts: Exhibition galleries, Sales gallery, Presenting opportunities, Off-site facilitated exhibits
- Public Art: Art in public spaces, Art at the Airport
- Metro Arts: Summer Youth Employment, Apprentice & job skills training for teens.

Quad City Arts is a local nonprofit serving as an arts resource to artists of all disciplines and nonprofit organizations through the following services:

- Arts Dollars: Grants to artists and nonprofit organizations.
- Artist Resource Guide: Artist referral tool for educational programs.
- ArtsCenter: Educational opportunities, nonprofit meeting space, and serving as a satellite site for Illinois and Iowa Arts Councils' workshops and meetings.
- Festival of Trees: Festival of Trees is Quad City Arts' major fundraiser. Festival is a 10-day celebration of the holidays, featuring displays and special events. More than 2,000 volunteers, including a 20-member management team and 100-member steering committee are responsible for Festival's success. Festival funding assists Quad City Arts with every program and service offered.

All Quad City Arts programs are funded in part by Festival of Trees, Quad City Arts Partners, and operating grants from the Illinois Arts Council, a state agency, and the Iowa Arts Council, a division of the Department of Cultural Affairs.

Defining Designers, Benefactors, Sponsors, & Signage

Designers

A Designer is a creative individual or team that helps to bring the splendor of Festival of Trees alive by crafting marvelous room settings, trees, hearth and homes, holiday entries and door designs.

Benefactors

A company or individual that financially helps with the expenses the designer incurs. Quad City Arts **DOES NOT** provide designers with Benefactors. It is the obligation of the designer to find a benefactor if needed. (*Signage for Quad City Arts Festival of Trees will designate Designer, Benefactor and Sponsor for designs*).

Sponsors

A company or an individual that assumes the monetary responsibility of underwriting the significant operating expenses and special events that take place during Festival of Trees. Your design represents, but is not financed by a Sponsor. It is **NOT** the responsibility of the designer to recruit a Sponsor, unless the Sponsor is also the Benefactor. Quad City Arts obtains the rights to assign Sponsors to designs. (*Signage for Quad City Arts Festival of Trees will designate Designer, Benefactor and Sponsor for designs*).

Signage

All signs detailing designer, designer benefactor and Festival sponsor information are provided by Festival of Trees. Signage information is obtained through designer contracts. No company logos are allowed on or under designs. Company names will be listed on signage. For special requests, please contact Pat Wohlford (563) 349-5511 or Kaleigh Trammell (309) 793-1213 ext. 102.

Trees

The tree you design will be sold at Festival of Trees to help Quad City Arts raise funds in support of community arts programming. When considering what to do for your tree design, please keep in mind that your tree must have broad appeal.

Tree Sizes & Costs

A high quality green spruce artificial tree will be provided to you by Quad City Arts. If designers wish to special order an alternative tree (any style or color) through our vendor, Quad City Arts will reimburse designers the wholesale cost of the tree Quad City Arts would have provided; however, the cost difference of the alternative tree will be at the designers' expense and the designer must allow extra time for delivery of special orders. **If a designer chooses to use a tree from a vendor other than the Quad City Arts tree vendor, the entire cost is at the designer's expense.** The minimum tree size is 4.5 ft.

Trees Provided by Quad City Arts:

	Slim	Regular	Pencil	Slim Pre-lit	Regular Pre-lit	Pencil Pre-Lit
Tree Size	6.5 ft & 7.5 ft	4.5 ft, 6.5 ft & 7.5 ft	6ft x 27"	6.5 ft & 7.5 ft	6.5 ft & 7.5 ft	6ft x 27"
Tree Cost	Free	Free	Free	\$75.00	\$75.00 *	\$75.00*

If you are interested in ordering alternative trees from our vendor, contact Pat Wohlford at (563) 349-5511

* Extra costs to designers are for pre-lit trees only. Pre-lit trees are in limited quantities and will be provided on a first come first serve basis as we receive signed designer contracts. If quantities are diminished when we receive your contract, your **\$75.00** will be refunded to you.

Tree Pick-Up Information

If you are using a Festival provided tree, please pick up your tree from the following vendor:

Tree Vendor	Contact Person	Pick-Up Dates/Times
Bonnet Wholesale Florist 119 East 8 th Street Milan, Illinois 61264	Brenda Schwartz (309) 787-4401 x 326 Kent Bonnett (309) 787-4401 x 327	See "Important Info" packet for pick-up dates. Trees ONLY available by appt. Tues-Thurs, 9am-4pm.

*Assembling Your Tree

Designers using trees not supplied by Festival MUST obtain the plywood base, dowel, and directions listed below:

The tree will come in a shipping carton, size will vary according to tree size, but most will fit in a car or van. It will need to be assembled, fluffed, and shaped before lighting and decorating. A regulation stand, tie wraps, plywood base and wooden dowel are included at no cost with your tree. Attach the tree stand to the plywood base, per instructions provided when you picked up your tree. The bottom section of the tree should be placed in the tree stand. At this point, please insert the dowel in the metal tree trunk. *The dowel is required to stabilize the tree. Then continue assembling the tree making certain each section is "seated" properly. After your tree is assembled, straighten it by tightening the three screws on the bottom section. PLEASE HAND-TIGHTEN THE SCREWS ONLY - DO NOT USE FORCE.

When moving your assembled tree from one place to another, pull it carefully with the bottom branches. Do not try to tip it from the top as this puts stress on the trunk and the trunk may crack.

Please remember, it takes considerable time to fluff and light your tree. We strongly recommend you pick up your tree and accomplish this prior to set-up. If you prefer not to pick-up your tree prior to set-up date, the tree, stand, base, and dowel will be available at the RiverCenter on set-up days.

Trees

Theme of Tree

Trees should be acceptable for any home or business and be tasteful in color, design, proportion and decoration. REMEMBER: The first overall appearance of your tree is what will draw customers to your tree for a closer look; this will help sell your tree. Well-designed trees sell the best. Traditional themes also sell very well. When designing a tree, don't limit your buying crowd by choosing off colors & themes. For special requests, please contact Pat Wohlford (563) 349-5511 or Kaleigh Trammell (309) 793-1213 ext. 102.

Please note: Festival of Trees does not allow any trees, doors, etc., featuring political parties/candidates.

Quad City Arts reserves the right to reject any designs that do not align with our mission. This may include, but is not limited to: any violent or harmful messages or imagery, commercial promotional items, and political statements of any kind.

No company/organization logos are allowed on or under the tree or in the rooms. Company names will be listed on signage.

*Lighting

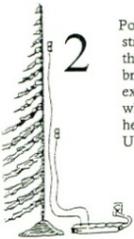
All Designers MUST follow these lighting guidelines. There are many different brands of lights, but purchase only quality lights. Do not use old lights. The lights you purchase must be independent of each other so if one light goes out, all the others stay lit. Test each strand of lights you purchase to make sure this occurs. Test the lights before putting them on the tree and again before putting on the decorations. Bring extra bulbs to Festival. Do not plug more than 2 strands of lights together. If using large bulbs, please provide a surge protector. Don't forget to provide extra extension cords – 12' recommended. The extension cords you supply will be sold with the tree. Be sure to remove all tags from the lights! Moving the tree can shake the lights loose, so they must be securely wrapped or wired to the tree branch.

5 Steps to Lighting a Tree

1 As soon as a carton of lights is opened, plug the lights into a power source so that you can tell if there are any missing or defective bulbs. (Keep lights plugged in the whole time you are decorating the tree.)

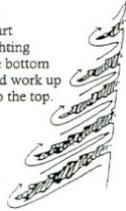


4 Wrap the lights from the trunk of the tree out to the tip of each branch, then back to the trunk again. Continue to the highest branches of the tree.



2 Position a power strip at the base of the tree and plug in brown or green extension cords (not white). Be sure to use heavy duty cords with UL certification.

3 Start lighting the bottom and work up to the top.



5 Make sure that lights do not hang loosely from the branch.

PLANNING YOUR TREE

GUIDELINES FOR TREE DECORATIONS			
Tree Height	Miniature Light Bulbs	Feet of Garland	Number of Ornaments
2'	200	10'	20-25
3'	300	24'	35-50
4'	400	40'	50-75
6'	600	75'	100-150
7'	700	90'	150-200
7½'	750	100'	175-275

*Decorations

Remember, your tree will be judged with dim lighting at the Festival site with the tree's lights on. Be certain your decorations enhance the tree when the Festival site's lighting is dim and the tree's lights are on. We suggest you do not use glass ornaments. If you insist, please be prepared to assist our Tree Shepherds in packing your tree so that it arrives at its new home without breakage. Be sure you have enough decorations. It is easier to take a few home or return them to the store than to search for more decorations at the last minute. Use decorations of high quality, as the tree's buyer may use them for many years. The larger the ornaments, the fewer you will need. Decorations smaller than four inches are not easily visible.

*Wiring decorations onto the tree with florist wire or mini tie-wraps is necessary to prevent damage during transit. All wire should match the color of the tree. Wrap the wire firmly and tightly, using several twists to secure ornaments to the branches of the tree.

*All ornaments with an inserted or slip-on hanging attachment (usually found on purchased ornaments) must be glued where the two pieces meet so the "hanger" cannot slip out. Hot glue sticks are NOT recommended. We suggest glues such as Super Glue, Liquid Nails2, or E6000 Industrial Strength (available at Hobby

Trees

Lobby, Floral Connection or Michael's). BECAUSE OF DIFFICULTY DURING TRANSPORTATION, TREE TOPPERS SHOULD BE LIGHTWEIGHT AND REMOVABLE.

No company logos are allowed on or under the tree or in the rooms. Company names will be listed on signage. For special requests, please contact Pat Wohlford (563) 349-5511 or Cheryl DeCap (309) 793-1213 ext. 100

Signage

All signs detailing designer, designer benefactor and Festival sponsor information are provided by Festival of Trees. No company logos are allowed on or under the tree or in the rooms. Company names will be listed on signage. For special requests, please contact Pat Wohlford (563) 349-5511 or Cheryl DeCap (309) 793-1213 ext. 100

Underneath It All: Tree Skirt and Accessory Decorating

Trees will be elevated on a sonotube base (12 in. or 18 in. or 24 in.) provided by Festival, unless you are providing your own decorated base. The sonotube (22 in. diameter) must have a decorative treatment complimenting the tree, which completely covers the sonotube and tree stand, such as a tree skirt, draping or container. Note: Sonotubes are not included in the sale of the tree.

We recommend that you give your tree added value by including items under your tree that compliment your tree theme and are in proportion to its size. List these items on your contract or provide a separate list of these items so they can be identified on your sign.

*All items placed under the tree are sold with the tree.

These items must have **accompanying boxes*** for storage and transportation purposes, which you should leave with the tree when decorating is finished. Label boxes with your name, title of your tree and floor number. The boxes will be used to transport tree skirt or draping, tree toppers and all items under your tree. Please do not put any items under the tree that you want back.

Moving the Tree

After Festival, your tree will be boxed, picked up, moved and delivered, so decorations must be securely wired to the tree. Please keep in mind that most trees are purchased for residential use. When considering the height and width of your tree, remember that standard doorways are 36 in. wide x 80 in. tall. The top decorations must be lightweight and designed for easy removal and replacement for transport to the buyer. Remember, these trees will be transported - decorative items must be secure and in good condition when they arrive at the purchaser's home or business. Designer's assistance may be required for trees of fragile nature.

*Check-In

We encourage you to come early with your design. Upon arrival, go to the RiverCenter Loading Dock, Pershing between 2nd and 3rd St. for check-in and floor location. LUNCH WILL BE AVAILABLE FOR DESIGNERS ONLY ON SATURDAY AND SUNDAY.

*Check-Out

When your design is complete, a member of the Designer Recruitment Team will check you out after checking compliance on starred items (marked with *) in this manual. You will also be asked to proof-read your sign for errors or changes.

*Tree Decorating Details & Recap

Position the tree stand on the provided 24 in. x 24 in. plywood base. Mark and drill holes. Attach stand to board with tie wraps. Attach the tree stand to the plywood base, per instructions provided when you picked up your tree. The bottom section of the tree should be placed in the tree stand. At this point, please insert the dowel in the metal tree trunk. The dowel is required to stabilize the tree. Hand-tighten screws. Note: DO NOT USE FORCE. Designers using trees not supplied by Festival must obtain materials to follow these instructions. (See pages 8-9 for complete information.)

Trees

Fluff and shape your tree.

Position a power strip at base of tree and plug in extension cords.

You may need more than one extension cord depending on the number of lights you put on your tree. (See *Lighting Diagram* on page 10).

Do not plug more than two light strands together. Use high quality new lights, preferably with a replacement fuse.

Lights should be independent of each other. When one goes out, remainder should stay on.

*Tree topper must be removable for packing and delivery. *Box needed.*

When the hanging attachment on an ornament can be pulled out, it needs to be glued before wiring to the tree.

Use large, lightweight ornaments, they show better and fewer are needed. We discourage glass ornaments due to fragile nature during transport. If used, please be prepared to assist our Tree Shepherds in packing your tree for

transport to prevent damage. Ornaments and decoration must be wired to the tree. Use a tree skirt, draping or attractive covering to hide tree stand, base and sonotube. We try to honor your choice in height of the sonotube (12 in. or 18 in.)

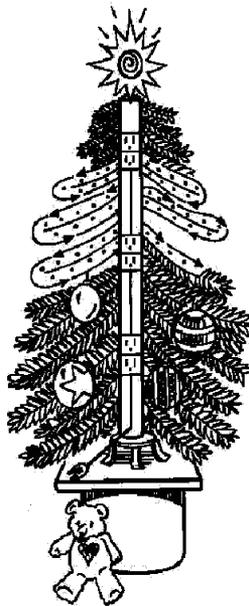
The skirt or draping will be sold with the tree. (Sonotube not included in the sale.)

All decorations under the tree are sold with the tree. You must provide a box in which to pack these items for transport. Please label box with your name, title of your tree, and floor number.

Trees should be acceptable for any home or business and be tasteful in color, design, proportion and decoration. Remember this is a fundraiser, please consider general appeal.

Trees

Please remember that **NO COMPANY/ORGANIZATION LOGOS** are allowed on or under the tree or in the rooms. Company names will be listed on signage. For special requests, please call Pat Wohlford (563) 349-5511 or Cheryl DeCap (309) 793-1213 ext. 100.



General Decorating Information

Important: Room Designers MUST read Tree design information because all rooms include a tree (see pages 8 – 14).

Room designers will be responsible for the interior design of the entire room as well as the decoration of the 7.5 ft. tree provided by Festival. Festival will provide and set up three walls. Designers will need to provide manpower and equipment for installation and teardown of all elements of their room.

The room is constructed of 3 plywood walls. Dimensions are 10 ft. wide by 8 ft. deep by 8 ft. high (see diagram below). We cannot guarantee wall dimensions are precisely 10 ft. by 8 ft. Please call Pat Wohlford at (563) 349-5511 if you need to measure prior to set-up. The plywood walls must be covered or painted, but the covering must not be permanently attached (stapling is acceptable). The floor area needs to be covered as well. Your room will be visible from the second floor.

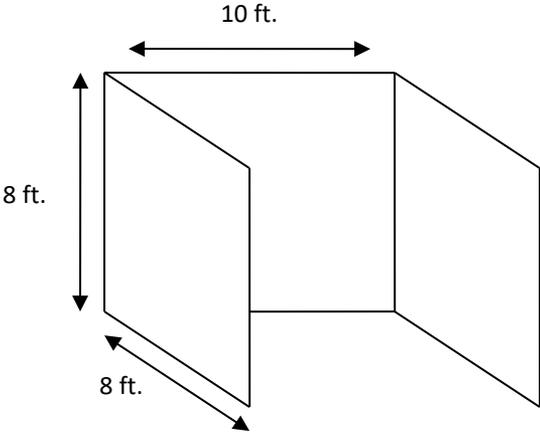
Each room must be completely furnished. Nothing in the room will be for sale except the tree and all items under it; however, designers may choose to include other items from the room to be sold with the tree. Additional item(s) will be noted on signage.

Please note: Festival of Trees does not allow any trees, doors, etc., featuring political parties/candidates. Quad City Arts reserves the right to reject any designs that do not align with our mission. This may include, but is not limited to: any violent or harmful messages or imagery, commercial promotional items, and political statements of any kind. No

company/organization logos are allowed on or under the tree or in the rooms. Company names will be listed on signage.

Rooms

Room Diagram



Hearth & Homes

*General Decorating Information

Each Hearth & Home display contains a mantel, 16 in. deep by 60 in. wide; a standard 6-panel door measuring 80 in. tall by 36 in. wide (6.5 ft. by 3 ft.); and a 20 in. table (*table not shown in diagram*). Decorations for a Hearth & Home unit should include mantel, table-top, and door design. As an option for decorating the table-top, you may pre-order from Festival, a 2 ft, 4.5 ft or 6.5 ft slim tree.

***Space between displays will be limited to 11' max. Please be considerate of other designers when planning for extra items in your display.** Any other decorations to the unit (wall above mantel, firebox, rug or floor covering, additional furniture, etc.) are the designer's choice, but they must be included in the sale. There can be no exceptions.

Please note: Festival of Trees does not allow any trees, doors, etc., featuring political parties/candidates. Quad City Arts reserves the right to reject any designs that do not align with our mission. This may include, but is not limited to: any violent or harmful messages or imagery, commercial promotional items, and political statements of any kind. No company/organization logos are allowed on or under the tree or in the rooms. Company names will be listed on signage.

Trees require boards for delivery.

You may provide your own table (will not be sold unless noted on sign) or use one provided by Festival, which is 20 in. in diameter by 26 in. high. The designer must furnish a table covering to be sold with the unit.

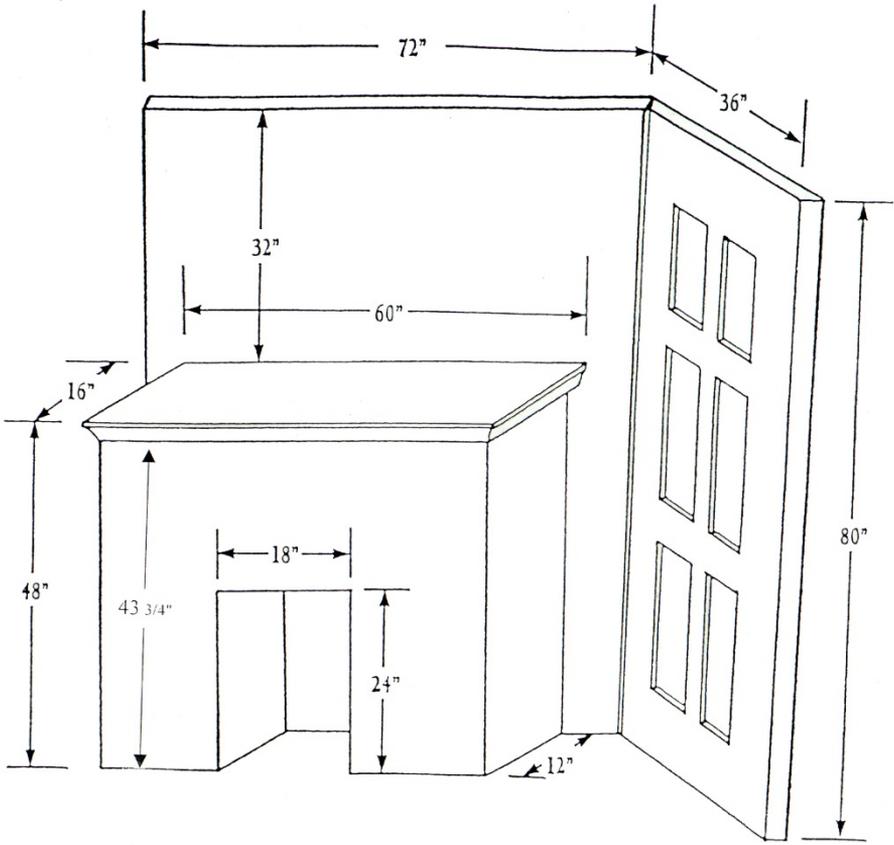
A wreath hanger will be provided. The door and mantel will be spotlighted. If your design needs additional lighting, electrical outlets are available behind the wall unit for plugging in extension cords.

PERMISSION TO PAINT THE WALLS OF HEARTH & HOMES WILL BE GIVEN ON AN INDIVIDUAL BASIS. WALLS MAY NOT BE PAINTED WITHOUT SPECIAL CONSENT. FOR ADDITIONAL INFORMATION, PLEASE CONTACT PAT WOHLFORD AT: (563) 349-5511

ALL ITEMS ON OR IN THE HEARTH & HOME UNIT WILL BE SOLD; THEREFORE, DO NOT INCLUDE ANYTHING THAT YOU DO NOT WANT TO BE SOLD.

Hearth & Homes

Hearth & Home Diagram



Holiday Entries

General Decorating Information

Each Holiday Entry unit contains a set of 4 steps (each 24 in. wide x 8 in. deep) connected to a 48 in. railing. The steps are hinged to a standard 6-panel door measuring 6 ft. 8 in. tall (80 in.) by 36 in. wide. The height of the stair unit, including the railing, is 68 in. (*see diagram.*) Please note bottom 12 in. of door are mounted behind stair unit.

Decorations should include a door design and designs for the steps and railing. To make a stair runner, the fabric length is 58 in. (if hems are needed) x 24-30 in. wide. This can be stapled down. Other standing designs or figures may be included. About 3 square feet of floor space will be available on the right side of the unit for more décor.

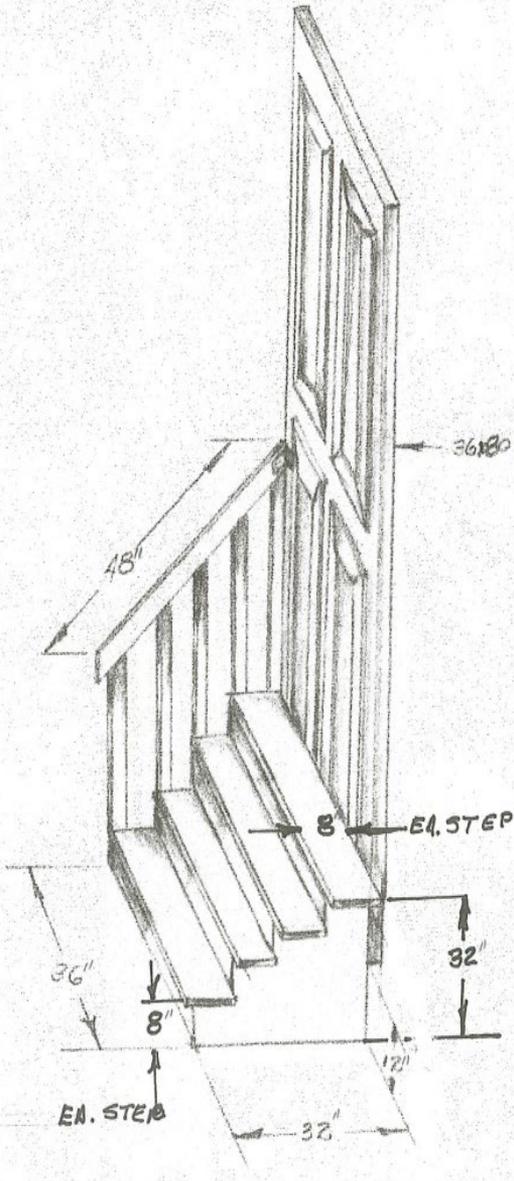
Since the Holiday Entry can be designed for use outside or inside the front entry to a home, the designer may include a design suitable for a foyer or porch table. The table would not be included in the sale and Festival of Trees will provide a decorator table (20 in. diameter by 26 in. high) for the designer's use if requested or designers may use your own table. If a table is used, a table covering must be provided and will be sold as part of the Holiday Entry. A Festival provided 2 ft. tree is available by request.

You may also request a 4.5 ft. tree or a 6.5 ft. slim tree to be decorated in your theme and placed besides the stairs. *Space between displays will be limited to 4 feet beyond right side of stairs. Please be considerate of other designers when planning for extra items in your display. Trees of this size require boards for delivery. A wreath hanger will be provided. The door will be spotlighted and you may include lights within your designs if desired. Electrical outlets will be available behind the unit for extension cord hook-up if you have included lighting.

**ALL ITEMS ON OR IN THE HOLIDAY ENTRY DESIGN ARE FOR SALE. DO NOT INCLUDE ANY ITEMS THAT YOU DO NOT WANT TO BE SOLD. **

Please note: Festival of Trees does not allow any trees, doors, etc., featuring political parties/candidates. Quad City Arts reserves the right to reject any designs that do not align with our mission. This may include, but is not limited to: any violent or harmful messages or imagery, commercial promotional items, and political statements of any kind. No company/organization logos are allowed on or under the tree or in the rooms. Company names will be listed on signage.

Holiday Entry Diagram



Doors

General Decorating Information

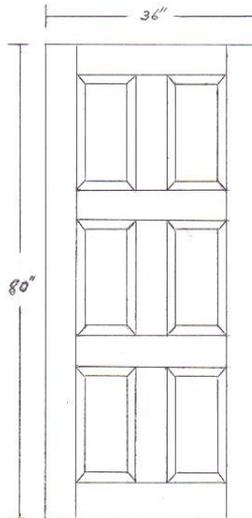
Door designs are for an interior or exterior decorative holiday (i.e. wreaths, swags, etc.) piece for a door. Each decoration will be displayed on a 6-panel door, 6 ft. 8 in. (80in.) by 36 in., furnished by Festival.

A wreath hanger will be provided and each door will be spotlighted. Electric outlets are available behind doors for extension cord hookup if your display is designed to be lighted.

Colored Doors

A great way to make your door design complete is to choose a complimentary color for your door. The colors available are white, red, and green. If you are interested in a red or green door, please contact Pat Wohlford at 563-349-5511 for color specifications. If you do not request a colored door through Pat, your design will be hung on a white door. If you choose to cover a white door, be sure your covering (fabric, paper etc.) showcases your door piece.

Door Design Diagram



Set-up Location

RiverCenter (South) Great Hall
136 East 3rd Street
Davenport, Iowa 52801

Please enter the RiverCenter Loading Dock on Pershing Street between 2nd & 3rd Street for check-in and floor location. Dock space is limited so please be timely with your unloading.

Important:

- Only authorized decorators and personnel will be allowed on the Festival site.
- Food will be available for designers only.
- **Please, No children during set-up.**
- We encourage you to come early with your decorations, equipment, tree skirt/drape and boxes.
- Check in and find your assigned space on the floor and begin decorating.

Items to bring for set-up:

- Heavy-duty extension cords (12').
- Wire matching the color of your tree.
- Box(es) for the skirt, drape, tree topper and decorations displayed under the tree, clearly labeled with your name, title of tree and floor number. If you have gift certificates please give them to a committee member to be put in safe keeping until given to the purchaser of your tree.
- Glue, glue sticks, glue guns and extension cords for them.
- Tape.
- Needle-nose pliers.
- Wire cutters.
- Scissors.
- Stapler.
- Ladder reaching the height of your tree.
- Extra tree lights/bulbs.

Judging Criteria & Awards

Judging Criteria

- Six independent judges, chosen by the Design Judging Committee, will determine awards
- No distinctions will be made between professional and non-professional designers
- Each design will be judged in three areas: composition, materials, and aesthetics. Designs will be judged without signage so designer names, sponsors, and benefactors won't be displayed during the judging process. However, judges will have the entry's title.
- In the design categories of Hearth & Homes, Holiday Entries & Rooms: 1st Place, 2nd Place and 3rd place ribbons will be awarded for the best in that classification.
- In the Door Design category: 1st Place, 2nd Place and 3rd place ribbons will be awarded for the best in the classifications listed below. Designers must choose a classification for their door to be judged.
 - Door Designs: Designs not circular in shape.
 - Door Wreaths: Circular designs of wreath shape.
- Tree and Tree in Room categories will be awarded 1st Place, 2nd Place and 3rd place ribbons for the best in the classifications listed below. REMINDER: There must be at least four (4) entries in a category for all ribbons to be awarded. If there are fewer than four (4) entries, fewer ribbons will be awarded at the discretion of the judges.

Tree/Tree in Room Judging Categories are in the process of being updated. Notification of new judging categories will be sent to all Tree Designers when finalized.

Judging Criteria & Awards

Categories Selected by Judges Only

These are categories not chosen by designers, but are judges' awards.

Best First-Time Designer

One ribbon will be awarded to first-time designers in each design category, based on overall creativity and content.

Best of Show

One Best of Show ribbon winner will be chosen from all First Place ribbon winners in the Tree/Tree in Room judging categories.

One Best of Show ribbon winner will be chosen from all First Place ribbon winners in the Holiday Entry, Hearth and Home, Doors and Rooms design categories.

Festival Theme

One ribbon may be awarded for the design best capturing the Festival of Trees Theme, which varies by year, in design areas of Doors, Hearth & Home, Holiday Entry, Tree/Trees in Rooms, and Rooms.

Honorable Mention

If the Judges notice an outstanding design element, exceptional concept, or special feature capturing their attention, a ribbon entitled "Honorable Mention" may or may not be awarded in any or all classifications. The entry must not have won any other ribbon.

Other Awards

Designers' Choice

Designers will vote for the design they like best and one ribbon will be awarded to each of the design areas. Ballots will be in Designer Check-in Packets. Place ballots in ballot box at the Information/Sales Desk.

