



# 2024 FESTIVAL INFORMATION & GUIDELINES

## About the Festival of Trees:

The Festival of Trees is a **fundraising event organized by Esthers Rising**, a faith based non-profit organization in the Black Hills. All funds raised from this event benefit Esthers Rising in their mission to build a restorative care home and to continue providing restorative care to adolescents who have been or are at risk of sexual exploitation or trafficking

Public viewing of the trees will be open and FREE to the public December 11<sup>th</sup>-December 13<sup>th</sup> from

LIVE auction event will be held downtown at the *Dahl Arts Center* (713 7th Street, Rapid City) on the evening of December 13<sup>th</sup>.

## What you need to know:

- \* Applications for tree/wreath design must be submitted to Esthers Rising no later than November 8<sup>th</sup> and are subject to approval of design specifications. **Limit of 20 trees and 8 wreaths for 2024**
- \* Trees to be supplied by each designer/sponsor – trees must be artificial and should stand between 4-9 feet. Wreaths may be artificial or real and must be in healthy condition at time of auction
- \* Trees/wreaths will be on public display from December 11-13<sup>th</sup> and auctioned to the public on the evening of December 13<sup>th</sup>
- \* All trees are required to have a sturdy tree stand and tree skirt that compliments the tree
- \* All ornaments and decor items **must** be secured to the tree/wreath with wire
- \* All items on, under, or around the tree will be sold with the tree for auction. Do not include anything in your design that you do not want sold
- \* All signs detailing designer and sponsor information are provided by Festival of Trees. **No company logos are allowed on the tree** but can be placed under
- \* Trees/wreaths will be delivered to auction winners or picked up from the Dahl Arts Center on Saturday December 14<sup>th</sup> before 11am. If your tree does not require extra care, you do not need to be present on pick up day. Designer's assistance may be required for trees of fragile nature
- \* **Themes must be family friendly**; they are not to include affiliation to drugs, explicit content, political views, etc. Festival of Trees reserves the right to approve all designs

## Decorating Tips & Regulations:

- \* Well-designed trees and traditional themes sell the best but let your creativity soar! Be sure to decorate all sides of your tree
- \* Include a festive title and description for your tree/wreath that will be displayed with your group or company name
- \* Only new or hand-crafted decorations are allowed
- \* 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 4" are not recommended, as they are not easily visible
- \* Decorations should be in proportion to the size of the tree. Make sure your tree is FULL using fillers, garlands, fabrics, decorations, and ornaments
- \* All spraying or gluing must be done prior to decorating day or outside and is not permitted at the event facility. Glitter is not permitted unless already on the ornaments
- \* Gifts placed under the tree must be visible and unwrapped; please provide a box if including items under the tree for transportation purposes
- \* Gift cards and small valuables will be listed on the custom tree sign and kept in a safe location to be delivered with the tree/wreath
- \* One outlet will be provided per tree. We cannot guarantee that additional outlets will be available. Wreaths will not have an outlet; batteries are recommended for lights displayed on wreaths, please provide extra batteries
- \* Please purchase only quality lights, do not use old lights. Test the lights before putting them on the tree and again before putting on the decorations. Secure lights with wire. For the best results, do not plug more than 2 strands of lights together. **Esthers Rising will supply extension cords**
- \* No external spotlights or projectors are permitted
- \* 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. We suggest glues such as Super Glue, Liquid Nails<sup>2</sup>, or E6000 Industrial Strength
- \* Wire decorations onto the tree by twisting florist wire or mini tie-wraps around tree branches 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
- \* Tree toppers should be light weight and removeable. Please provide the original packaging for fragile items, like toppers. These will be used for delivery of the tree to its new home
- \* Be sure to bring all supplies you will need to complete your decorations. This may include: cart or dolly, step ladder, scissors, tape, floral wire, wire cutters, glue, ornaments, filler
- \* All decorating must be completed within the decorating period listed below in the schedule

# 2024 Tree Designer Schedule

**November 8**

Designer applications deadline

**November 26**

Silent Auction items due

**December 1**

FINAL description submission information due for PRINT DEADLINE.  
Information provided after this date will not be featured in the auction.

**December 10 // 9am-7pm**

Set up at Dahl Art Center; designers can bring items pre-decorated or decorated onsite. ALL décor must be completed by 7pm

**December 11-13 // 10am-5pm daily**

Public viewing at the Dahl Arts Center

**December 13 // 5pm-8pm**

Live Auction! Tickets to this event are \$25/person

*\*1 FREE ticket to the event per designer*

**December 14 // 9am-11am**

Tree Delivery or Pick Up

Scan QR  
Code to  
Apply Now!



If you have any questions, please contact:  
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