

Chesapeake Cancer Alliance

PRESENTS

THE 8TH ANNUAL FESTIVAL OF TREES LOCATED AT THE BEL AIR ARMORY

GUIDELINES

SELECT A TREE SIZE. All trees must be ARTIFICIAL per state and town requirements. Tree height includes the stand. No metal outdoor trees are permitted. **Include a tree stand, tree topper, tree skirt and lights** (lights are suggested on miniature trees).

- 7.6 feet (Maximum height, including stand)
- 5 feet
- 4 feet
- Tabletop 2 or 3 feet
- Miniature - height limited to 16 inches or smaller and base no larger than 12"x12"

PROHIBITED ITEMS

- Unwrapped edible items
- Spray adhesives
- Glitter – See Below
- Confetti
- Artificial snow
- Anything loosely sprinkled on tree or skirt
- No active lighting such as: flashing, blinking or twinkling lights

Glitter covered ornaments are permissible but all preparations must be done prior to arrival at the armory. No spraying after arrival at the armory will be permitted.

ORNAMENTS

- Decorations **MUST BE WIRED TO THE TREE SECURELY.** Please make sure your tree is stable and secure.

SET-UP

Set-up starts Friday, November 29, 2013 at 7:30AM and ends at 1:30PM. **All decorating must be completed by 1:30PM.**

Please arrive early and allow ample time if you are decorating from scratch. The CCA design team will arrange trees for best viewing by the public. When you arrive you will be directed to an approximate area where the tree will be placed. The design team may need to reposition your tree for best viewing, so be certain your tree is decorated on all sides and everything is attached securely and the tree is stable.

Provide your own step stool. CCA will provide extension cords for all trees needing electricity. Take all boxes, and storage containers home with you. We ask that you not have children under age 10 with you.

**Two Complimentary tickets for entrance to the Festival of Trees will be waiting for you on set-up day. The complimentary tickets can be used on either Saturday, November 30th or Sunday, December 1st please see Lynne MacLeod or Leslie Blackstock for your tickets.

Notes

All items on the tree (including skirt and stand) are considered part of the donation and will be given to the silent auction winner.

In the past, we have found that Traditionally decorated trees sell the best.

WINE DOWN EVENT

Our "Wine Down" will be held Friday, November 29th from 5:00 pm to 8:00 pm.

This is a ticketed event. For more information please visit our website at www.chesapeakecanceralliance.com

PUBLIC VIEWING

The CCA Festival will be open to the public on Saturday, November 30th from 10AM to 6PM and Sunday, December 1st from 10AM to 4PM. Admission is \$6.00. Trees will be picked up by winning bidders on Sunday, December 1st from 5PM to 6PM.

QUESTIONS

If you have further questions or need clarification, please contact Lynne MacLeod at Stu21014@verizon.net or Leslie Blackstock at Lesmess1@verizon.net.

PLEASE KEEP ALL YOUR RECEIPTS FOR IRS TAX PURPOSES!