



2022 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*

Decorating Options

- **Off-site:** To decorate your tree off-site, please contact Kay Coole to make arrangements to pick up tree from CCHH satellite office. Trees should be delivered to the Crystal Coast Civic Center, Thursday, **December 8th, 12:00 pm to 7:00 pm** or **Friday, December 9th, 8:00 am to 3:00 pm**.
- **On-site:** Crystal Coast Civic Center. If decorating on site, crab pot trees will be assembled and ready for you to decorate. Please allow 2-4 hours for set-up and bring a step stool with you if needed. **Thursday, December 8th, 12:00 pm to 7:00 pm** or **Friday, December 9th, 8:00 am to 3:00 pm**.

Decorator Requirements

- All 6 ft crab pot trees will be white and pre-lit with clear lights
- A space of 5' x 5' will be provided for each tree and accompanying items.
- From the traditional to the unique, let your creativity soar.
- 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@chnc.org
- Trees are pre-lit with clear lights, but you may add lights if you choose.
- Extension cords will be provided.
- Your tree will be moved, therefore **all decorations, trim, etc. should be secured for transport**.
- Decorations should be of high quality and enhance the overall value of the tree.
- Tree Toppers can make the difference and are highly recommended.
- **No living materials or perishable items** are allowed on or around trees.

Decorator's Personal Items

- 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 these to Festival Committee.
- We suggest that these items also be marked "For Display Only".

People's Choice Award

- The public will be given an opportunity to vote on their favorite tree.
- The Winner will be announced at the Awards Ceremony on Sunday, December 9th, 4-5pm.

Pick-up/Delivery of Trees

- Purchased trees and any personal items must be picked from the Civic Center on **Monday, December 10th, 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*