



# 2023 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*

Trees can be decorated with any style or theme you choose, so let your imagination run wild!  
Designers are responsible for providing all decorating and display materials for their tree.

## Decorating Options

- **Off-site:** To decorate your tree off-site, please contact Kay Coole to arrange a time to pick up tree from CCHH satellite office. Trees should be delivered to the Crystal Coast Civic Center, Thursday, **December 7th, 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 7th, 12:00 pm to 7:00 pm or Friday, December 9th, 8:00 am to 3:00 pm.**

## Decorator Requirements

- You will be provided with a 6 ft white crab pot tree with pre-lit clear lights
- Extension cords will be provided.
- A space of 5' x 5' will be provided for each tree and accompanying items.
- Convey a cohesive theme with decorations, color, concept, and gift items for the tree.
- Please provide the theme/name of your tree by **December 1st**, to Kay Coole at [kay.coole@chhnc.org](mailto:kay.coole@chhnc.org)
- Trees are pre-lit with clear lights, but you may add lights if you choose.
- Your tree may be moved, therefore **all decorations, trim, etc. should be secured.**
- Decorations should be of high quality and enhance the overall value of the tree.
- 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 the Festival Committee. We suggest that these items also be marked "For Display Only".
- **No living materials or perishable items** are allowed on or around trees.

### **NEW THIS YEAR, - Cash Prizes**

Winners will be announced at the Awards Ceremony on Sunday, December 10<sup>th</sup>, 4-5pm.

#### **People's Choice Award- \$250**

\*To be determined by the public vote

#### **Best Topper - \$150**

#### **Most Unique- \$150**

\*To be determined by judges

## Pick-up/Delivery of Trees

- Purchased trees and any personal items must be picked from the Civic Center on **Monday, December 11<sup>th</sup>, 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*