



# TREE DONOR RULES

Please review all TREE DONOR RULES before registering.

- All trees must be **artificial**.
- Your entire display (tree and all items) must fit within a **3' x 3' space**. Oversized items are not allowed under or around the tree.
- Any large items that cannot fit within your designated space must be represented with a photo or printed list attached to the tree.
- You must include a tree skirt, topper, and working lights.
- Do not glue any decorations to the tree.
- Do not include perishable or edible items.
- Do not hang or connect any part of your display to venue walls or ceilings.
- All items on and around the tree will be donated to the winner—you may not include anything you expect to have returned.
- All tree items must be new or in like-new condition. Used, worn, or vintage-looking items will be refused.
- Do not use artificial snow, tinsel, or confetti in or around your tree.
- All decorations must be securely attached to prevent loss or damage. Use wire, twist ties, or zip ties to fasten items safely.
- **You must clearly display a list of all included items with your tree.**

- If including gift cards or certificates, you must place a **“ghost” version on the tree** and hand the actual item to SBGC staff at setup for safekeeping.
- You must label ornament boxes with your name and bring them to setup.
- You must bring your own setup tools and supplies, including scissors, tape, wire, and a step-stool.
- Your tree must be easy to disassemble by the winner—no complex builds or tools required.
- You are responsible for ensuring your display is safe and secure. SBGC is not liable for lost, stolen, or damaged items.
- You must follow SBGC’s direction on tree placement. We reserve the right to relocate your tree for best presentation and traffic flow.

## Set-up Days

- Wednesday Nov 19th
- Thursday Nov 20th
- Friday Nov 21st

Between 12:00 pm - 6:30 pm