



# 2021 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 Times

- **Off-site:** Pick up tree from CCHH satellite office **November 15-19, 9 am to 12pm**. Trees should be delivered to the Crystal Coast Civic Center, Thursday, **December 2<sup>nd</sup>, 12:00 to 7:00** or Friday, **December 3<sup>rd</sup>, 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 2<sup>nd</sup>, 12:00 to 7:00 pm** or **Friday, December 3<sup>rd</sup>, 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. While we love creative ideas, we ask that you keep in mind that our end goal is to sell each tree
- Convey a cohesive theme with decorations, color, concept, and gift items for the tree.
- Please send your theme/name 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.
- 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 to the Underwriter, a written list of these items must be submitted to a Festival Committee Member.
- 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 5<sup>th</sup> at 4:00 pm.

### Pick-up/Delivery of Trees

- Purchased trees and any personal items must be picked from the Civic Center, **Monday, December 6<sup>th</sup>, 9-12 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*