



GENERAL INFORMATION

- ✦ The annual UTC Festival of Trees is a showcase and silent auction of holiday trees creatively decorated by local charities. Spectators are invited to pay to vote for their favorites and bid in the online silent auction for a chance to take a tree home. 100% of the money raised goes back to each participating charity, and additional prizes are awarded to the top three entries with the most votes.
- ✦ The 2025 UTC Festival of Trees is presented in partnership with Nathan Benderson Park Conservancy. The event will be hosted in an all-new location within UTC this year to be announced at a later date.
- ✦ Tree entries will be displayed Dec. 5 - 18.
- ✦ An opening night reception will be held Friday, Dec. 5 with more details to come. Participating charities are encouraged to invite board members, volunteers and supporters to attend this special preview to generate awareness and excitement for the silent auction and voting. All participants are required to have at least (1) one representative stationed at their tree during the event to promote your creative design and critical mission
- ✦ The silent auction and voting will be open 24/7 from Dec. 5 - 18 via an online platform. Those wishing to vote and/or bid on a tree can do so remotely and do not need to be onsite.
- ✦ The event will conclude at 11:59 pm on Dec. 18 and silent auction winners will be notified the following day.
- ✦ Limited spaces available. Once capacity is reached, a waitlist will open.

DESIGN GUIDELINES

- ✦ Participants must provide their own artificial tree that is a **minimum of 7' tall and maximum of 10' tall**. Trees that don't meet the height requirements will not be accepted.
- ✦ Artificial trees must be in a proper stand with a tree skirt or custom covering.
- ✦ All decorations, lights and trim must be securely fastened on the tree. Florist wire is recommended. **Entries will not be accepted if decorations are not glued and/or wired to tree.** Bulb ornaments must have the top glued to the bulb. Lights must be new and in working condition.
- ✦ Event organizer will provide a custom sign that will be displayed by each tree featuring your logo, one-sentence description and website. Organizations are NOT permitted to display any additional collateral materials
- ✦ Power will be available for plug-in lights.
- ✦ Set up is available on either Monday, Dec. 1 or Tuesday, Dec. 2 during select times.
- ✦ It is the responsibility of each participant to have at least (1) one representative onsite on Dec. 19 to assist with preparing the tree for pickup. More details to follow.

KEY DATES

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| Oct. 31: | Registration deadline |
| Dec. 1-2: | Tree setup |
| Dec. 5: | Kick-Off Party |
| Dec. 18: | Silent auction closes |
| Dec. 19: | Highest bidders notified; arrangements made with winners; trees prepared for pickup |
| Dec. 22: | Winners pick up trees |
| Late Jan: | Donations distributed |

LIMITED SPOTS AVAILABLE SO SIGN UP EARLY!