

GEORGIA Festival of TREES



Centerpiece

DONOR
HANDBOOK

Centerpiece Donor Deadline

OCTOBER 31, 2023

Paperwork must be received.

LATE REGISTRATION

We will accept late registrations until November 10, 2023 IF spaces are available & all required materials are submitted at the time of registration.

[GAFESTIVALOFTREES.ORG/DONOR/CENTERPIECE](https://www.gafestivaloftrees.org/donor/centerpiece)

MAKING A REAL IMPACT

Thank you for your interest in donating a Centerpiece to the Georgia Festival of Trees! You will be creating Christmas magic for thousands of Atlanta families.

Your donation will directly impact our community by raising essential funds to donate to organizations working to end human trafficking and the sexual exploitation of youth and women right here in Georgia. This year the festival will benefit Street Grace, an Atlanta-based non-profit working to eradicate the Commercial Sexual Exploitation of Children (CSEC).

This packet contains essential information you will need to donate your Centerpiece. These guidelines will ensure that your creation will sell well and arrive safely at its new home.

If you have any questions, please email us at auction@gafestivaloftrees.org.

With gratitude,
Your Georgia Festival of Trees Family



IMPORTANT DATES

3RD ANNUAL GEORGIA FESTIVAL OF TREES

November 18 - November 26, 2023
(Closed Nov 22 - Nov 23 for Thanksgiving)

DROP OFF DAY

Thursday, November 16, 2023 (8am - 8pm)
Friday, November 17, 2023 (8am - 12pm)

CENTERPIECE SPACE REGISTRATION DEADLINE

Deadline: October 31, 2023

Paperwork and basic centerpiece description form (theme, space needed for display, etc) must be completed.:

gafestivaloftrees.org/donor/infoform



DROP OFF DAYS

November 16, 2023
8am - 8pm

November 17, 2023
8am - 12pm

- The Georgia World Congress Center will open for drop-off at 8am on Thursday, November 16th and 8am on Friday, November 17th.
- In order to launch the auction on time, all centerpieces must be dropped off by 12pm on Friday, November 17th.
- Keep an accurate record of your expenses for your tax purposes. We do NOT need copies of your receipts. Please keep them for your own records.
- Due to security and safety, all children under 12 must be left at home.
- More specific information about day-of procedures will be emailed by Wednesday, October 25th. If you do not receive anything by that date, please contact us at auction@gafestivaloftrees.org.
- At check out, upon completion of your Centerpiece, you will receive four "thank-you" tickets that can be used to attend the Festival any day between November 18-26, 2023.



Centerpiece Donor Guidelines

TABLE DISPLAYS, CENTERPIECES, AND MANTLE DECORATIONS

- Centerpieces must be artificial.
- Centerpieces with a Christmas theme sell best. Beauty, creativity, and imagination add spice.
- If using lights, include any replacement bulbs and fuses in your storage box.
- Collectibles should come with the original packaging.
- Live plants, water ornaments, globes, or other water features are not allowed.
- We encourage accessories such as candles, ceramics, table settings, table coverings, and other items you feel will enhance your design. (These will be sold with the Centerpiece.)
- Tables are covered with a cloth; however, you may provide table coverings to complement your arrangement. (This covering will be sold with your creation.)
- Please furnish a box/packing material for the delivery and storage of your creation.
- No advertising or inappropriate material will be accepted.
- Please provide an easel if one is required for your creation.
- All Centerpieces and accessories become the property of the Georgia Festival of Trees and will be priced and sold as such.
- Centerpieces must fit into a space no larger than 24"x24".



ITEMIZATION OF EXPENSES



Please complete this form and turn it in at check out on Drop Off Day, Thursday - Friday, Nov 16-17, 2023.

To raise as much as possible for the women and children touched by Street Grace, we intend to price all auction items to sell. To reach this goal and to comply with IRS requirements, we need your help. It is the donor's responsibility to maintain careful records and keep receipts of costs involved with the donated item.

This form will help the Georgia Festival of Trees Executive Board determine a fair base price for auction items. The Festival of Trees Executive Board retains the right to adjust any item's price to what the market will bear. Retain all receipts for your tax purposes.

NOTE: Georgia Festival of Trees does not collect these receipts.

Please list expenses below and bring this form with you on Drop-Off Day.

CENTERPIECE NAME	
CONTACT NAME	
DONATING BUSINESS	
DECORATOR NAME	
TOTAL RETAIL VALUE	

QTY	Item Description	Actual Price Paid	Retail Value (what you would have paid - if you had paid FULL price)
6	Red frosted picks [EXAMPLE ONLY]	3.00	6.00



GIFT CERTIFICATE FORM

If your creation includes gift certificates, gift cards, or high-priced gifts (\$50 or higher) please complete and submit this form.



REMEMBER: Gift certificates must be signed by the company owner or an authorized company representative.

ITEM NUMBER	
NAME OF ITEM	
CONTACT NAME	
DONATING BUSINESS	
DECORATOR NAME	

Gift Card/Certificate/High Value Items Included with this Item:	Verified by Auction Department Rep