

# GEORGIA Festival of TREES



Nativity

DONOR  
HANDBOOK

## Nativity Space Registration 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/NATIVITY](https://gafestivaloftrees.org/donor/nativity)

# MAKING A REAL IMPACT

Thank you for your interest in donating a nativity 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 nativity. These guidelines will ensure that your nativity will sell well and arrive safely at its new home.

If you have any questions, please email us at [auction@gafestivaloftrees.org](mailto:auction@gafestivaloftrees.org).

With gratitude,  
Your Georgia Festival of Trees Family



## IMPORTANT DATES

### 3<sup>RD</sup> 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)

### NATIVITY SPACE REGISTRATION DEADLINE

Deadline: October 31, 2023

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

[gafestivaloftrees.org/donor/infoform](http://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 nativities 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](mailto:auction@gafestivaloftrees.org).
- At check out, you will receive four "thank-you" tickets that can be used to attend the Festival any day between November 18-26, 2023.



# NATIVITY CREATION GUIDELINES

## Stand Out!

- Be creative – think of ways to make your Nativity stand out.
- The tables are covered with cloth. However, you may provide a separate table covering (we will sell any coverings provided with your item) to compliment your creation.
- If using battery operated lights, please include extra batteries.
- Live plants, water ornaments, snow globes, or other water features are not allowed.
- All creations become the property of the Georgia Festival of Trees upon completion and will be priced and sold as such.



# 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: GA Festival of Trees does not collect these receipts.**

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

<b>NATIVITY NAME</b>	
<b>CONTACT NAME</b>	
<b>DONATING BUSINESS</b> <small>(if applicable)</small>	
<b>DECORATOR NAME</b> <small>(if applicable)</small>	
<b>TOTAL RETAIL VALUE</b>	

<b>QTY</b>	<b>Item Description</b>	<b>Actual Price Paid</b>	<b>Retail Value (what you would have paid - if you had paid FULL price)</b>
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 please complete and submit this form.

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

<b>ITEM NUMBER</b>	
<b>NAME OF ITEM</b>	
<b>CONTACT NAME</b>	
<b>DONATING BUSINESS</b> <i>(if applicable)</i>	
<b>DECORATOR NAME</b> <i>(if applicable)</i>	

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