



Christmas Gingerbread Scene

COMPETITION HANDBOOK

Christmas Gingerbread Scene Registration Deadline

OCTOBER 31, 2022

Paperwork and non-refundable
\$10 registration fee must be received.

LATE REGISTRATION

We will accept late registrations until November 10, 2022.

IF spaces are available & all required materials
are submitted at the time of registration.

Thank you for your interest in entering Georgia Festival of Trees' Christmas Gingerbread decorating competition. By entering, you will be creating Christmas magic for thousands of Atlanta families.

Your creation 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 Wellspring Living, an Atlanta-based non-profit helping survivors of sex trafficking.

This packet contains essential information you will need to enter your Christmas Gingerbread Scene. 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



DROP OFF DAYS

November 17, 2022
12pm - 10pm

November 18, 2022
8am - 2pm

CHRISTMAS GINGERBREAD SCENE REGISTRATION DEADLINE

OCTOBER 31, 2022

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IMPORTANT DATES

2ND ANNUAL GEORGIA FESTIVAL OF TREES

November 19 - Nov 28, 2022
(Closed Nov 23 - Nov 24 for Thanksgiving)

DROP OFF DAY

Thursday, November 17, 2022 (12pm - 10pm)
Friday, November 18, 2022 (8am - 2pm)

GINGERBREAD SCENE INFORMATION FORM

Deadline: October 31, 2022

Paperwork and basic gingerbread scene description form (theme, name, etc) must be completed:

gafestivaloftrees.org/donor/infoform

- The Georgia World Congress Center will open for drop-off 12pm-10pm on Thursday, November 17th and 8am-2pm on Friday, November 18th.
- For security purposes, all Gingerbread Scenes must be delivered by 2pm on Friday, November 18th.
- 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 issues, we recommend children under 16 years of age be left at home.
- More specific information about day-of procedures will be emailed by Tuesday, October 25th. If you have not received any information by that date, please contact us at auction@gafestivaloftrees.org.
- At check out, upon completion of your Christmas Gingerbread Scene, you will receive two "thank-you" tickets that can be used to attend the festival November 19-27, 2022.

Gingerbread Scene Construction Guidelines

- Structure should be constructed on a wooden base not to exceed 18" x 18".
- Structure should not exceed 24" in height.
- No artificial materials, such as Styrofoam or wood, are to be used to construct or decorate the house.
- Use A LOT of Royal Icing to assemble and decorate your structure. Allow each portion to dry and harden before moving.
- Due to the weight of the decorated structure, as well as environmental conditions in the display areas, we suggest always building an infrastructure for support. The houses are on display for an extended period of time and may deteriorate if not enough support is built in or Royal Icing used.
- Use only Royal Icing. We cannot accept structures made with egg or butter icings as they quickly turn rancid and soften - causing the structure to disintegrate.
- Do not use any materials on your structure that require refrigeration (such as prepared Jello, etc).
- Build your structure as sturdy as possible to ensure safe travel.

Gingerbread Scene Decorating Guidelines

- Your creation must have a CHRISTMAS theme.
- Be creative - think of ways to make your Christmas Gingerbread Scene stand out.
- Any structure - real or imaginary is eligible for entry.
- Use gingerbread for your main structure. Colorful candies and icing will make your creation look festive and catch the judge's/buyer's eye.
- Other than lights inside/outside the structure, all gingerbread creations must be 100% edible. If using lights, include any replacement bulbs and fuses.
- Display tables are covered with cloth. However, you may provide a table covering to compliment your creation. (We will sell any provided covering with your Christmas Gingerbread Scene.)
- Georgia Festival of Trees reserves the right not to display an entry, if the entry is not considered of show quality.
- All creations become the property of the Georgia Festival of Trees upon completion and will be priced and sold as such.



JUDGING GUIDELINES

JUDGING CATEGORIES:

- Best in Show
- Most Creative
- People's Choice

JUDGING CLASSES:

- Large Trees
- Small Trees
- Wreaths
- Christmas Gingerbread Scenes

JUDGING PROCEDURES:

- Georgia Festival of Trees invites influential community members to volunteer their time and work together to name the 2022 festival winners in categories Best in Show and Most Creative. While judging, judges will only be privy to the tree, wreath, and gingerbread scene names.
- Each winner will have a ribbon displayed on their custom tree/wreath/gingerbread creation sign during the festival.
- Winners will receive their ribbon after the festival on November 27th.
- The Best in Show and Most Creative winners will be announced Friday, November 18th at the Festival Preview Party, on social media, and the Georgia Festival of Trees website.
- A Festival of Trees admission ticket includes one vote per entry in the People's Choice category. Love a tree or wreath? Buy more votes!
- The People's Choice winners in each judging class will be announced the morning of Saturday, November 26th, on social media and the Georgia Festival of Trees website. Winners will receive their ribbon after the festival ends on November 27th - and bragging rights for next year!



ITEMIZATION OF EXPENSES



Please complete this form and turn it in at check out on Drop Off Day, Thursday- Friday, November 17-18.

To raise as much as possible for the women and children touched by Wellspring Living, 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 donator'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.

GINGERBREAD SCENE NAME	
CONTACT NAME	
DONATING BUSINESS <i>(if applicable)</i>	
DECORATOR NAME <i>(if applicable)</i>	



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.

ITEM NUMBER	
NAME OF ITEM	
CONTACT NAME	
DONATING BUSINESS	
DECORATOR NAME	