



DONOR  
HANDBOOK

## Nativity Space 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 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 Wellspring Living, an Atlanta-based non-profit helping survivors of sex trafficking.

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



## DROP OFF DAYS

November 17, 2022  
12pm - 10pm

November 18, 2022  
8am - 2pm

## NATIVITY REGISTRATION DEADLINE

OCTOBER 31, 2022

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\$10 registration fee must be  
received.

## IMPORTANT DATES

### 2<sup>ND</sup> ANNUAL GEORGIA FESTIVAL OF TREES

November 18 - Nov 27, 2022

(Closed Nov 23 - Nov 24 for Thanksgiving)

### DROP OFF DAY

Thursday, November 17, 2022 (12pm - 10pm)

Friday, November 18, 2022 (8am - 2pm)

### NATIVITY SPACE REGISTRATION DEADLINE

Deadline: October 31, 2022

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

[gafestivaloftrees.org/donor/infoform](http://gafestivaloftrees.org/donor/infoform)

- The Georgia World Congress Center will open for drop-off at noon on Thursday, November 17th and 8am on Friday, November 18th.
- For security purposes, all Nativities 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](mailto:auction@gafestivaloftrees.org).
- At check out, upon completion of your nativity, you will receive two "thank- you" tickets that can be used to attend the festival any day between November 19-27, 2022.



## 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, 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 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>	



## **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>	