



## Thank You!

Your talented & generous contribution to the Intermountain Festival of Trees will bring inspiration to thousands of visitors. As a Silent Auction Designer, you help support the work of Intermountain, bringing hope & healing to those we serve. Thank you for partnering with us! If you have any questions, please email our Director of Events at [bethw@intermountain.org](mailto:bethw@intermountain.org)

### Silent Auction Designer Guidelines

#### 1. Artificial Trees, Wreaths & Swag

- No live trees/wreaths/swag allowed. Intermountain will provide an artificial tree/wreath/swag that you may pick up at the Bare Naked (drive through) Tree Party. The BNTP will be in the Intermountain Residential Campus on **November 7 from 4:30-6:30pm**. 500 S. Lamborn Helena, MT.
- If you cannot attend the BNTP, all trees/wreaths/swag must be picked up at the Intermountain Development Office between 9am – 4pm between Nov 11 – 22nd.
- Decorated tabletop trees/wreaths/swag are to be delivered to the Civic Center between 7:30am – 7pm on Tuesday, December 3. Set up must be complete by 7pm so please plan accordingly.
- ➔ • **LIGHTING INFO:** If your item needs to be plugged in, you will need to leave at least a 3 ft tail of lights at the bottom of your tree so that it can be plugged in directly to the nearest outlet as no extension cords will be allowed. Only UL approved lights may be used and must be wired on.

#### 2. Ornaments

- Ornaments should highlight your item's theme & must be wired in place. Glue multiple piece ornaments together to prevent them from falling apart. Hot glue works well.
- Ornaments must be fire proofed. Fire retardant spray will be available for no cost at the BNTP.

#### 3. Displays

- Tree skirt must be provided, and fire treated, or made of a fire-resistant material.
- All accessories displayed will be sold with the item.
- Please do not tape anything to the ballroom floor or walls.
- Due to potential buyer allergies, scents may not be added to displays.
- Displays are not to be used for political or social messaging. If something may be controversial, please ask in advance. We thank you for keeping it positive and all about the kids, community, and holidays

#### 4. Added value to your tree

- Gift Cards/Certificates left in or near the tree may be susceptible to theft, so you will be required to hand them in during check-in. They will be logged and placed in an envelope with your assigned tree number, stored in a secure location, and given to the buyer when picked up.
- Be sure to include a sample copy of the Gift Card/Certificate or an informational note near your tree that Gift Cards are included, so they are aware of the added value to your tree.

➔ **5. Entry Form required by Nov 25. Submit one form for each entry by Nov 25. Form can be found at <https://form.jotform.com/IntermountainFOT/silent-auction>. Or you may follow the link at the bottom of the Silent Auction page at [intermountain.org/fot](http://intermountain.org/fot)**

### Items Not Permitted

Safety is our number one priority, along with doing no harm to the historic Civic Center. The following are not permitted: fountains, loose glitter, confetti, flammable materials, straw, sand, firearms, artificial snow, perishable items, tobacco products, candles. If you have any questions about what may be permitted, please contact [bethw@intermountain.org](mailto:bethw@intermountain.org)