

2025 Festival of Trees

ARTIST GUIDELINES

The 3rd Annual Barn at Brambleton Festival of Trees is brought to you by the Barn at Brambleton and Artisan Market and Studio. The event page can be found here: <https://artisanmarketandstudio.com/holidaybarn>

The purpose of this document is to provide those individual artists, organizations, businesses, or other teams of participants the guidelines they will need to participate in the event by sponsoring a fully decorated tree which will be made available for raffle.

First - we want to thank you for your interest in sponsoring a tree for this event! We are excited to welcome talented artists and groups from all over the DMV to participate in this amazing tradition which we hope will be a fixture in our community for years to come! Your donation of time, talent, and artistic display will bring a lucky raffle winner many happy years with your donation of a beautifully decorated tree. All proceeds from the raffle of submitted trees will benefit the Loudoun First Responders Foundation (www.lfrf.org).

Second - we ask that you please read these guidelines fully BEFORE you sign up to participate in this event. Failure to adhere to these guidelines could render your tree ineligible for the event and your submission could be revoked up to and including the day of the event. Absolutely no reimbursement will be provided to any sponsor for any reason, including in the event of a submission deemed ineligible.

Guidelines & Terms

Submitted trees are required to be decorated according to a theme of your choice. As you consider the theme for your tree, please consider that our recipient of proceeds from raffle sales will be going to Loudoun First Responders and so themes that would be of interest to First Responders, their colleagues, partners, and families will be of particular delight to the audience (and therefore generate more raffle tickets!). Further, please consider our diverse community and the many faiths represented by our Loudoun County families..

Here are some of the basic rules and guidelines:

- As a participant in this event, you will be referred to as a 'Sponsor'
- All Sponsors must provide an artificial tree of their choice and deliver their tree to the venue on check-in day (see event details below). All trees must be NEW and never previously used.
- Maximum tree height is 6', minimum tree height is 3'.
- Any decorative base designed with the tree must be removable to accommodate for transport and delivery.

- Maximum display space for the entire display is 4' square and the tree must be 60% of the display. (i.e. The tree should make up the majority of the display)
- Your tree will be displayed on a platform (table or other solid structure) to give it the best view for event attendees. Bear in mind that tables cannot bear more than 50 lbs total weight. Trees weighing more than 50 lbs may be refused or set on the floor.
- Acceptable colors for trees are not limited.
- Themes must be family friendly (no morbidity or explicit themes will be accepted).
- Sponsors must submit a theme name and description for their tree upon submission of their application. This will ensure the appropriate signage will be made available for your tree for the event.
- All decorations must be secured to the tree with either florist wire, zip ties, or glue (no open hooks). Entries may be refused if decorations are not secured or could cause injury to someone.
- Your tree will be given access to power for the display at the event. Lights and animations must be in working condition. It is the Sponsor's responsibility to maintain all battery operation during the event. If any tree needs batteries replaced during the event, the Sponsor must make batteries available.
- Sponsors may place gifts or other items around the tree to enhance its value (ex. Gift cards, certificates, mugs, accessories, etc.) All items displayed on or around the tree must be included when the tree is raffled away to its new owner. It is the Sponsor's responsibility to procure these items. All items should be new or in like-new condition. Any items deemed unsafe or used/repurposed may be removed from the submitted tree.
- Any tree submitted to the event becomes the property of the event host (The Barn at Brambleton)
- Sponsors submitting trees on behalf of their company or other organization may place one item on the tree or tree base no bigger than 6" square which advertises their business or organization. Suggestions include a 3x5 size postcard which states "This tree proudly sponsored by: {Company Name}."

WHO CAN SUBMIT A TREE?

Submission of a compliant tree is open to individuals, families, teams, churches, businesses, or other organizations. Groups are encouraged to collaborate on a tree which represents the spirit of the Holidays and the meaning of this time of year for your group. Sponsors are also encouraged to advertise their business or organization as a supporter of the Loudoun First Responders and their contributions to the safety of our community. Have fun, promote your business, and put something unforgettable together for a family who will be looking to WIN your tree! Shoppers at the holiday event will have 2 days to browse from the available trees and put all their raffle tickets into the tree they want to win - so be competitive and pull out all the stops!

Prizes & Awards

Each tree submitted by a Sponsor will be eligible for both the Raffle drawing to benefit Loudoun First Responders AND prizes and awards for the tree sponsors. Categories and prizes will be announced closer to the event. Prize values will vary based upon our sponsors but usually fall into these categories:

- **Most Popular** - Awarded to the tree which receives the most raffle tickets.
- **Most Beautiful** - Awarded to the tree voted by the committee as the most beautiful.
- **Best Theme** - Awarded to the tree voted by the committee as the best executed theme (ex. Candy, Grinch, Beach, Horses, etc.)

Event Details

Event coordinators will be accepting applications until the first 20 trees have been submitted. All trees are expected to be completed and delivered to the event venue by November 13 at 3:00pm. Trees arriving before or after the allotted time will require special arrangements which can be made with the event coordinator, Kathy Copeland (214)600-3004 or kathy@mendedheartglass.com.

The event venue is the Barn at Brambleton located at 24439 Evergreen Mills Rd, Ashburn, VA 20148.

To be a sponsor for the event by decorating a tree, please submit the following information to Artisan Market & Studio (info@artisanmarketandstudio.com):

Contact Name (first, last)
Contact Address (city, state, zip)
Contact Email address
Contact Phone Number
Business Name (if appropriate)
Business Website (if appropriate)
Proposed theme for your tree submission
Description of your tree submission

Thank you for your participation and support of our Loudoun First Responders!