CHRISTMAS TREE FESTIVAL - FAQS FOR EXHIBITORS

Q: Will you provide the trees?
A: You can decide whether you would like us to provide your tree (those supplied will be about 4ft tall). OR you can provide your own tree and stand – it can be up to 5 foot tall and can be real or artificial, or 'different' – be creative!

Q: Where will the trees be placed in the church?
A: Most of the trees will be displayed on sturdy wooden boards laid across the pews near the sides of the church (so if bringing your tree ready decorated be aware that it may not be visible from all sides). Please note the 5 foot guidance on height of the tree as it will already be quite high off the ground. There is space for a few larger trees placed on the floor – let us know if you would like to bring a larger tree and we will endeavour to accommodate it.

Q: Do I have to follow a Christmas theme for my decorations?
A: Not at all. However, we do ask that it does have a theme, tells a story, or represents your group or organisation – and we will include this information in the programme. Or for this year you can choose to decorate it in the theme of 'Inclusivity'. We also ask that it is tasteful and not likely to cause offence. Be creative!

Q: Do you provide the tree lights?
A: No, but electrical sockets will be available.

Q: Can I take the tree stand at the end of the Festival?
A: If we have provided the tree and stand then unfortunately it will not be possible for you to take the stand.

Q: Will the name of my organisation be displayed?
A: Yes. All trees will have a standard size card detailing your company or organisation and the tree title. This will also be in the programme with any additional description you provide. In addition, you will be able to provide further advertising or information material to be placed at the foot of the tree but limited to a single A4 size space.

Q: Will there be a charge for taking part?
A: Yes, if we have provided the tree for you, companies will be asked to pay £35 and non-profit organisations/individuals £20 to help cover the cost of the trees. If you are providing your own tree then we ask for a donation of £15 for businesses or £5 for individuals and non-profit organisations.

Q: How will the spaces for trees in the church be allocated?
A: So that we can print details in the programme in advance, the festival team will determine the allocation of spaces/trees in the church. If you have a specific request please let us know and we will try to accommodate it.

Q: When can we decorate our tree?
A: We have set aside Friday 8th December (10am – 4pm) for this activity. If this is not convenient, please let us know and we will try to accommodate you at a different time.

Q: What will the opening hours of the Festival be?
A: We currently intend to have the Festival open to the public 4pm – 6.30pm Friday 8th, 10am – 10pm Saturday 9th and 11am-4pm Sunday 10th December.

Q: I don't want my tree after the Festival? Can I leave it behind?
A: Yes. You can choose to take your decorations or not, then your tree can be offered to others.

Q: When do I take the tree / decorations?
You can take away your tree and decorations on Sunday 10th December after the festival or on Monday 11th. Unless arrangements have been made with the organisers for later collection, any uncollected trees will be given to charity.

Q: Can I bring someone in a wheelchair?
A: Certainly. The church is accessible without using steps.

Q: Do you have toilet facilities?
A: Yes, toilets and baby changing facilities are available in the church.

Q: What are the proceeds from the Christmas Tree Festival going towards?
A: The proceeds are split between local charities and the mission activities of All Saints Church. Details will be in the programme. If you are a local charity and are interested in a share of the proceeds then please let us know.

Q: Who do I contact for more information?
A: Please email allsaintskingslangley@outlook.com if you have any other questions, or leave a message with the church office 01923 266596.