



# FESTIVAL *of* TREES

## 2025 Welcome Packet



*Photo courtesy of Bitterroot Health. Used with permission.*





# 2025 FESTIVAL *of* TREES

Thank you for your interest in participating in the Daly Mansion's 1st Annual Festival of Trees! We are so excited to have been entrusted by Bitterroot Health with the continuation of this amazing event! We can't wait to collaboratively benefit nonprofits as well as unite our community with memory-making experiences during the holiday season. Generous people like you make these special community events possible.

For more info, contact Courtney Hartelius or Elena Lopez at 406.363.6004

*Photos courtesy of Bitterroot Health. Used with permission.*



## Important Dates

**Festival of Trees - November 29 -December 1, 2025  
at the Daly Mansion**

**Registration Deadline: November 1, 2025  
register online at [dalymansion.org](https://dalymansion.org)**

**Tree Details/Description Deadline:  
November 14, 2025**

**Tree Set Up & Decorating Days  
November 24 & 25, 2025 11 AM - 7 PM**



# Policies & Procedures

## How to have a successful display

### REGISTRATION & SALE DETAILS

- 1.) *The Festival of Trees* event is limited to 25 trees.
- 2.) Registration is non-refundable, on a first-come/first serve basis.
- 3.) 12 trees will be selected to participate in the live auction cocktail soiree on December 1, 2025.
- 4.) The remaining trees will be sold by silent auction ending December 1, 2025.
- 5.) The benefitting organization will receive 85% of the sale price; 15% goes to the Daly Mansion Preservation Trust for event expenses and to support the Daly Mansion's mission and programs.
- 6.) The twelve live auction trees will be determined by a panel of volunteer judges appointed by the Daly Mansion.
- 7.) You will receive a confirmation email with more detailed information and marketing tools by November 1, 2025.
- 8.) Tree registrants are responsible for removing their tree on Tuesday, December 2, 2025 between 10 AM and 6 PM and delivering to the buyer by Wednesday, December 3, 2025 (unless other arrangements are made).
- 8.) If you decide you cannot fulfill your commitment after you've registered, please contact [courtney.hartelius@daly mansion.org](mailto:courtney.hartelius@daly mansion.org) ASAP so that all spaces can be utilized.

### TREE & DISPLAY REQUIREMENTS

*Please design with safety and security in mind. Please note that trees may be relocated and adjusted throughout the event to accommodate activities.*

- 1.) Trees must be artificial, flame-retardant, with permanently attached limbs. NO LIVE TREES.
- 2.) Tree lights & lighted ornaments must be LED and UL-listed.
- 3.) All lights and ornaments must be securely wired onto the tree; ornament hooks are not sufficient. (The tree may be repositioned several times throughout the event to make space for activities.)
- 4.) Glue the metal ornament cap onto every ornament.
- 5.) We recommend bolting each segment of the trunk to the next to prevent it from coming apart during moves and delivery.
- 6.) Tree bases (including cords) must be appropriately decorated or covered with flame-retardant tree skirts or decorations.
- 7.) Please bring 1, 6' extension cord (to be sold with the tree) to plug into the venue's electrical system.
- 8.) Trees must be set up and decorated on November 24 & 25, 2025 from 11 AM - 7 PM.
- 9) NOT ACCEPTABLE: Trees with branches that must be inserted into the trunk, inflatable lawn ornaments or decorations, or food ornaments/decor/displays.
- 10.) All displays must adhere to the Daly Mansion's decorating rules & restrictions for safety and venue preservation.



# FESTIVAL *of* TREES

## Daly Mansion Rules & Restrictions

**No public restrooms inside the Mansion**

**Public Restrooms are located by the parking lot**

**Porta-potties also available by the front porch during event(s)**

**No flash photography inside the Mansion**

**No food or drink allowed on the 2<sup>nd</sup> & 3<sup>rd</sup> Floors  
(water is allowed)**

**Please do not enter areas with Staff Only  
& No Entry signs**

**Please do not touch the wallpaper or curtains**





# Tree Judging

All trees are eligible for Judge's Choice designation. Those 12 entries will then be reserved and sold as Live Auction items on Monday, December 1, 2025 at the "Buyer's Cocktail Soiree" The remaining tree entries will be available for silent auction by the public. Bids for the silent auction will open on Friday, November 29 at 10 AM.

## Judging Guidelines

### Judges' Choice

A select panel of eight judges will walk through the displays on Friday morning before 10 AM and choose their top 12 trees, evaluating them equally on creativity, design elements, appearance, theme development, and saleability.

- Judges may not be officially associated with any organizations, designers, or sponsors affiliated with the trees.
- Judges will be selected by the *Festival of Trees* Executive Committee
- Judges are acting in a volunteer capacity and will not be compensated, except by receiving an entry pass to all 3 days of *Festival of Trees* events.

The silent auction tree bidding begins on Saturday, November 29, 2025, at 10 AM.

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# FESTIVAL *of* TREES

## Fair Market Value form

This information will be used to create donation forms for your buyer and establish the starting bids.

Name of Designer \_\_\_\_\_ Name of Sponsor \_\_\_\_\_

Names of Donors \_\_\_\_\_

Names of Donors \_\_\_\_\_

Item	Description	Amount

\*Continue on another page if necessary

**Total Fair Market Value \$** \_\_\_\_\_

I verify that the amounts listed are an accurate report of the fair market value of this package.

Signature \_\_\_\_\_ Date \_\_\_\_\_





# FESTIVAL *of* TREES

## 2025 Registration Form



### Register a Tree - \$100

Register online at <https://dalymansion.org>

QR  
Code  
Here

#### CONTACT INFORMATION

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

#### DESIGNER & SPONSOR INFORMATION

Name of Decorator/s \_\_\_\_\_

Name of Sponsor/s \_\_\_\_\_

Name of Charity to Benefit from Sale \_\_\_\_\_

#### NON-TRADITIONAL CREATIONS ARE WELCOME!

##### General Requirements & Restrictions

- Tree & display must fit within a 6' x 6' space
- Tree may not exceed 7' in height (topper not included)
- Tree must be artificial and fire-retardant. NO LIVE TREES ALLOWED!
- All lights and decorations must be securely wired on (to safely withstand tree relocations during events)
- Only UL listed LED lights permitted
- Base of tree must be appropriately covered by decorations or a tree skirt
- Trees must be set-up and decorated on November 24 & 25, 2025 between 11 AM - 7 PM

The Daly Mansion, the Daly Mansion Preservation Trust, its *Festival of Trees* representatives, and its volunteers are not liable for damage or loss resulting from any *Festival of Trees* related activity, including but not limited to transportation, placement, set-up, movement and repositioning, judging, photography, viewing, take-down, and/or removal.