

“Deck the Halls”

Christmas Tree and Holiday Decor Silent Auction

Presented by: City of Harriman

Historic Harriman Post Office, Roane St, Harriman

5:00-8:00 pm on Dec. 7,8,9 | 1:00-6:00 pm on Dec 10 & 11

Holiday Gift Donation Application

Please fill in the following application, print and keep a copy for your records. Applications *must be completed* and returned before **November 30th**. Setup at the Old Post Office on Roane Street will be Dec 5th & 6th.

There will be a “Breakfast with Santa” event Dec. 10th from 8:00 to 11:00 am; which will allow parents and children to enjoy breakfast, have a picture with Santa, and time to view and bid on auction items.

Turn in applications at 609 N. Roane Street, by mail to P.O. Box 433 Harriman, TN 37748, by fax 865-882-7031, or emailed to Rschwepfinger@cityofharriman.net.

Donor/Decorator:

Business/Company/Organization Name: _____

Contact Name: _____

Decorator’s Names: _____

Phone: Business: _____ Mobile: _____

E-Mail Address: _____

Address: _____

ESTIMATED VALUE \$ _____

Please estimate the total cost of your items.

ITEM DESCRIPTION: (Please give item description. Include interesting facts about your donation)

ITEM: Size: _____ Need Electricity? _____

_____ I wish to purchase back my own item (if unsold) from the Event.

By signing you agree to abide by all rules and regulations of the Deck the Halls event

Signature _____ **Date** _____

You will receive a confirmation email. Thank you for being a part of this wonderful community event.

Rules and Information

Set Up and Installation

1. December 5 & 6: individuals may schedule a preferred time of day for set up
2. No items will be accepted after 8:00 p.m. on Tuesday, December 6th
3. Decorators and/or donors are responsible for delivering their items to Historic Harriman Post Office during the scheduled times
4. Each decorator must check-in upon arrival at the Registration table
5. Items delivered must be accompanied by a copy of the application

Rules

1. All items to include decorations, lights, and gifts become the property of the Deck the Halls event. All donated items displayed will be sold
2. The Deck the Halls staff reserves the right to relocate the gift if necessary
3. Deck the Halls staff will determine the suggested starting bid for each gift

Holiday Gift Requirements

1. The “Christmas Gift” category consists of items which are not included in the Tree or Wreath categories. Santa, menorahs, nativity scenes, floral, gift baskets and miniatures fall under this category.
2. Maximum size is 3 feet in diameter
3. If using food items they must have a minimum shelf life of 14 days
4. No advertising or company logo is permitted on gift
5. Baskets must include a neatly typed list with all contents inside basket. List must be attached to the outside of the gift

Thank You for your support of the 2016 ‘Deck the Halls’ Christmas Tree Auction!