

“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

Christmas Tree 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.

Tree Description: (Please give item description. Include interesting facts about your donation)

TREE: Height: _____ Width: _____

_____ 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
6. A power strip will be provided by the Deck the Halls event
7. Trees will be judged Wednesday prior to the event opening

Rules

1. All items included in display such as: decorations, lights, tree skirts, and gifts props will 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 a tree if necessary
3. Deck the Halls staff will determine the suggested starting bid for each tree
4. No spray paint, aerosols, or glue guns are permitted in the Historic Post Office

Christmas Tree Requirements

1. Artificial trees only
2. Maximum tree height 7 feet, including tree topper
3. Maximum 6' X 6' space allotted
4. Lights required
5. No advertising or company logo is permitted on any tree

Ornaments and Decorating

1. All ornaments **must be wired** to the tree. We recommend using florist wire.
2. **Miniature lights must be wired into a different circuit every 300 lights.** We recommend using a tree cord.
3. Leave an extension cord exposed at the base of your tree
4. No food items may be used to decorate
5. Stuffed objects or animals must have original label indicating "filled with new materials". New fiberfill is the only acceptable material.
6. Decorator must provide skirting (at least 42" in diameter) to cover the tree stand.
7. We require all top sections of large trees be **wired separately**. This will help to avoid breakage during transport.**
8. No 'snow' or 'cotton' may be placed directly on the carpet/floor. You must furnish a sheet, plastic or paper on the carpet before placing 'snow' under your tree.

**These rules are subject to change

Thank You for your support of the 2016 Deck the Halls event!