

*“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 Wreath Donation Application***

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

There will be a “Breakfast with Santa” event Dec. 10<sup>th</sup> 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](mailto: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.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WREATH:** Size: \_\_\_\_\_

\_\_\_\_\_ 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 6<sup>th</sup>
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. Wreaths will be judged Wednesday prior to the event opening

### **Rules**

1. All items to include in display of item: wreath, all decorations, and lights become the property of the Deck the Halls event. All donated items displayed will be sold
2. The Deck the Halls event will be responsible for providing electrical service to displays, if required
3. The Deck the Halls staff reserves the right to relocate a wreath if necessary
4. Deck the Halls staff will determine the suggested starting bid for each wreath
5. No spray paint, aerosols, or glue guns are permitted in the Historic Post Office

### **Wreath Requirements**

1. Live wreaths are allowed but must be able to last approximately 20 days
2. Wreath size must not exceed 36" inches
3. No advertising or company logo is permitted on any wreath
4. LED lights required, if using lights

### **Ornaments and Decorating**

1. All decorations need to be wired on the wreath and not glued
2. No food items may be used to decorate
3. All wreaths will be displayed and weight should be kept to a minimum to ensure proper display
4. If battery operated lights are used, please include extra batteries
5. All lighted wreaths will be 'on' continuously

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