

***“Deck the Halls”***

Christmas Tree and Holiday Decor Silent Auction  
Presented by: City of Harriman  
American Legion Post 53, 624 Morgan Ave Harriman, TN  
1:00 pm-6:00 pm | December 9<sup>th</sup> & 10<sup>th</sup>

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***Holiday Gift Donation Application***

Please fill in the following application, print and keep a copy for your records. Applications ***must be completed*** and returned by **December 4<sup>th</sup>**.

There will be a “Pictures with Santa” event Dec. 9<sup>th</sup> from 9:00 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.

**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 9<sup>th</sup>, at the American Legion from 7:00 am to 10:00 am.
2. All items must be set up and ready to view by 10:00 am
3. No items will be accepted after 10:00 a.m. on Saturday, December 9<sup>th</sup>
4. Decorators and/or donors are responsible for delivering their items to the American Legion
5. Each decorator must check-in upon arrival at the Registration table
6. 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. If using food items they must have a minimum shelf life of 14 days
3. No advertising or company logo is permitted on gift
4. 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 2017 Deck the Halls event!**