

*“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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*Christmas Tree 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.

**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 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 am 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
7. A power strip will be provided by the Deck the Halls event
8. Trees will be judged 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 or aerosols are permitted in the American Legion

### Christmas Tree Requirements

1. Artificial trees only
2. Maximum tree height 7 feet, including tree topper
3. Maximum 6' X 6' floor 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, not glued. We recommend using floral 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 floor before placing ‘snow’ under your tree

\*\*These rules are subject to change

**Thank You for your support of the 2017 Deck the Halls event!**