

“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 9th & 10th

Christmas Wreath Donation Application

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

There will be a “Pictures with Santa” event Dec. 9th 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.

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.

All proceeds to be used for the Restoration of the Harriman Temperance Building

Rules and Information

Set Up and Installation

1. December 9th, 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 9th
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. Wreaths will be judged 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 or aerosols are permitted in the American Legion

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 the wreath
4. LED lights required, if using lights. Battery powered lights are recommended

Ornaments and Decorating

1. All decorations need to be attached the wreath, we suggest floral wire
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, include extra batteries
5. All lighted wreaths will be 'on' continuously

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