

Large Customer Business Center
24 Brown Avenue
Springfield, NJ 07081



September 3, 2024

Subject: Holiday Lighting and Unmetered Outlets

To all Municipal Holiday Lighting Contacts:

We are fast approaching the time of the year when arrangements are traditionally made to have your holiday decorations installed and, where requested, energized for illumination.

In order to insure the safety of the public and accurate billing, PSE&G requests that you provide us with information about your intentions for this upcoming holiday season **as soon as available**, but not later than **October 18, 2024**.

Please indicate your town's plans for the upcoming holiday season by **choosing one** of the following and return this letter with the requested information associated with each option:

____ We **are** attaching signs, banners, or decorations and **will** utilize the provided electric outlets (please fill out contact information, description of decorations, and electrical details on attached "**Holiday Lighting Attachment**" form, and provide insurance certificate)

OR

____ We **are** attaching signs, banners, or decorations but **will not** be utilizing the provided electric outlets (please fill out contact information, and description of decorations to be attached on the attached "**Holiday Lighting Attachment**" form, and provide insurance certificate)

OR

____ We **are not** attaching any signs, banners or decorations and **will not** be utilizing the provided outlets (please fill out only your contact information on attached "**Holiday Lighting Attachment**" form for PSE&G's use next season)

Enclosed, please find copies of the "INSURANCE REQUIREMENTS FOR ATTACHMENT OF HOLIDAY DECORATIONS, BANNERS, AND SIGNS TO POLES" and the "GUIDELINES FOR ATTACHMENT OF HOLIDAY DECORATIONS TO POLES". This information should prove helpful to you and your installation contractor.

Additionally, should you have any outlet receptacle devices, we ask that you test each outlet now. Should you identify any that need repair please utilize the enclosed form “**Holiday Lighting Outlet Repair Report**” *ONLY* to provide PSE&G with each specific receptacle’s location (adjacent street address, cross street, PSE&G pole tag number). As needed, this form may be scanned and emailed to: HolidayLighting@pseg.com.

HolidayLighting@pseg.com

Subject line: “Holiday Lighting Request for _____ (your town’s or the civic group requesting service)”

Since PSE&G is working with a large number of requests for this service, may I request if you do not have direct responsibility for approval or installation of seasonal decorations, that you **please forward this letter and information to the correct department** or person?

If you have any questions, or need additional receptacles installed please feel free to call our Large Customer Support Business Center at **1-800-664-4761, option #3**; or email to HolidayLighting@pseg.com;

Sincerely,

Scott Brown
Manager Central Sales & Services
PSE&G Customer Operations

Enclosures (4)