

**PUBLIC SERVICE ELECTRIC AND GAS COMPANY
ASSET MANAGEMENT AND CENTRALIZED SERVICES
NEWARK, NEW JERSEY
Revised 12-07-2017**

**GUIDELINES FOR ATTACHMENT OF TEMPORARY HOLIDAY DECORATIONS, BANNERS,
AND SIGNS TO POLES**

- Written requests for temporary attachments are to be sent to the PSE&G Division Headquarters, identifying the street location and specific pole number(s) and the length of time attachments will be in place. Attachments are to be temporary in nature.
- Application including specifications on proposed banners is reviewed by PSE&G engineering to approve or deny based on PSE&G guidelines. PSE&G Engineering Technician will contact the applicant with their results.
- Name of company or persons actually installing the banners must be supplied to PSE&G.
- No bolts or lag screws permitted for attaching to poles. A minimum of two stainless steel straps must be used to secure the banner to the pole.
- Banner or sign attachments to be 40 inches below the lowest energized overhead low voltage conductors and no closer than 20 inches below a street light.
- Pole mounted banners must not exceed more than 2 feet beyond pole and not measure longer than 4 feet in length
- No poles with electric conduits running up pole are to be used unless specific approval is given.
- If pole is jointly owned with Verizon Telephone Company, their approval must also be obtained.
- Proof of insurance must be provided naming PSE&G as certificate holder to the PSE&G division reviewing the application prior to approval
- All attachments must be within the pole manufacturer's guidelines for the Effective Projected Area (EPA) calculations.
- Attachments from pole to pole are prohibited.

INSURANCE REQUIREMENTS FOR ATTACHMENT OF HOLIDAY DECORATIONS, BANNERS, AND SIGNS TO POLES

The following specific insurance requirements for pole attachments are derived from PSE&G's general provisions for insurance provided in the corporate procedures manual.

2. Before any attachments are made, licensee should provide proof of the following minimum insurance in forms and with insurance companies acceptable to PSE&G.
 - A Workers' compensation insurance in accordance with statutory requirements and employers' liability insurance with a minimum limit of \$1,000,000 each occurrence.
 - B Comprehensive General Liability Insurance (occurrence form) including premises, contractual liability, products liability, completed operations, independent contractors, broad form property damage, damage caused by structural injury, and damage to underground utilities with the following limits of liability:
 - Bodily Injury - \$1,000,000.each occurrence
 - Property Damage - \$1,000,000.each occurrence
 - C Comprehensive Automobile Liability Insurance (only required if vehicles are to be used to install attachments) including coverage for all owned, non-owned and hired automobiles used by the licensee in the performance of the work with the following minimum limits of liability:
 - Bodily Injury - \$1,000,000.each occurrence
 - Property Damage - \$1,000,000.each occurrence
3. All liability coverage's shall name PSE&G as an additional insured to support the contractual obligations assumed by the licensee in acceptance of this contract and provide that this coverage is primary and without right of contribution from insurance carried by PSE&G.
4. Prior to the commencement of this agreement, licensee will deliver to PSE&G certificates of Insurance evidencing this coverage is in effect and providing at least thirty (30) days notice to PSE&G of any cancellation, termination, or material alteration of said insurance.
5. Licensee shall notify the company's representative and the claims department immediately by telephoning (973) 430-7000 and in writing within 24 hours after an occurrence thereof, of all accidents arising out of work done under this contract. Such notice shall not relieve either party of any of its obligations under this agreement, nor be construed to be other than a mere notification.
6. The insurance requirements as set forth above are to fully protect Public Service Electric and Gas Company from any and all claims by third parties, including employees of the licensee or its agents, sub-contractors, and invitees. Said insurance, however, is in no manner to relieve or release the licensee, its agents, sub-contractors and invitees from, or to limit their liability as to any and all obligations herein assumed.

PSE&G - Central Division Headquarters

472 Weston Canal Road
Somerset, NJ 08873
Paul Nicholas (732) 764-3190
Fax (732) 748-0573

PSE&G - Metropolitan Division Headquarters

150 Circle Avenue
Clifton, NJ 07011
Joseph Apgar (973) 365-5308
Fax (973) 772-9442

PSE&G Palisades Division Headquarters

325 County Road
Secaucus, NJ 07094
Onivaldo Rodrigues (201)330-6558
Fax (201) 866-2743

PSE&G - Southern Division Headquarters

300 New Albany Road
Moorestown, NJ 08057
John Felice (856) 778-6727
Fax 856-235-4276

PSE&G - Southern Division Sub-Headquarters - Trenton

4140 Quakerbridge Road
Lawrenceville, NJ 08648
Scott Brown
(609)799-6815
Fax (609) 716-8599

Central Division

Berkeley Heights	Garwood	Montgomery	Somerville
Bound Brook	Greenbrook	Mountainside	So. Bound Brook
Branchburg	Highland Park	New Bruns. Twp.	South Brunswick
Bridgewater	Hillsborough	North Brunswick	South Plainfield
Carteret	Hillside	North Plainfield	South River
Clark	Kenilworth	Perth Amboy	Springfield
Cranford	Linden	Piscataway	Union
Dunellen	Manville	Plainfield	Warren
East Brunswick	Metuchen	Rahway	Watchung
Edison	Middlesex	Raritan	Westfield
Elizabeth	Millstone	Roselle	Winfield
Fanwood	Milltown	Roselle Park	Woodbridge
Franklin	Monroe	Scotch Plains	

Metro Division

Belleville	Fair Lawn	Millburn	Prospect Park
Bloomfield	Garfield	Montclair	Roseland
Caldwell	GlenRidge	Newark	Saddlebrook
Cedar Grove	Haledon	North Caldwell	South Orange
Clifton	Hawthorne	North Haledon	Totowa
East Orange	Irvington	Nutley	Union
Elmwood Park	Lincoln Park	Oakland	Verona
Essex Fells	Little Falls	Orange	Wallington
Elizabeth	Livingston	Passaic	Wayne
Fairfield	Maplewood	Paterson	West Caldwell
			West Orange

Palisades Division

Bayonne	Guttenberg	Moonachie	Saddle Brook
Bergenfield	Hackensack	New Milford	Saddle River
Bogota	Harrison	North Arlington	Secaucus
Carlstadt	Hasbrouck Heights	North Bergen	South Hackensack
Cliffside Park	Haworth	Old Tappan	Teaneck
Cresskill	Hillsdale	Oradell	Tenafly
Dumont	Hoboken	Palisades Park	Teterboro
East Newark	Hohokus	Paramus	Union City
East Rutherford	Jersey City	Park Ridge	Waldwick
Edgewater	Kearny	Ridgefield	Washington Twp.
Emerson	Leonia	Ridgefield Park	Weehawken
Englewood	Little Ferry	Ridgewood	West New York
Englewood Cliffs	Lodi	River Edge	Westwood
Fairview	Lyndhurst	River Vale	Woodcliff Lake
Fort Lee	Maywood	Rochelle Park	Wood Ridge
Glen Rock	Midland Park	Rutherford	Wyckoff

Allentown	East Windsor	Magnolia	Princeton Twp.
Audubon	Edgewater Park	Mansfield	Rocky Hill
Audubon Park	Evesham	Monroe	Riverside
Barrington	Ewing	Maple Shade	Riverton
Bellmawr	Fieldsborough	Medford Lakes	Runnemede
Beverly	Franklin	Medford Twp.	South Brun. Twp.
Bordentown City	Florence	Merchantville	Somerdale
Bordentown Twp.	Gloucester City	Moorestown	Southampton
Brooklawn	Gloucester Twp.	Mount Ephraim	Springfield
Burlington City	Haddon Twp.	Mount Holly	Travistock
Burlington Twp.	Haddonfield	Mount Laurel	Trenton
Camden	Haddon Heights	Montgomery	Upper Freehold
Cherry Hill	Hainesport	National Park	Voorhees
Chesterfield	Hamilton	New Hanover	Washington
Cinnaminson	Hillsborough	North Hanover	Westampton
Collingswood	Hi-Nella Borough	Oaklyn	West Deptford
Cranbury	Hopewell Borough	Palmyra	Westville
Delanco	Hopewell Twp.	Pemberton	West Windsor
Delran	Lawnside	Pennington	Willingboro
Deptford	Lawrence	Pennsauken	Winslow
East Amwell	Lower Alloways Creek	Plainsboro	Woodbury
Eastampton	Lumberton	Princeton	Woodbury Heights
		Princeton Borough	Woodlynne