



Holiday Lighting Forum

Webcast for Municipal, County, and State Government Customers

September 7, 2016

- Introductions
- Purpose of the webcast
- PSE&G Holiday Lighting Process
- Review Participation Materials
- How to submit receptacle repairs
- How to identify PS&G poles
- Key takeaways
- Next steps

- Customer owned equipment attachment requests must be approved by PSE&G prior to connecting to outlets and attaching to poles.
- Only pole-attached holiday lighting is allowed - not to be used for other purposes, such as, but not limited to:
 - Energizing equipment for street fairs, festivals/parades, lights on trees, or any other decoration.
- Manufacturer Cut Sheet of the equipment attachment with dimensions
- Must provide electrical specifications (wattage) of holiday equipment from the manufacturer.
- Submit request to the PSE&G's Account Management Support group; via email: Holidaylighting@pseg.com or mail:
24 Brown Ave
Springfield, NJ 07081

- Customer owned equipment attachment requests must be approved by PSE&G prior to connecting to outlets and attaching to poles
- Only pole-attached holiday lighting is allowed - not to be used for other purposes, such as, but not limited to:
 - Energizing equipment for street fairs, festivals/parades, lights on trees, or any other decoration.
- Must provide electrical specifications (wattage) of holiday equipment from manufacturer by type and quantity.
- Must submit pole numbers and dates of usage.
- Must provide proof of insurance.
- Equipment attachment cannot hinder PSE&G access to perform repairs
- Submit information to:
PSE&G Account Management Support Group
24 Brown Ave Springfield, N.J 07081

- Unsafe condition or incident:
 - Immediately call 1-800-436-PSEG >"Emergency" and report the condition.
- Standard outage/repair request:
 - E-mail the Receptacle Outage form request to: Holidaylighting@pseg.com

Note: Do not fax or e-mail the emergency notification



Sheet ____ of ____

2016/2017 Holiday Lighting Outlet Repair Report

Repair Fax Number: **973-379-7286**

Phone #: **800-664-4761 option 2**

Email scanned document to: HolidayLighting@pseg.com

Date: _____

Contact Name: _____

Municipality: _____

Contact Cell/Phone #: _____

Park Name: _____

Company/Business Name: _____

Pole # <small>(or nearest pole with a number)</small>	Street Address / Location	Nearest Cross Streets / Identifying Landmark	Comments

Important: Repairs are done during the daytime. Finding receptacles that are not working can be extremely difficult for our PSE&G crew. The location is of primary importance! Pole numbers are extremely helpful and expedite the repair of the receptacle. If a pole does not have a number, the nearest pole with a number is useful, i.e., 1 pole south of pole #12345 or located in BranchBrook Park. A piece of non-adhesive yellow caution tape may be utilized to indicate location of defective equipment.

Thank you for helping us to quickly repair your equipment!



Notice of intent to utilize poles/receptacles (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 **November 14, 2016**.

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.



Listing of devices and wattages to be connected for billing

Holiday Lighting Attachment Form

Account# _____

1. The date your decorations will be turned on: _____

2. The date the decorations will be taken down: _____

3. The quantity, wattage and description of each fixture type:

<u>Quantity</u>	<u>Wattage each unit</u>	<u>Description (i.e. Snowflake, etc.)</u>
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a) _____

b) _____

c) _____

d) _____

4. A copy of your liability Insurance Certificate for \$2,000,000.00

5. The name of a contact person: _____

Telephone number: (____) _____

Email Address: _____

6. "Bill to" name for energy invoice: _____

Mailing address: _____

Insurance Requirements for all approved attachments

INSURANCE REQUIREMENTS FOR ATTACHMENT OF HOLIDAY DECORATIONS 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.

1. 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 \$500,000 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 - \$2,000,000 each occurrence
 - Property Damage - \$2,000,000 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 - \$2,000,000 each occurrence
 - Property Damage - \$2,000,000 each occurrence
2. 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.
3. 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.
4. Licensee shall notify the company's representative and the claims department immediately, by telephoning 1-800-CLAIM88 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.
5. 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.

GUIDELINES FOR ATTACHMENT OF HOLIDAY DECORATIONS TO POLES

- Written requests for temporary attachments are to be sent the PSE&G Account Management Support, 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.
- Laminated wood poles are NOT be used for pole to pole banners.
- 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.
- Pole to pole banners must weigh no more than 25 pounds and must be vented to minimize wind resistance
- A minimum clearance of 18 feet is required over roadway.
- 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 no measure no 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, Verizon's approval must also be obtained by Applicant.
- A copy of insurance certificate, \$2,000,000 limit, must be provided naming PSE&G as certificate holder to be forwarded to PSE&G with the application.
- Proof of insurance as outlined above must be supplied to PSE&G prior to approval.

- Poles normally have tags, 4 or 5 digit pole numbers
 - Could be preceded with letters PS
- Ends in 2 or 3 letters designating the municipality
- Usually head high on wood poles but may also be on the arm or near the top of the pole
- Example: PS 61546 TN

Wood Poles:

- Electric wires are on the highest level of the pole
- Along “dedicated” streets, usually with telephone and cable wires
- Off street (parking lots/schools/parks etc.), wire will originate from a main distribution line at the street

Non wood poles:

- Post Top decorative light poles
- Downtown lighting near the curb along dedicated road would typically be PSE&G owned.
- Bollard lights in parks, parking lots may or may not be PSE&G owned
- Poles on State highways or County roads may not be PSE&G.

Note: Your Public Works/Engineering dept. usually knows which ones are PSE&G owned and may contact PSE&G for confirmation

- Can result in a hazardous condition that can impact public safety. Correction may include the removal of equipment
- Illegal equipment attachment on PSE&G infrastructure is a direct violation of the Tariff and is subject to legal and regulatory action
- Overall end to end service delays
- Back billing of electric service as applicable

- Municipality should review their existing and future holiday lighting requirements
- Test all existing outlets to determine those that need repairs
- Mailing from PSE&G with detailed information to process your request
- Respond to the PSE&G mailing, even if you are not going to participate in the program
- Prompt response will insure that PSE&G can process your request in a timely fashion

Thank you for participating!

Questions?

How can we improve this webcast for you?

What other information would you like to learn about holiday lighting?

