

Complete a Silent Auction Bid Form for each donation. Use the form on the next page to provide the following details about your donation:

- **AUCTION ITEM** – Provide a short auction item title for your donation.
- **SHORT ITEM DESCRIPTION** – Provide a brief description of your donation. If your donation includes multiple items please include a separate sheet of paper or sign with additional details to display with your bid sheet.
- **RETAIL VALUE** – Enter the retail value of your donation (at least a \$50 retail value requested).
- **SUGGESTED STARTING BID (OPTIONAL)** – Enter your recommendation for a starting bid (we reserve the right to modify starting bid if designated).
- **DONATING NAME OR BUSINESS** – Enter the name or business that should be recognized as the donor (please attached a business card or include mailing address).

NOTE: Auction items not suitable for the auction or not bid on, will be used as door prizes for donated to charity.

Your completed Silent Auction Bid Form must be turned in with your auction item for each donation. This form is used as the onsite bidding form for your donation. Please note that there will not be a printed auction catalog so it is not necessary to submit your forms to us prior to the convention. You may include business cards with your form to display with your auction item if you like.

DONATING ITEMS ONSITE - If you are attending the convention, you may turn in your donation and completed bid form at the Public Lands Alliance On-Site Registration Desk or the Silent Auction Table in the Exhibit Hall.

SHIPPING DONATIONS – A shipping label, with instructions will be posted to the website in January. Donations, with a completed bid sheet form(s) should be shipped to PLA Show Management, care of GES, from January 10 through February 8, 2017. Donations sent after this date may not arrive in time for the auction. Be sure to make a copy of any shipping information so you may track its location. If you are shipping a donation, please also email shipping and tracking information, expected date of arrival and donation description to tradeshow@publiclandsalliance.org.

If you have questions or need more information please contact Amy Norris, Auction and Trade Show coordinator at tradeshow@publiclandsalliance.org.

Donations are tax deductible in accordance with applicable laws.

The Public Lands Alliance is a 501(c)(3) not-for-profit organization. Copies of our current financial statement are available upon request by contacting the office. Documents and information submitted to the State of Maryland under the Maryland Charitable Solicitations Act are available from the Office of the Secretary for the cost of copying and postage.



2017 SILENT AUCTION DONATION INSTRUCTIONS
 EDUCATION & SCHOLARSHIP SILENT AUCTION
 FEBRUARY 14-15, 2017

*DONORS – PLEASE COMPLETE ITEMS MARKED WITH AN **

*AUCTION ITEM:

ITEM #:

DESCRIPTION: *Short sentence:

*Retail Value: \$_____

Suggested Starting Bid: \$_____ (optional)

DONATED BY: *Organization/Company Name:

*Point of Contact Name and Email:

NAME (PLEASE PRINT CLEARLY)	CELL PHONE NUMBER	BID AMOUNT Bid increments = _____
1.		\$_____
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Winner's Name (Reg # or Booth #)	Email Address (credit card receipt sent to this email)	Winning Bid Amount
		\$

Payment Type: Cash / MC / Visa / Check # _____ CC Exp. Date: _____ CC Zip Code: _____ 3 digit security # on CC: _____	Cardholder Signature: Credit Card #:
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