



# Donation to the ARIEF 2017 Silent Auction

## Contact Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Donation Information

### Description of Item:

(Please describe in detail the item you plan on donating. Description may be used in promotional material).

\_\_\_\_\_  
\_\_\_\_\_

Cost or Value of item: \_\_\_\_\_

(Must be at least \$75)

### You would like all promotional material to say:

“Donated by \_\_\_\_\_”

### Shipping (Please Check One):

\_\_\_\_ I plan on shipping the item to the Awards and Personalization Association Headquarters (8735 W. Higgins Road, Suite 300, Chicago, IL 60631). **Item must arrive at the Awards and Personalization Association Headquarters by Monday, January 11th.**

\_\_\_\_ I plan on bringing the item to Las Vegas myself.

I am also willing to cover shipping of the item to the winning bidder (if necessary): **Yes** \_\_\_\_ **No** \_\_\_\_

**Items will be on display February 8-9, 2017 at the International Awards & Personalization Expo in Las Vegas. Please note that additional promotional material is not permitted.**

If you are donating a **gift certificate** for a service please include the following information in the certificate or letter:

- Name of product or service
- Detailed description of what is included and what is excluded
- Instructions on how to redeem item
- Name of person to contact for further information
- Name, address and full contact information of your company
- Include any additional information such as a photo or description brochure as appropriate
- Date of expiration (Please note that gift certificates should not expire sooner than September 1, 2017)

### I agree to donate this item to the ARIEF Silent Auction:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**