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| 2014 Silent Auction Donation Instructions |
| Association of Partners for Public Lands Education & Scholarship Silent AuctionFebruary 25-26, 2014 |  |

**Complete a Silent Auction Bid Sheet Form for each donation.** Use the form on the next page to fill in the yellow highlighted fields with the following details about your donation:

* **Auction Item** – Provide a short auction item name title for your donation
* **Item Description** – Provide a brief description of your donation. If you donation includes multiple items please include a separate sheet of paper or sign with additional details that we may display with your bid sheet.
* **Amount** – Enter the value of your donation
* **Minimum Bid** – Enter the starting bid amount for your donation (25% to 30% of value is suggested)
* **Minimum Bid Increase** – Enter a suggested bid increase for your donation (typically $5 bid increments for items valued at $25-$50, $10 for items valued at $60-$100, $100 for items valued at $1000, etc…)
* **Name or Business** – Please enter your name or business that should be recognized as the donor (please attached a business card or include mailing address)
* **Bid Amount** – This should be the same as the Minimum Bid entered
* **Guaranteed Purchase Amount** – Enter a guarantee purchase amount should someone want to purchase the item on the spot and end the bidding (150% of value is suggested)

Your completed form will then be used as the onsite bidding form for your donation. Please note that APPL will not be printing an auction catalog so it is not necessary to submit your forms to APPL prior to the convention.

Donations are tax deductible in accordance with applicable laws.

**Donating Items Onsite** - If you are attending the convention you may turn in your donation and completed bid sheet form at the APPL On-Site Registration Desk or the Silent Auction Table in the Exhibit Hall (both located at the Albuquerque Convention Center).

**Shipping Donations** - Please send your donation and completed bid sheet form, only, to "APPL Show Management – Auction Area," using this [downloadable shipping label](http://www.appl.org/files/2014%20Convention%20%20%26%20TS/APPL%202014%20Adv%20Sample%20Auction%20Label%20Pg%2023.pdf).  GES, our exhibitor services contractor, will receive shipments on our behalf from January 21, 2014 through February 19, 2014. GES will not be able to receive any auction donations after February 19.  Be sure to make a copy of any shipping information so you may track its location. If you do not plan to attend the convention, please email your shipping information and a copy of your bid sheet form to Amy Norris at tradeshow@appl.org (Auction and Trade Show Coordinator).

If you have questions or need more information you may contact Amy Norris, Auction and Trade Show coordinator at 703-433-5887 (ET) or by email at tradeshow@appl.org.

APPL is a 501(c)(3) not-for-profit organization. Copies of our current financial statement are available upon request by contacting the APPL 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.

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| Association of Partners for Public Lands Education & Scholarship Silent AuctionFebruary 25-26, 2014 |  |
| Section | Closing Time: 1:15 p.m. Feb. 26 |
| [Auction Item] |  Item #:  |

|  |  |
| --- | --- |
| Description: | [Item Description]Value: $[Amount] ⌘ Minimum bid: $[Amount] ⌘ Minimum bid increase: $[Amount] |
| Donated by:Staple business card or include address. | [Name or Business] |

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| --- | --- | --- | --- |
| Name | Address (if item is to be shipped) | Cell Phone Number | Bid Amount |
| 1. |  |  | $[Amount] |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| **Guaranteed Purchase** (this is the “BUY NOW” price if you wish to purchase item now and end the bidding) |
| Name | Address | Phone Number | Bid Amount |
|  |  |  | $[Amount] |