



Silent Auction/Give-Away Items Donation Form

21st BIENNIAL NICOA CONFERENCE SEPTEMBER 13-15, 2016

Please check the appropriate box for your donation: Silent Auction Give-Away Item

1. CONTACT INFORMATION (PLEASE PRINT OR TYPE CLEARLY)

Donor: _____

Contact Person: _____

Organization /Tribe: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

2. DONATED ITEM (PLEASE COMPLETE – ONE FORM FOR EACH ITEM)

Name of Item Donated: _____

Manufacturer: _____ Model #: _____ Minimum Bid Value: _____

Complete Description* of Item: _____

**If your item contains multiple services or products, please give details in your description. Please complete a separate form for each donated item.*

3. SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

When donating gift certificates, please include the following in the certificate or letter:

- ❖ Name of product or service
- ❖ Description of what is included in the service and what is excluded from the service
- ❖ Name of person to contact for further information
- ❖ Name, address and full contact information for your company
- ❖ Instructions on how to use the item
- ❖ Include any additional information such as a photo or description brochure as appropriate
- ❖ Date of Expiration

4. SHIPPING OPTIONS (PLEASE CHECK ONE)

- I or a company representative will deliver or ship the above item(s) to arrive by **September 9, 2016** to: **NICOA 2016 Conference on Aging, C/O Conference & Event Center Niagara Falls, 101 Old Falls Street, Niagara Falls, NY 14303**
- If the above is not possible I will contact Cheryl J Archibald by **September 2, 2016** to make alternate arrangements.

Thank you for your generous donation

PLEASE FAX COMPLETED FORM TO 505-292-1922 OR EMAIL TO carchibald@nicoa.org