



AVCA SILENT AUCTION GUIDELINES

DONATIONS

- The AVCA must receive all silent auction donor forms, donated items and displays by Nov. 20, 2009. Incomplete items will not be listed on the AVCA Web site or printed materials.
- Donor forms, items, gift certificates and displays received after Nov. 20, 2009 may not be printed in the auction catalog and may not receive associated publicity. Donations arriving after the required date may appear in an addendum, which is printed on-site at the convention.
- All certificates must be valid through Dec. 31, 2010. Please clearly list any restrictions, such as expiration and black-out dates.
- All donations must meet the minimum retail value requirement of \$100 (USD).
- Tax information will be mailed to all donors following the AVCA Convention upon request.
- All displays included with donations will be kept by the AVCA (and/or the high bidder) unless the donor notifies the AVCA in writing that they wish to have the display returned. If the donor wishes to have the display returned, they must pick up the display onsite after the close of the silent auction.
- Baskets that are shipped in cellophane wrap will be opened on-site for display purposes. We find that items are better received when every item included in the basket can be clearly seen.

BIDDING

- Bid sales are final - no exchanges or refunds.
- Certificates must be used as stipulated and copies are available for review at the auction display. These certificates indicate any special blackouts or restrictions. While every effort will be made to include all restrictions and blackout dates in the catalog information, bidders are encouraged to review the copy of the certificate before bidding.
- The donor determines values set on items and provides all descriptions.
- Items must be paid for in U.S. funds by cash, check, VISA, MasterCard, Discover or American Express.
- All bids must be written on bid slips. Bidders must identify his/her name and school/club name as they appear on his/her badge, and the amount of the bid. Illegible bids will be disqualified.
- The minimum starting bids are set at 25% of the item's retail value.
- Bids are accepted in \$10 (USD) increments only. High bidder names will be displayed at 8:30 a.m. on Saturday, December 19 in the auction area.
- Bidding on an item authorizes the AVCA to release your contact information to the donor of the item on which you bid.
- Tax information will be mailed to all high bidders following the AVCA Convention upon request.

If you have questions regarding the silent auction please contact Jason Jones at jason.jones@avca.org 866-544-2822.