

**Silent Auction Donor Agreement**  
**Friday, April 20, 2018**  
**Hyatt Regency Grand Cypress, Orlando, Florida**



Thank you for your generous donation! Proceeds from your donation will benefit **Operation Homefront** and the **NIA Foundation for Education, Training, and Industry Advancement**. Please mail, fax, or email this completed form to NIA by **Wednesday, March 21, 2018**, so that we may include your donation on the list of biddable items and recognize you as a donor.

Mail: NIA, 12100 Sunset Hills Road, Suite 330, Reston, VA 20190  
 Fax: 703-464-5896      Email: [events@insulation.org](mailto:events@insulation.org)

**Donor Information**

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

Donor Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Would you like to be recognized for your donation?

- Yes, as an individual     Yes, as a company     No recognition needed

**Donation Information**

Please note that the following information may be used in marketing materials prior to the auction—and in materials used during the auction—to promote your donation. If you would like your company to be recognized, please email your company logo and materials (e.g., artwork, photos, and/or promotional flyers) to [events@insulation.org](mailto:events@insulation.org) by **March 21, 2018**. NIA will do our best to return photos, if requested, but we cannot guarantee their return.

Donated Item: \_\_\_\_\_

Fair Market Value: \_\_\_\_\_

- Donation Status**     Item enclosed     Item to be shipped to hotel or hand carried to the hotel     Item will be provided to winner after the Silent Auction

Items should be delivered to the hotel April 11–14, 2018. Items not received at the hotel within this time frame may not be available during the auction. Items delivered prior to or after these dates may be turned away by the hotel and not included in the auction. The hotel charges handling fees of \$15 per package. Additional shipping information will be sent to the donor contact prior to the event.

Please give a complete description of the item or service being donated. Include all stipulations (size, color, etc.), and any restrictions (expiration, black-out dates, pickup/delivery, additional fees, etc.). If possible, please include a photo of the item being donated along with this form.

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

**Agreement**

Your signature below commits you to providing the item as described above for NIA’s 2018 Silent Auction. You will be responsible for shipping (if applicable) or delivery of the donated item to the Convention location in Orlando, Florida by the specified date, and for ensuring the donation is delivered to the winning bidder. NIA will provide details about shipping of your item prior to the Silent Auction.

**Disclaimer:** *NIA is absolved from responsibility if the donations do not reach the hotel for any reason.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_