



2016 VHRA Media Reception Silent Auction

- ✓ All components of travel packages must be good through October 2017, unless stated otherwise.
- ✓ All certificates and/or cover letters must clearly state all components of the package, product, or service donated, and outline specific redemption procedures.
- ✓ Pictures for display of item must be emailed to Alex McAlister at amcalister@azlta.com by October 18, 2016.
- ✓ VHRA reserves the right to return any donations deemed inappropriate or not meeting specified requirements.
- ✓ VHRA recommends that all items and certificates be shipped via parcel or carrier service, using adequate packing materials to ensure that the item(s) arrive intact, especially for fragile items. VHRA cannot be held responsible for items that arrive in imperfect condition.
- ✓ Please send your donation and this completed form to VHRA by October 18, 2016.

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Contact Information:

Name of Organization: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Tel: _____ Fax: _____ Email: _____

Item Information:

Retail Value: \$ _____

Provide a detailed description of the item(s) (Include contents of gift basket, name of artist/author, history, etc):

- Item will: Arrive at the VHRA office no later than October 18, 2016
- Need arrangements for pick-up by Auction Committee prior to October 18, 2016

I agree to donate the item as stated above to the 2016 VHRA Media Reception Silent Auction. In addition, I agree to provide the purchaser with the item, and/or any travel package or gift certificate requirements as stated.

Signature: _____ **Date:** _____

Please fax silent auction donation forms to 602-604-0769, or mail to:

Valley Hotel & Resort Association
1240 E. Missouri Ave.
Phoenix, AZ 85014

If you have any questions, please contact Alex McAlister at amcalister@azlta.com or 602-604-0729