

2ND ANNUAL
Silent Auction
November 6-7, 2009

The JW Marriot Resort, Palm Desert, CA, will host the American College of Phlebology Foundation's 2009 Silent Auction. The goal of the event is to provide a unique and elegant giving opportunity from which all proceeds will be dedicated to the mission of the ACP Foundation. If you are interested in helping the ACP Foundation further its mission to advance the specialty of phlebology through investment in education and research initiatives, please complete and return this form to the ACPF headquarters office no later than close of business on October 1, 2009. This will allow volunteers to organize the auction, produce a catalog of items, and publicize the event before the ACP Congress on November 5, 2009. All donated items confirmed before October 1st will be included in the catalog that will be published and distributed to all Congress registrants.

Donor Contact Information *(print legibly)*

Name: _____ Company / Practice: _____
Address: _____ Suite: _____
City, State, Zip: _____ Country: _____
Phone: _____ Fax: _____
Email: _____

Donated Item Information *(to be provided by donor)*

Donated Item Name (as it will appear in catalog): _____

Item's Fair Market Value: _____

Detailed Item description (check box):

- Attached to this form
 Emailed to development@acpfmail.org, or
 Faxed to 510.346.6808, Attn: Silent Auction

Be sure to include **complete** description, any limitations as to usage, any expiration dates, any excluded dates, location of training, etc.

Item must be presented in the Auction as *(check box)*:

- Stand alone (physically on table or in a secured case)
 Digital imagery (size or nature of item won't allow for physical display)

Is it permissible to combine this item with other items to create a larger package? yes no

Imagery for Donated Items

Digital imagery of an auction item or concept is preferable. All imagery sent will be used in a presentation format determined by ACPF. Imagery must be received no later than October 1st. All images must be in a high resolution TIFF or JPEG (300 dpi or better format) for no smaller than an 8.5" x 11" presentation. **Please send to the ACPF Development address.**



101 Callan Avenue, Suite 210
San Leandro CA 94577
www.phlebologyfoundation.org
510.346.6800 • 510.346.6808 fax

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Donated Item Delivery

Donors are responsible for making arrangements to transport their item or materials directly to the Silent Auction site. Any approved auction item or information to be physically displayed in the auction needs to arrive at the hotel property on November 3rd, 2009 before close of business and be marked appropriately (see shipping instructions).

Shipping: (select one)

I/We will ship the donated item and related materials directly to the Annual Congress at:

J W Marriott Resort & Spa
Attention: Jennifer Yeon, ACP CSM
ACPF Silent Auction
74855 Country Club Drive
Palm Desert, CA 92260
(239) 394-2511

Note: *All items shipped directly to the host hotel must arrive **no earlier than Monday, November 2, 2009 and no later than November 5, 2009. Any items that arrive prior to November 2nd, will not be stored by the hotel.***

I/We will transport the donated auction item and materials directly to Palm Desert, CA and will deliver them to ACPF staff **on or before November 5, 2009.**

Shipping for Winning Bids

Winning bidders are responsible for making arrangements to transport from and take possession of an auctioned item in Palm Desert, CA. Shipping, leasing, scheduling or installation information for an auctioned item is the sole responsibility of the winning bidder to complete post auction with the donor. ACPF will assist in the process by providing contact information and confirmation materials to both the donor and winning bidder in November 2009. Any surcharges accrued by ACPF in delivering or shipping an auctioned item will be the responsibility of the winning bidder to pay.

Please complete and return this form via email, fax, or mail to:

Email: development@acpfmail.org

Fax: 510.346.6808

Mail: ACPF Silent Auction, 101 Callan Avenue, Suite 210, San Leandro, CA 94577

For additional information, contact the ACPF headquarters office at 510.346.6800.

The ACPF is a 501(c)(3) tax-exempt organization. Federal ID: 20-3421567

Disclaimers

1. The ACPF reserves the right to restrict presentation of items donated for the Silent Auction as space considerations and hotel regulations permit.
2. Donors will assign the Fair Market Value (FMV) of the item, which will be published by ACPF.
3. Donors acknowledge and will assist in compliance with all American College of Surgeon (ACS) ACCME requirements (including signing a letter of agreement).
4. Donor will provide contact information that ACPF can provide to the winning bidder to claim the prize.