



Michigan Festivals and Events Association

Online Auction Donation Form

April 14 - May 26, 2016

Feel Free to Copy this Form

Donor/Contact Information:

Name: _____ Company/Donor Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone number: _____

Fax: _____ E-mail: _____

Signature: _____ Date: _____

Item Name: Title when a user is browsing the catalog (i.e. Golf & Spa Package, Weekend for a Family of Four, Memorabilia, etc)

Description: Please provide a very detailed description (specifications, dimensions, manufacturer, use by date, shipping considerations, added fees, etc.)

Of Special Note: Please provide any special instructions, limitations, restrictions or key notes related to the item:

Estimated Value: The retail value of the item or best fair market price: _____

Link/URL: _____
URL for your Web site (ex: "http://www.mycompany.com")

Email a photo of your donated item and logo of your company to media@mfea.org (optional)

☐ **Photo:** of your donated item (.jpg or .gif at 300 pixels x 300 pixels)

☐ **Logo:** of your company (.jpg or .gif at 300 pixels x 300 pixels)

Shipping:

- Mail auction item/certificate to the below address.
- ☐ Check here if it is more convenient to ship your auction item directly to the winning bidder.
 - If so, you will be responsible for the shipping costs to the winner.
 - We will notify you of the winner after the auction is finished.

Complete this form and return to below address, email or fax. For any questions please contact the MFEA office.

THANK YOU FOR SUPPORTING THE MICHIGAN FESTIVALS AND EVENTS ASSOCIATION

For MFEA Office Use Only: Category: _____ Item #: _____