

For Office Use Only: Received: \_\_\_\_\_ Date: \_\_\_\_\_ Item # \_\_\_\_\_



## 2023 FSAE Auction DONATION FORM

**Important: Please send this form  
to FSAE prior to the auction; DEADLINE 5/1/2023**

### DONOR INFORMATION

PLEASE PRINT CLEARLY

<b>Donor /Company Name:</b>	<b>Item Category:</b>
<b>Donor Address:</b>	<b>Contact Person (if different from donor):</b>
<b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____	
<b>Phone Number:</b> (        ) _____	<b>Email:</b>

### ITEM INFORMATION

Please complete a separate form for each item donated; fill in all of the boxes below on each form.

**ITEM NAME (As you would like it to appear):**

<b>Detailed Description of item</b> (this will be used to describe your donation. Please attach a separate page if you need more room) Please include duration and location or city for restaurants & hotels. Provide marketing brochure, if available.  _____  _____  _____  _____	<b>IMPORTANT: Must List ALL Restrictions (if applicable) Please provide a COPY of the actual certificate:</b>  <b>Expiration Date:</b> (Expiration date must be 8/1/2024 or later if it's a certificate)  <b>Market Value:</b> \$  <b>Suggested Starting Bid Amount</b> (lowest bid usually starts at 1/3 of Market Value): \$
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### SHIPPING AND DELIVERY INFORMATION

Please check the box below that applies to you.

- I will **hand deliver** my donation **prior to May 1, 2023** to the FSAE Office, Attn: FSAE Auction, 2410 Mahan Dr., Ste. 2, Tallahassee, FL 32308.
- I will **mail** my donation **prior to May 1, 2023** to the FSAE Office, Attn: FSAE Auction, 2410 Mahan Dr., Ste. 2, Tallahassee, FL 32308.
- Would you like to donate WINE to the wine toss?** How many bottles? \_\_\_\_\_ Will you deliver onsite or drop off before? \_\_\_\_\_
- For cash donations and other circumstances, please describe: \_\_\_\_\_

**IMPORTANT: Please return this Form AND a Copy of the actual Certificate (if applicable) to:  
Hester Ndoja, FSAE Auction, 2410 Mahan Dr., Suite 2, Tallahassee, FL 32308**

**Online Auction: June 1-9, 2023**  
**Mobile Auction: July 12-14, 2022, at the FSAE Annual Conference, Hyatt Regency Coconut Point**  
**FSAE Foundation FED ID: 59-2485277**

If you have questions or require additional information, please call Hester at (850) 702-0944 or email [hester@fsae.org](mailto:hester@fsae.org).

**Who solicited this donation:** \_\_\_\_\_  
**Are you ok with us adding your donation to another donation to make up a bigger auction basket or package (if applicable)?** Yes / No (please circle one)

**DEADLINE TO DONATE: 5/1/2023 Please return a copy of this form with your donation.**