



2022 Gala – “Grease is the Word” Broker’s Live Auction Agreement November 17th - 6:00 pm - 10:00 pm

Thank you so much for your gracious donation of a basket/Live Auction item. The Basket and contents will be auctioned to benefit families in Sussex County.

Guidelines for Company Basket/Live Auction Donation:

1. DUE 11/11/22 - Provide theme of your company basket to the board by filling out this form and sending it along with a complete list of items to Joe DellaTorre at SussexStrongCSF@gmail.com
2. DUE 11/17/22 – Deliver and set up your basket at Convention Center by 4pm, set up begins at 9am
3. VERIFY – Agency or business name are prominently displayed on the basket/live auction
4. VERIFY – Limitations ore restrictions are clearly stated on your signage/poster. Make sure expiration dates on gift certificates allow time for winner to use them.
5. VERIFY – All items are available in basket/auction for pick up that night or clear instructions of who to contact are included

Your live auction will be marketed and promoted online and throughout the event. A minimum value of \$500 is requested.

Agency or Business Name: _____ Contact Person: _____
(how you would like the name to appear on promotional material)

Mailing Address: _____

E-mail Address: _____ Telephone: _____

Theme of Basket/Live Auction: _____

Description of Basket/Live Auction: _____

Retail Value of Basket/Live Auction: \$ _____

By signing this form, I certify I have inspected the contents of the donation basket/auction lot and understand that I am responsible for honoring all services promised in auction donation. I also certify I have fully disclosed all limitations to the best of my knowledge and all items have been checked for authenticity.

Owner/Broker or Manage Signature: _____

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