



Hilton Orlando  
September 22, 2012

## Headdress Ball 2012 Auction Guidelines

- Items donated to silent auction must have a value of at least **\$100**. Anything under \$100 will be paired with another item.
- Items donated to the live auction must have a value of at least **\$5,000**.
- Expiration dates must expire at least three years from the date of the event (9/22/15)
- All artwork must be framed and **approved** before we can accept it. For approval, please email a picture of the work with dimensions and any necessary description to [volunteers@hopeandhelp.org](mailto:volunteers@hopeandhelp.org).
- Items cannot be chipped, cracked, or damaged in any way. No used items.
- Items cannot include contingencies (i.e., "buy one, get one free). No coupons or introductory offers.
- An auction form must be fully completed and turned in with EVERY item.
- Items must be easy to display on a tabletop. Props or displays are appreciated.
- Upon receiving a donated item or receiving a confirmation that an item will definitely be donated, please immediately contact Duane Hoyle, Volunteer Coordinator of the Hope and Help Center, at (407) 645-2577 x113, [volunteers@hopeandhelp.org](mailto:volunteers@hopeandhelp.org)
- All items **MUST** be delivered or sent to the Hope and Help Center by the end of the day on **Friday, August 31, 2012**. This is an **absolute deadline!!**

**Thank you for your support!!**  
**We appreciate any help you may render!**