



2019 SILENT AUCTION DONATION FORM

please complete a separate form for each donation
All donation forms and materials are due March 27, 2019

1. Donation Name (50 characters or less, including spaces):

2. Donation Fair Market Value

Please indicate the Fair Market Value (FMV) of the donated item ***(must be a minimum of \$400, and up to 2 items may just be donated to meet the \$400 minimum)***, including freight and federal excise tax. EREF will provide you with a letter acknowledging your donation for income tax purposes at the conclusion of the Auction.

FMV: US \$

3. Proof of Fair Market Value (if donation is valued over \$7500)

Policies and procedures require that EREF obtain documentation that demonstrates Fair Market Values for items valued over \$7,500.

Please send either a mock invoice or a brochure or Web site URL that provides the estimated retail price, MSRP, or equivalent sale price for the item you are donating to kpickurel@erefdn.org.

4. Acknowledgement of 2019 Donation Guidelines and Terms

I have received and read the 2019 Donation Guidelines and agree to all terms. I am authorized to donate the above item to the EREF Auction and the company named below shall be recognized as the donor.

Signature

Date

SIGNATURE AND DATE MUST BE INCLUDED

5. Donation Description (75 words or less)

6. Donation Photo and Company Logo

Please e-mail a high resolution file (PNG or EPS preferred, **at least 300 dpi**) of both your donation photo and company logo to kpickurel@erefdn.org.

7. Donor Contact Information

Company Name

Contact Name

Contact Title

Contact E-mail

Contact Phone

WasteExpo On-Site Information

8. On-Site Contact Information

On-Site Contact Name

E-mail

Mobile Phone

9. Badge Ribbons

Please provide "EREF Auction Donor" badge ribbons for my staff members who will be attending WasteExpo.

10. "Proud EREF Donor Signs

Would you like a "Proud EREF Donor" sign (8.5" x 11") to display in your WasteExpo booth?

Yes

No

**Please email this completed form to Kristy Pickurel (kpickurel@erefdn.org).
If you have any questions, please call 919.861.6876 ext. 103. Thank you!**



EREF ANNUAL CHARITABLE AUCTION 2019 DONATION GUIDELINES

The Environmental Research and Education Foundation (EREF) holds its Annual Charitable Auction in conjunction with WasteExpo. These rules provide a framework to enhance the value of the Auction to the donors, the EREF and WasteExpo.

1. **Support of WasteExpo:** A donor must purchase floor space at WasteExpo large enough to accommodate the donation, or otherwise support WasteExpo in a manner satisfactory to WasteExpo. The donor need not display equipment identical to that being auctioned.
2. **Equipment Limitations:** For the Live Auction, the equipment Fair Market Value (FMV) shall be not less than five thousand (\$5,000) dollars based on the manufacturer-published list price. Any item with a FMV under \$5,000 should be entered into the Silent Auction. Donations to the Silent Auction must be valued at \$400 or more. Participating companies may donate up to two items to meet that \$400 minimum for the Silent Auction. These limits may be adjusted from time to time by the Auction Committee. Regardless of FMV, EREF reserves the right to determine which items will go in the Live and Silent Auctions at its discretion.
3. **Title:** Contributions to EREF are in the form of the proceeds realized from the sale of the donor's donation to the Auction. All ownership rights and title to the donation shall remain with the donor up to, and until, the donor or its agent transfers title to the successful bidder. Certificates of origin or certificates of title for truck chassis shall be conveyed directly from the equipment donor to the successful bidder and not through EREF.
4. **Delivery and Spotting:** Donor shall be responsible for the costs of delivery of equipment to the equipment marshaling area of WasteExpo, such equipment clearly identified as being for the Auction. The Donor shall be responsible for any and all costs incident to spotting the equipment to the designated location within the WasteExpo facilities where the Auction will take place.
5. **Liability Disclaimer:** Neither the EREF nor WasteExpo assumes any responsibility whatsoever for the equipment within the WasteExpo facility, and the donor hereby expressly agrees to release, indemnify and hold harmless WasteExpo, EREF, and their officers, staff and directors, from any and all claims including, but not limited to, injury, death and loss of property, including said equipment, that may be sustained incident to the delivery and spotting of the equipment at the WasteExpo facility, while on display at WasteExpo and during Auction, and during removal of equipment for transfer of said equipment to the possession of successful bidder.
6. **Product Liability Disclaimer:** Donor hereby agrees to indemnify, defend and hold harmless EREF and WasteExpo and each of their respective officers, staff and directors from and against any and all liabilities, damages, fines, costs of defense, settlement and attorney fees related to any personal injury, death or property damage incident to the use of the equipment.
7. **Taxes:** Donors are responsible for payment of the Federal Excise Tax (FET) and the Auction bid will be inclusive of the FET but exclusive of any state and local taxes incident to the sale or transfer of the equipment.
8. **Tax Treatment of Contribution:** The contributor shall be responsible for determining the value of the donation for purposes of determining federal tax treatment of its equipment contribution to EREF, a non-profit organization pursuant to Section 501(c)(3) of the Internal Revenue Code.
9. **Unrestricted Use of Proceeds:** Proceeds of the Auction from each and every donation shall be available to EREF, on an unrestricted basis, for use in furthering the purposes of EREF pursuant to its bylaws.
10. **Professional Auctioneer:** A professional auctioneer in compliance with all state and local laws and regulations, to the extent applicable, shall auction donations in the Live Auction.
11. **Auction Committee:** The President of EREF, in consultation with representatives of WasteExpo, shall annually recommend to the EREF Board, the appointment of a committee of donors and other interested parties. The committee will provide support, guidance and advice to enhance the value of the Auction to the donors, EREF, and WasteExpo. The committee shall recommend to the EREF Board changes and additions to these rules as may be desirable. The committee shall meet from time to time as called by the President of EREF.