To generate excitement leading up to the Silent Auction, we are posting photos of donated items on the CAC Facebook page (bidding will still take place in person at the conference banquet). Please send a JPEG of your object for us to post ASAP! Alternatively, send your donation in early, and we will photograph it for you.

**Please email completed form (with JPEG image if possible) to** [**cac.accr.auction@gmail.com**](mailto:cac.accr.auction@gmail.com) **(Attn: Émilie Demers).** Completed donation forms **must** be received by **Friday, 6 April 2018** at the latest.

**Choose one of the following options** (use ONE form for EACH item donated)**:**

☐ I will mail or bring the donation to:

**Attn:** **Émilie Demers, Queen’s University Art Conservation Program,**

**15 Bader Lane, Kingston, Ontario K7L 3N6**

(item must be received by Tuesday, 1 May 2018)

☐ I will bring the donation to the conference registration desk on Thursday, 10 May 2018:

**Four Points by Sheraton Kingston**

**285 King Street East, Kingston, Ontario K7L 3B1**

1. Donor name (as will appear on bid sheet):
2. Address:
3. Phone number:
4. Email:
5. Whom do we thank for item (if different from donor):
6. Do you wish to receive a donation receipt (subject to CRA rules and regulations): ☐ Yes ☐ No
7. Description of item donated:
8. Dimensions of item:
9. Cost or value:

**Please Note:**

Please consider the size and weight of the object you choose to donate. Many of our attendees will be covering long distances, so try to keep your donations travel-friendly.

If you are donating a gift certificate for a product or service, please include the following information in the certificate or letter:

* Name of product or service
* Description of what is included and excluded
* Name, address, phone number, email of you or your company
* Instructions on how to redeem product or service
* Date of expiration

You can include additional information, such as a photo, brochure, etc. as appropriate.