**Please email the completed form (with JPEG image if possible) to** [**auction-encan@cac-accr.ca**](mailto:auction-encan@cac-accr.ca) **(Attn: Stephanie Barnes).** Completed donation forms **must** be received by **October 1, 2025** at the latest. Bidding will take place at the conference banquet on October 23, 2025.

To generate excitement leading up to the Silent Auction, we are posting select photos of donated items on the CAC Facebook page. Please send a JPEG of your object for us to post! Alternatively, send your donation in early, and we will photograph it for you.

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

☐ I will mail or bring the donation to:

**Canadian Conservation Institute**

**1030 Innes Rd, Ottawa, ON K1B 4S7**

**To the attention of Stephanie Barnes**

(item must be sent by October 1st 2025)

☐ I will bring the donation to the conference registration desk on October 23rd 2025:

**Contact: Stephanie Barnes**

[**auction-encan@cac-accr.ca**](mailto:auction-encan@cac-accr.ca)

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. We strongly suggest limiting donations to 11” x 14” x 3” in size.

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.