



**The Gala Auction Registration Form
Due by August 15, 2024**

Your Name or Company Name _____

Contact Person _____

Address _____

Email _____ Phone _____

Item/Package to be donated: _____

Estimated Value \$ _____

Gift Certificate Expiration Date: _____

Detailed description of donated item (This helps us to better showcase and describe your donation.)

- I will provide the necessary certificate via **email**
- I will provide the necessary certificate via **mail**
- I need a committee member to create a certificate
- Donated item can be picked up by a committee member at my business

Mail to: CentraCare Foundation
ATTN: Deb Paul
1406 Sixth Ave. N.
St. Cloud, MN 56303

Call (320) 251- 2700, ext. 52190
Email pauld@centracare.com

The Gala and CentraCare Foundation are a 501c3 non-profit organization (Federal Tax ID #41-1855173).

We will follow up with you if additional information is needed for recognition.
Thank You!





SILENT AUCTION, LIVE AUCTION AND WINE & WHISKEY PULL

Thank you for considering a donation to CentraCare Foundation's annual Gala Silent Auction, Live Auction or Wine & Whiskey Pull. Our event is scheduled for Friday, Sept. 13, 2024, at the Willmar Conference Center.

If you would like to donate, but don't have an item in mind, please contact a committee member for ideas relating to this year's Gala theme.

CentraCare Foundation contact: **Deb Paul (320) 251-2700, ext. 52190 or pauld@centracare.com**

Gala Auction Policy and Guidelines

1. Value: Please provide the approximate value of your item(s) on the form on the back. We need this information for the purchasers to comply with IRS regulations.
2. If your item is larger than 3' x 3', we ask that you make arrangements to deliver the item to the Willmar Conference Center on Thursday, Sept. 12 between 10 a.m. and 2 p.m.
3. If you are donating a decoration with lights, the lights must be U.L. approved and all decorations must be securely attached.
4. For any other donated item, please provide a box/container or appropriate covering for the safe delivery of your item.
5. You will receive an acknowledgement from the Gala/CentraCare Foundation after the event.
6. All items become the property of the Gala or eventual buyer.
7. If, by chance, your item doesn't sell on the auction, the item will be returned to you. Because of accounting purposes, we are unable to keep or use the item if it does not sell.
8. We ask that the value of the donated item be greater than \$50 if possible.
9. CentraCare Foundation is not able to pay in part or full for any auction items or offer any type of trade/negotiation of event tickets for items.
10. If you are donating a gift certificate, please mail to CentraCare Foundation, Attn: Deb Paul, 1406 Sixth Avenue North, St. Cloud, MN 56303

Thank you again for your participation and support!

Please complete the form on the back and return by **August 15, 2024** or visit our website at <http://www.centracare.com/foundation/events/gala/> to complete a registration form online and email to pauld@centracare.com.