

# ttr annual silent auction

## 2011 TENNESSEE GOVERNOR'S CONFERENCE ON TOURISM

Your contributions are needed! Specialty items from your business or area, gift baskets, ad space in publications, travel and/or hotel packages, artwork, local crafts, attractions admissions . . . the possibilities are only limited by your imagination! Silent auction donations are a great way to promote your business, organization, or area while also supporting the advocacy, education, and communications programs of the Tennessee Tourism Roundtable!



The TTR Silent Auction is administered on behalf of TTR by the Tennessee Attractions Association.

### General Silent Auction Donation Requirements

- All silent auction donations forms must be received by September 23, 2011. Donation forms may be submitted **online** at [www.tenntourismroundtable.com](http://www.tenntourismroundtable.com), or by **mail** using the form on the reverse side of this page.
- Donations must have a minimum retail value of \$50.00 per item(s). Travel/vacation packages must have a minimum retail value of \$150.00. Please make sure to include the retail value of the item on the auction form.
- All components of travel/vacation packages should be valid from October 8, 2011 – October 7, 2012 (unless seasonal). All certificates and/or cover letters must clearly state the components of the travel/vacation package and outline exactly how the bidder is to redeem the package. Travel/vacation packages must list all blackout dates, restrictions, or specific dates for special events. Please include this information on all certificates and letters.
- Displays for travel packages must be no larger than 12"x18"x18". All displays must be free standing.
- All gift baskets must be tagged and clearly state the contents of the basket.
- Items that must be assembled for display are the responsibility of the donor.
- We retain the right to return any donations deemed inappropriate or that do not meet specified requirements.

### Delivery of Silent Auction Donations:

Silent Auction items may either be sent to the Tennessee Tourism Roundtable office (must arrive by September 23, 2011) or may be delivered on-site at the Governor's Conference.

#### If sending your item to the TTR Office:

Mailing address: TTR Silent Auction, P.O. Box 290822, Nashville, TN 37229

Shipping Address: John Whisenant, 3461 Harborwood Circle, Nashville, TN 37214

#### If delivering your item to the Governor's Conference:

Drop off your item at the conference registration office at the Memphis-Cook Convention Center on October 5, 2011 between 11:30 AM – 4:30 PM.

**Questions?** Contact John Whisenant at (615) 734-9380 or [john@tennattractions.com](mailto:john@tennattractions.com)

**Please fill out the Silent Auction Donation Form on the reverse of this page and return to the TTR Office or you may fill out a Silent Auction Donation Form online at [www.tenntourismroundtable.com](http://www.tenntourismroundtable.com). Thanks!**

**SILENT AUCTION DONATION FORM**  
2011 Tennessee Governor's Conference on Tourism

ITEM NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ FAX ( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**I WILL:** \_\_\_\_\_ Mail or ship my item to the TTR Office so as to arrive no later than September 23, 2011.

\_\_\_\_\_ Deliver my item to the Memphis-Cook Convention Center between 11:30 AM – 4:30 PM on  
Wednesday, October 5, 2011.

**DESCRIPTION OF DONATED ITEMS AND RETAIL VALUE (Minimum retail value: \$50.00)**

Item No. 1 \_\_\_\_\_ Value: \$ \_\_\_\_\_

\_\_\_\_\_

Item No. 2 \_\_\_\_\_ Value: \$ \_\_\_\_\_

\_\_\_\_\_

Item No. 3 \_\_\_\_\_ Value: \$ \_\_\_\_\_

\_\_\_\_\_

**TRAVEL/VACATION PACKAGES (Minimum retail value: \$150.00; please list all included package items, blackout dates, and expiration date.)**

TRAVEL/VACATION PACKAGE RETAIL VALUE: \$ \_\_\_\_\_

Travel/Vacation Package Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please mail this information ASAP and no later than September 23, 2011 to:**

TTR Silent Auction, P.O. Box 290822, Nashville, TN 37229

*Thank you for your contribution and for your support of the Tennessee Tourism Roundtable!*