

ROCKVILLE

CHAMBER OF COMMERCE

Please complete this form to donate items for the Second Annual Rockville Chamber Business Promotion & Gift Online Auction. Auction will run November 1 – December 8. New Items can be added at anytime.

Complete the form. It is preferable to include a digital photo, but not required. E-mail or fax form to: Nancy Regelin, 301-230-2891 fax, or nregelin@srgp.com

1. Item drop-off is at: Shulman, Rogers, 11921 Rockville Pike #300, Rockville, Maryland 20852, Mark it: Attn: Nancy Regelin with a copy of your donor form, 301-230-5224, anytime 8:30 am to 6 pm. Pick-up of your item may be arranged.

Item Information

Item Name: _____

Description

Please provide a very detailed description. Include all information a prospective bidder would need to know, such as specifications, dimensions, manufacturer, how long a time period, etc. It should also include any shipping considerations or added fees.

Of Special Note

Any special instructions, expiration dates, restrictions, blackout dates, or key notes:

Estimated Value

This should be the retail value of the item or best fair market price: _____

Photo

E-mail a photo (.jpg or .gif at 300 pixels x 300 pixels) to: nregelin@srgpe.com

Donor Name and Promotional Information

Your Donor Name and up to 3 sentences of promotional information about your company, services, or products, location, etc. as you would like it to appear online:

Link/URL

URL for your Web site (ex: "http://www.mycompany.com"):

Logo

E-mail your logo (.jpg or .gif at 300 pixels x 300 pixels) to: nregelin@srgpe.com

Donor Description

- Donor Contact Name: _____
- Donor Contact Information: _____
- Phone number, Fax, e-mail: _____
- Donor Address, City, State, ZIP: _____
- Donor's Signature: _____