



## **WD2019 Auction Item Guidelines – v1.0**

**WD2019 Auction Chair Donald Odiwo 817-422-8003 or [MetroportWineDiscovery@gmail.com](mailto:MetroportWineDiscovery@gmail.com)**

Getting auction item information early is key to maximize auction item proceeds.

Participating clubs should name someone in the club as the Auction Item Coordinator and must staff at least 1 person at all times to work the auction tables during the event. Event staffing can be multiple people working 2 hours at a time. Metroport Rotary cannot fill these roles without people from a participating club due to the risk of lost items or misunderstandings related to description, value or donor.

### **Auction Item Coordinators need to:**

- forward copies of auction forms to [MetroportWineDiscovery@gmail.com](mailto:MetroportWineDiscovery@gmail.com) on the Auction Item form as soon as they are obtained so item & sponsor can be added to the website.
- Gather auction items from members and deliver all auction items to Donald Odiwo or to the MARQ between 1 to 2:00 pm on the day of the event.
- Take care of special packaging for auction items prior to delivering them.
- Notify Donald and mark it on the form or in the items description if the item will take up more than 1 1/4 square feet of display space, is heavy, over 10 lbs, requires an easel or if it must stand on the floor. We need to know this when planning setup or we may have to reject items.
- Consult with our Auction Chair, Donald Odiwo at 817-422-8003 or [MetroportWineDiscovery@gmail.com](mailto:MetroportWineDiscovery@gmail.com) ahead of time about “special” items. In past years, we've made room and arranged for a Photographer selling packages and a TESLA showcase. Your club must provide staffing for special” items if required. We will notify you if we can meet your request or not.

### **Auction Items:**

- Certificates are required to arrive at the same deadlines as Auction Items.
- Encourage donors to provide cards, coupons or brochures. Holders for these items must also be provided and must be labeled with the name of the owner. We will make every effort to return holders but cannot guarantee return and are not responsible for lost holders/ stands.
- Inventory of auction items will occur at 2:30 pm on the day of the event. If an item is not present, it will be deleted from the auction and the donor & product will not be further promoted. Auction items will be setup at 2:30pm.
- We reserve the right to combine multiple items for the auction but will make sure that items from your club are only combined with other items from your club.
- We will accept collectibles like sports memorabilia but will not accept used vintage dishes or food processing items.
- We reserve the right to reject any item based on condition, excess quantity or if deemed inappropriate.

**All auction item donation forms must be reported to the WD2019 Auction Chair Donald Odiwo 817-422-8003 [MetroportWineDiscovery@gmail.com](mailto:MetroportWineDiscovery@gmail.com), by 9pm on Friday April 26 to allow for planning & pre-event bidding. Forms will not be accepted after that deadline.**