

## 2018 SILENT AUCTION

As the AHIMA Foundation Silent Auction at the 2018 AHIMA Convention and Exhibit is drawing nearer, here are the shipping instructions to use for sending your auction items to the convention site.

### Auction Shipping Instructions:

- Schedule delivery to arrive by Friday, August 10, 2018.** The AHIMA Foundation will be able to accept items during this timeframe to allow us to pre-set up the Auction for easier load in when we arrive on site in Miami.
  - If you are unable to ship by this deadline, please contact Mary Taylor-Blasi via e-mail at [mary.taylor-blasi@ahimafoundation.org](mailto:mary.taylor-blasi@ahimafoundation.org) to discuss alternative shipping options
  - Alternately, items can be hand delivered on-site at Convention on Saturday, September 22, 2018
- Ship Items to:**
  - AHIMA Foundation  
c/o Silent Auction  
233 N. Michigan Ave, 21<sup>st</sup> Floor  
Chicago, IL 60601
- Pack your auction item securely.** Items will be unpacked and photographed and repacked in original packing materials on site at the Foundation Offices. The Foundation will ship all items received in the office and which will be stored for several weeks in a separate facility and not under our direct supervision. Make sure your item is packed to ensure protection from transport, water, and other potential damaging factors.
- Fill out the attached Auction Donation Shipping Form and include it in the box with your item.** This will ensure that we have all auction items accounted for correctly when they arrive at the auction site, and that the correct donor is being recognized for each item. Additionally, it will allow us to contact you if there are any issues with your shipment.
- Once you ship your items, please e-mail your tracking number(s) to [mary.taylor-blasi@ahimafoundation.org](mailto:mary.taylor-blasi@ahimafoundation.org)** so that we can confirm the item(s) have been received – a lot of packages will be sent , and we want ensure all of your items are accounted for.

Please feel free to contact me:

- If the item you submitted on your original online donation form (or its description) has changed, we will be sure to update the item's bid sheet accordingly.
- For those donors who have not yet determined what their auction item will be to allow me time to prepare a bid sheet
- Should you have any additional questions or need any assistance, please contact Mary via email ([mary.taylor-blasi@ahimafoundation.org](mailto:mary.taylor-blasi@ahimafoundation.org)) or phone (312-233-1585) at any time.

On behalf of the AHIMA Foundation, thank you all so much for your generous donations – we are sure that the Silent Auction will once again be a great success at convention, and raise critical funds for the Foundation Student Merit Scholarship program. We look forward to seeing many of you at convention!

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### AUCTION DONATION SHIPPING FORM

Mail Items to:

AHIMA Foundation  
c/o Silent Auction  
233 N. Michigan Ave, 21<sup>st</sup> Floor  
Chicago, IL 60601

#### Donor Information

Donor Name \_\_\_\_\_  
(Individual/CSA/Corporation)

Item title \_\_\_\_\_

#### Contact Information

Contact Name \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**PLEASE PLACE THIS FORM IN THE BOX WITH YOUR AUCTION ITEM(S) BEFORE  
MAILING THE AUCTION ITEM AND SCHEDULE DELIVERY TO ARRIVE BY Friday, August  
10, 2018**