

2011 Community Auction – Item Acceptance Policies & Guidelines

Items considered for sale in the 2011 Community Silent Auction must meet all state and federal regulations, as well as shipping requirements for the organization's contracted carrier, UPS. Please keep in mind that your auction item could be shipped anywhere in the United States.

The following guidelines are based on experience gained from the last four years. They are not designed to be ironclad. If you have a question or idea for an item that takes you outside the parameters of these guidelines, please give Dale Arnold a call at 614.246.8294.

Consider the following general guidelines as you create your auction item:

- *It can be Taken Apart* – To accommodate shipping, your basket of items will be separated and individually wrapped to survive the journey to their ultimate destination.
- *Be as Unbreakable as Possible* – Souvenir cups and plates are fine; jams, jellies and other foods packed in vacuum-sealed, market-ready jars are fine – These packages are designed to take some shipping wear and tear. However, other materials hand packed in mason jars and/or other containers not designed for consumer market delivery will be a problem. If at all possible, please have items packed in plastic or some other unbreakable container.
- *Package Dimensions* - Don't worry, if we need to use more than one box to deliver all you basket items, that's fine. However, no one item should be more than 18 inches tall and/or 18 inches wide. Please make sure that any traditional basket handle is not too big.
- *Framed Items* - Many photos, paintings, prints, sports memorabilia and other related items can be accommodated with special packing materials. Please let OFBF know the dimensions of your special item as early as possible.
- *Perishable Food* - While some food items have a long shelf life, others like meat, cheese, bread, seasonal fruits and juice do not. Many parties want to offer these specialty items as part of their baskets; that's fine. Many local companies offering these items already have programs in place to ship their perishable items via special delivery. OFBF suggests that you include a special certificate in your collection highlighting the perishable item. The certificate should contain directions on contacting the company and getting the actual item delivered in an expedited manner. The Foundation will work closely with you to assist in this process.
- *Weight Limitations* - Although a large collection of materials could have considerable weight, no single piece in the collection should weigh more than 50 pounds.

Prohibited Items: In accordance with state and federal law, we cannot offer access to firearms and/or alcoholic beverages as part of any auction item. Sorry, no exceptions.

Photographs: A good, balanced digital photograph is needed to highlight your item in our website's Auction Catalogue. Although there is no need to hire a professional photographer, here are some tips for creating a great photo:

- *Good Camera* - Any photo from any digital camera in the consumer market will do fine. Your camera's flash will provide all lighting for a good shot.
- *The Item is the Star* - Please have the item as the focal point (only subject) in the photo.
- *Background* - One of the easiest things to do to guarantee a great background is to use a solid color, (medium-dark red or blue) blanket as a backdrop. Place a small table in a corner; tack the blanket up so it covers the table and back wall. Place the item on the covered table to complete the set.
- *The More, the Merrier* - Can't decide which photo best highlights your item? Feel free to send 2-3 photos.

Can't Get a Photo? If you're giving a special get-away package to a local lodge, hotel, theme park, sports venue or attraction - That's O.K. The donor's Internet website probably has all we need to generate a photo and/or graphic highlighting your item. Just enclose their web address in this form. If no web presence is available, OFBF will find a suitable graphic from its art library to compliment your auction item.