

# The Village Centers – Enchanted Forest Gala

## LIVE AUCTION PROXY BIDDER FORM

### Absentee “Proxy” Bidding Explained:

Those not attending the **Enchanted Forest Gala** will still be able to bid on live auction items by using proxy bidding. Proxy bidding will be used as follows: Any person registered to bid may submit a bid for the item(s) they are interested in, as well as the maximum bid they are willing to make. During the auction, we will have “proxy bidder” volunteers who have this confidential information, and who will bid on the bidder’s behalf.

Bids will be increased only according to the bid increases established by the auctioneer, and proxy bidders will not exceed the amount authorized in the proxy bid. If the bid amount on the subject item(s) goes beyond the maximum authorized in the proxy bid, no attempt will be made to contact the person placing the proxy bid.

Your payment information will be kept confidential. If you have the winning bid(s) you will be contacted by phone and will be emailed/mailed an invoice. Credit card information will be processed and then shredded.

Note: The person associated with the bidding number will be responsible for payment of the auction item. If you choose to have someone who is attending the **Enchanted Forest Gala** bid on your behalf with his/her bid number rather than submit a formal proxy bid, he/she will assume responsibility for the payment and collection of the item. All appropriate forms, including the receipt will be submitted to the person with the winning bid number. Should you choose to bid through someone rather than submit a formal proxy bid, you may not receive the tax benefits associated with the purchase of the item (if applicable). All sales are final.

**To submit a proxy bid, you must pre-register using this Proxy Bidder Form prior to 5:00pm on Friday, October 6, 2023.**

Deliver form to:

The Village Development department before 5:00pm Friday, October 6, 2023, or email to [development@villagelac.org](mailto:development@villagelac.org).

Questions? Contact Jessica Morales, Director of Development, (404) 683-3386 or [jmorales@villagelac.org](mailto:jmorales@villagelac.org).

### PROXY BIDDER FORM FOR ITEM: \_\_\_\_\_

Please assign a “Proxy Bidder” volunteer to bid on the above item for me.  
I have read the terms and conditions above.

Your Name: \_\_\_\_\_

Maximum Bid Amount: \$\_\_\_\_\_

*For office use only.*

**BID #** \_\_\_\_\_

*Proxy Bidder Volunteer*

\_\_\_\_\_

### PAYMENT INFORMATION

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Name on Card Mobile Phone # Email

\_\_\_\_\_ / \_\_\_\_\_  
Credit Card Number Exp Date Sec Code

\_\_\_\_\_ City State Zip Code  
Address

\_\_\_\_\_ Date  
Signature