



National Concierge Association Chicago,  
1 East Erie St,  
Suite 525 PMB 4077,  
Chicago, IL 60611  
Ncachi.president@gmail.com

February 01, 2024

Greetings from The National Concierge Association (NCA) Chicago Chapter.

The NCA Chicago has been committed to supporting the hospitality tourism industry through client referrals and providing outstanding Concierge Services. We strive as a chapter, to give uninterrupted educational and networking opportunities to eager Concierge and Affiliate partners through monthly meetings, fundraising for our charitable efforts, and membership development.

We believe the 2024 Hospitality & Tourism Summit is extremely important as we all continue to make connections in our industries and show our community's strength and resolve. The NCA-Chicago Chapter is proud to be at the Hospitality & Tourism Summit Chicago at Navy Pier on April 30, 2024 with the Annual Silent Auction. This is considered the premier hospitality networking event of the year for Chicago and Illinois. In support of building the Hospitality experience in Chicago, we will showcase our booth, generously donated by Ateema. This year's show will attract over 1,250 Concierge & Client Service Professionals, Meeting Managers, Event Planners, Hotel Teams, General Managers, Director of Sales, Hospitality Experts, Influencers, and more. We are excited to participate in a space that typically holds over 10,000 people.

We are excited for the annual Silent Auction that will serve as the NCA – Chicago Chapter's primary fundraiser for the chapter's charitable and educational funds as we partner with organizations to tackle local issues such as homelessness, Chicago Public School students, and families in need. In past years, we have partnered with the Ronald McDonald House, Humble Design, CHIGivesBack, humanitarian relief and much more. Yet we cannot reach those goals without your generous donations.

We are a nonprofit 501(c)(6) organization where contributions are not deductible as charitable contributions on the donor's federal income tax return. They, however, may be deductible as trade or business expense if ordinary and necessary in the conduct of the taxpayer's business. FEIN # 41-1907779. We hope that we can still count on your considerate support to the NCA-Chicago Chapter with your donation, big or small. This is a unique way to promote your business to all the HTSC attendees.

To be included in the silent auction, we ask that donations be **received by April 15, 2024**. After this date, items will be placed in our successful raffles. And if you are not able to donate this year, thank you for your consideration and we hope your business has a wonderful year.

To contribute, you can submit your donation items information to this link:

<https://ncachicagochapter.betterworld.org/donate-an-item>

We can also accept an email or mail in the completed donation attached form and your contribution to the address listed above. We thank you in advance for your support of the members of the NCA – Chicago Chapter with our philanthropic and educational endeavors.

Sincerely,

The National Concierge Association Chicago Chapter Board of Directors

Fundraising Committee

Joyce Fong , Concierge, Special Advisor – Past President, NCA Chicago

Flor Sigaran

Concierge, President, NCA Chicago



National Concierge Association Chicago,
1 East Erie St,
Suite 525 PMB 4077,
Chicago, IL 60611
Ncachi.president@gmail.com

Proudly Presents

NCA - Chicago Chapter Annual Silent Auction

\*Virtually available on April 8, and ends at the Hospitality & Tourism Summit , Navy Pier, April 30, 2024

This form is to confirm your participation and will serve as an official agreement regarding the NCA-Chicago Chapter Silent Auction and raffle. All proceeds will benefit The National Concierge Association-Chicago Chapter and its fundraising endeavors for humanitarian and educational goals.

Business name: \_\_\_\_\_(as to appear on item signage)

(PLEASE PRINT ALL INFORMATION)

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Email address: \_\_\_\_\_

Item(s) donated:
\_\_\_\_\_

Value of donated item(s): \_\_\_\_\_ Expiration date: \_\_\_\_\_

(We kindly request the expiration date is at least one year from the date of the event: April 30, 2025 or later)

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

Please check any of the following:

\_\_\_ I will send the item described above to the NCA-Chicago Chapter. (Date sent \_\_\_\_\_)

\_\_\_ I will send the item to NCA-Chicago Chapter at a later date, but definitely before April 15.2024.

\_\_\_ I will need someone to pick up the donation item.

• Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_ I have included marketing material – logo, glassware, promo accessories – to promote my business.

\_\_\_ I cannot donate at this time but keep me in your contacts for next year.

To participate in our auction and raffle, please return this form and donated item/certificate by April 15, 2024

National Concierge Association Chicago Chapter
Attn: Flor Sigaran
1 East Erie St, Suite 525 - PMB4077
Chicago, IL 60611
Email: ncachi.president@gmail.com

Fill out this link for your auction website section: https://ncachicagochapter.betterworld.org/donate-an-item

THANK YOU FOR YOUR DONATION & SUPPORTING THE HOSPITALITY INDUSTRY!