

# Silent Auction Instructions for Sellers

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## All Sellers

**Please check with the auction desk.**

**We need up-to-date registration information.**

- Read the instructions on the Bid Card.
  - Your **Convention Registration #** is on your name tag.
  - Once you fill in the **Description** and **Minimum Bid Price**, do not alter them without getting permission from the auction administrator and the administrator initials the change. If you do not get permission, the item may be withdrawn from the auction without notice.
  - **Do not sign the Bid Card.** You are supposed to be unknown to the buyers. Your acceptance of all terms and conditions of the auction are implied by placing your item in the auction.
- Place your bid card so your item does not get damaged when buyers write their bid on the Bid Card.
- A 15 percent (15%) premium is charged to the seller by the auction organization.
- Once placed on a table, **DO NOT MOVE** the item to another table without consulting an auction administrator. We are keeping a computerized record of the items on each table.
- Do not remove items from the auction without consulting with an auction administrator.
- Auction administration reserves the right to move items anywhere at any time.
- Auction administration reserves the right to withdraw any items from the Buy-It-Now tables.
- Your settlement will combine your sales and purchases into a single settlement transaction.