

## ***IMPORTANT! PLEASE READ!***

### ***QUICK FACT SHEET FOR BIDDERS & CONSIGNORS***

#### **BIDDERS**

- The minimum starting bid is \$3.00.
- Please carefully examine what you are bidding on as we do not warranty any item's authenticity or condition. There are no refunds on items.
- Any bid that is illegible will be voided.
- Highest bidder wins even if that bidder isn't present on Auction Day closing.
- Winning bidders have 7 days - until the following Saturday - to pay for and pick up their items or will be suspended from future bidding.
- Pickup times: Sun. 12 PM - 4 PM, Mon. through Sat. 10 AM - 7 PM.
- If you are unable to personally pick up by the due date, you must pay for items via phone on a credit card or be suspended.
- Pickup procedure: Park at the rear store entrance - walk through the store to the front counter to pay - give the paid receipt to a vendor to collect your winning items - leave again by the rear exit.
- Please bring someone to help you load large or heavy items into your vehicle.
- All items - no matter how small - must be picked up at the rear of the store. The only exception is coins which are kept in the safe at the front counter.

#### **CONSIGNORS**

- Drop off times: Mon. through Sat. 11 AM - 7 PM. NO DROP OFF on Auction Day Saturday or any Sunday.
- Please record what you dropped off for the Auction and when it was dropped off.
- All bid cards must be filled out BEFORE items are dropped off and the cards must be attached securely with tape or string on the LEFT side of the white bid card.
- Blue Reserve cards must be filled out and reserve fees paid at the front counter.
- No large hutches, entertainment centers, beds & frames, couches or tv sets older than 5 years. All electrical items MUST be in working order and stated on card attached to item. This includes electronics, small kitchen appliances, seasonal decorations, etc.
- You must call us to find out if you had items (No Bids) that didn't sell. If you want them back, they must be picked up in 7 days - by 12 PM Saturday following the Auction. If not picked up, they will be donated.
- Each "No Bid" item is charged a \$3.00 handling fee. Should your No Bid fees exceed your net winnings, the consignor must pay the negative balance to Cottage Antiques & Crafts. If "No Bid" furniture is not picked up, the consignor will be charged a \$20.00 disposal fee.
- Commissions are based on each individual item; not the total dollar amount sold. The minimum commission charged per item is \$2.00. For example, if any item receives only the minimum \$3 bid, the consignor receives only \$1.
- Payment checks are NOT mailed. They are available for pickup on or after the 25th of the month following the Auction. If the 25th falls on Saturday, Sunday or a holiday, checks will be available on the next business day.

Complete Bidder & Consignor Rules are at [www.cottageantiquesandcrafts.com](http://www.cottageantiquesandcrafts.com)

## ***COTTAGE ANTIQUES BIDDER INFORMATION***

For 2 to 3 weeks prior to closing day which is the third Saturday each month (except November & December when it is the second Saturday), registered bidders may come in as often as they like to check or increase their bids. On closing day, beginning at 1:50 PM, bidders will have a final 10 minutes to bid in each numbered section. When the Manager calls time, that section will be cleared and roped off from the public. The last area to close is Section 7, which ends at 3:10 PM and concludes the Auction.

**Sign up to bid** – To register as a bidder, you'll have to present a valid driver's license at the front counter, obtain a bidder/consignor number and sign a statement saying you have **read and agree to be bound by all Bidding Rules.**

### **RULES FOR BIDDING**

1. **YOUR Bidding Number and Bid Amount must be printed clearly and legibly.** Any bid not fully completed, including both a Bid Number and legitimate bid will not be valid. Also, any bid that is not legible will be considered invalid. These determinations will be made solely by our Management and decisions are final.
2. **The lowest starting bid on white cards is \$3.00. All bids must be whole dollars.**  
Minimum increases are as follows:
  - \$3.00 - \$49.00 - Must increase by a minimum of a \$1.00
  - \$50.00 - \$99.00 - Must increase by a minimum of \$5.00
  - \$100 and over – Must increase by a minimum of \$10.00
3. **The starting bid on a blue or Reserve card will be listed by the consignor of the item.** It could be \$10.00, \$50.00 or more. To bid you must match the Reserve amount of increase it according to the above guidelines.
4. **Buy It Now – Take It Now!** Consignors may list a “Buy It Now” price for their item. If a bidder wishes to purchase a “Buy It Now” item they'll need assistance. **Only a vendor can bring an auction item to the counter for purchase. Once paid for, the item must be taken by the Customer on the same day – no exceptions.**
5. **Your written bid is considered a legal binding contract.** Once posted, no bid or bid card may be changed, deleted, removed or altered in any way by a bidder. Anyone who does so will permanently lose all bidding privileges for *Cottage Antiques and Crafts Silent Auction*.
6. **Inspect what you are bidding on.** *Cottage Antiques and Crafts* makes no representations or warranties regarding any item sold in Auction. All items are sold “As Is” and no returns are allowed. Items in locked cases or packaging may be examined in the presence of a *Cottage Antiques and Crafts* vendor. We encourage you to do so before you place a bid. All such inspections must be completed by 12 PM on closing day. No cases will be opened after that time.
7. **Disputed final bids at Auction closing.** If two bidders disagree on which party had the final legal bid, the matter will be determined by a Bid-off. In that case, each bidder will continue to bid until one of the parties drops out. The Manager will award that item to the highest bidder.
8. **A 10% buyers' premium is added to all bids when paying cash. A 13% buyers' premium is added if using a credit card. We accept AmEx, MC, Visa and Discover. No checks are accepted.** Items can be picked up beginning the Sunday after the auction. All items must be picked up and paid for by the following Saturday. **\*\* Note: You cannot pay for and pick up items at a later time. Items must be taken at the time of payment! \*\***
9. **You do not have to be present to win.** Bidders who placed the highest bid when bidding ends will be awarded the item. If you have provided an email address, we will notify you of your winnings. Otherwise, you must call the store beginning Sunday after 12 PM at 610-366-9222 to see if you are a winner. All items must be picked up and paid for within 7 days – no exceptions.
10. **Don't lose your bidding privileges!** Winning items must be paid for and picked up by the Saturday following the Auction, or you will lose your bidding privileges. **PERMANENTLY!** Pick-up is at the rear entrance – ring the doorbell for assistance.
11. **THESE RULES MAY CHANGE PERIODICALLY AT THE SOLE DISCRETION OF COTTAGE ANTIQUES AND CRAFTS.** In extenuating circumstances, the management may grant exceptions to these rules. Failure to follow these rules is cause for immediate and permanent loss of bidding privileges.

# **COTTAGE ANTIQUES SILENT AUCTION COMMISSION GUIDE FOR CONSIGNORS**

As a registered Silent Auction Bidder, you can also be a Consignor. You will use the same number to enter items into our monthly auction. Each item consigned will owe 15%, 20%, or 25% commission determined in the breakdown below (#4). Here's how it works:

## **RULES FOR BIDDING**

1. **First time Consignors must register.** Come to the front desk and we will copy your driver's license and issue a bidder / consigner number. The white bid cards are only issued at the front counter. Bid cards for each item you are listing **MUST** be filled out and attached to your items prior to dropping them off at our Garage Door Drop off point.
2. **How do I set a minimum selling price?** If you want to list items for a minimum price that you are willing to accept – known as a **RESERVE PRICE** – you will have to pay a \$5.00 commission fee up front on anything priced under \$50 and a flat 10% on items more than \$50. So, if you place a \$30 reserve on an item, you'll pay \$5.00. If it doesn't sell, you'll forfeit that \$5.00 Reserve fee.
3. **What is Buy it Now?** Consignors may list a price that they are willing to sell any item prior to the Auction closing. Bids can be made on the item in the traditional way, but if a bidder is willing to pay the **Buy It Now** price, they can purchase that item immediately, and take it with them. If a traditional bid exceeds the listed **Buy It Now** price, that **Buy It Now** option is then null and void.
4. **How are commission fees determined?** Commissions are computed "per item" not on the total amount sold. For each item entered in the Auction, the Consignor will pay a fee of no less than \$2.00.
  - 25% commission on **each** item that sells for less than \$100.00
  - 20% commission for **each** item that sells for \$100.00 or more
  - 15% commission on all coin entries
5. **What if an item doesn't sell?** White bid card items that don't sell (NO Bid items) must be picked up by the Consignor within 7 days. They cannot be relisted. These items will owe a minimum \$3.00 listing fee. If not picked up by 12 PM on the Saturday following the Auction, they become the property of *Cottage Antiques and Crafts*.
6. **No Bid Reserve Items.** Blue card (Reserve) items that don't receive any bids and are not picked up by the consignor by 12 PM on the Saturday following the Auction will be re-listed in the next month's auction as a white bid card item.
7. **What if my item sold but the Bidder doesn't pay or pick up the item?** Cottage will re-list any item that wasn't paid for by the winning bidder.
8. **Payment is by check on the 25<sup>th</sup> of the month following the auction.** Checks must be picked up at the store. If the 25<sup>th</sup> falls on Saturday, Sunday or a holiday, checks will be available on the next business day. The check will include an accompanying breakdown of commission and no bid fees.
9. **What items are acceptable?** We accept antiques and vintage items – furniture, pictures, mirrors, rugs, decorative items, China and glassware, toy and dolls, vintage clothing, jewelry and other accessories, collectibles including coins, basketry, figurines books, etc. We also accept materials and items which can be used to make crafts. "Slightly Used" but working electronics and household items are also acceptable. **No mixed box lots will be accepted.**
10.
  1. **What is Buy it Now?** Consignors may list a price that they are willing to sell any item prior to the Auction closing. Bids can be made on the item in the traditional way, but if a bidder is willing to pay the **Buy It Now** price, they can purchase that item immediately, and take it with them. If a traditional bid exceeds the listed **Buy It Now** price, that **Buy It Now** option is then null and void.

**MANAGEMENT RESERVES THE RIGHT TO REJECT ANY ITEM NOT DEEMED APPROPRIATE. ITEMS CANNOT BE BROKEN, MILDEWED OR HAVE A BAD ODOR, STAINED, RIPPED OR TORN UPHOLSTERY. NO LARGE HUTCHES, ENTERTAINMENT CENTERS, TV'S OLDER THAN 5 YEARS, MATTRESSES, BEDS & FRAMES, COUCHES, CRIBS, STROLLERS, PLAYPENS OR OTHER BABY FURNITURE WILL BE ACCEPTED.**

NOTE: *Cottage Antiques and Crafts* is NOT responsible for damaged, lost or stolen items. Items are sold "As Is"

## DROP-OFF SCHEDULE

All items (with bid cards properly filled out attached securely with tape or string on the LEFT side of the bid card) MUST be dropped off at our garage door behind the building. Please ring the doorbell and wait for assistance.

MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY\*: 11:00 AM – 7:00 PM

\*NO DROP-OFF ON BID BOARD SATURDAY OR ANY SUNDAY

## BID BOARD CONSIGNORS

Please review the following information to be sure your bid cards are completed correctly. Missing or incomplete information will delay your item being displayed in our auction. Questions? Please ask the front staff.

Below is a sample bid card:

1. Consignor number on **BOTH** sides of the card.
2. **SAME** description on **BOTH** sides of the card.
3. If offering "BUY IT NOW", please write the price on the top right side of the bid card.
4. If not offering "BUY IT NOW", please put an "X" on the top right side of the bid card.
5. Attach tape or string to the **LEFT** side of the bid card to affix it to your item.

<b>COTTAGE ANTIQUES AND CRAFTS</b>		<b>BUY IT NOW \$</b> <u>\$30.<sup>00</sup> OR</u> <b>X</b>
<b>SILENT BID ROOM</b> 610-366-9222		<b>CONSIGNOR #</b> <u>7600</u>
<b>DESCRIPTION</b>		<u>ENGLISH</u> <u>TEA TABLE</u>
<b>Consignor #</b> <u>7600</u>	<b>Item #</b> _____	
<b>Description:</b> <u>ENGLISH</u> <u>TEA TABLE</u>	<b>Bidder #</b>	<b>Bid Amount</b>
<b>Closing Date:</b>		