

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 warrant any item's authenticity or condition
- 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 to pay for and pick up their items or will be suspended.
- Pickup times: Sun. N-4PM, Mon. thru Sat. 10AM to 5PM.
- If you are unable to personally pick up by the due date, you may pay for items via phone on a credit card.
- Pickup procedure: Park at the rear store entrance – walk thru the store to the front counter to pay, collect your winning items and leave again by the rear exit.
- Please bring someone to help you load large or bulky items.
- All items are taken out the rear exit.

CONSIGNORS

- Drop off days are Mon – Sat - 11 am to 5 pm, EXCEPT Bid Board Sat – no drop off.
- All bid cards must be filled out *before* items are dropped off and the cards must be attached securely to the item by either tape or string.
- 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.
- Blue Reserve Cards must be filled out and fees paid at the front counter
- 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 Noon Saturday following the Auction. If not picked up, they will be donated. Each "No Bid" is charged a \$3.00 handling fee. If "No Bid" furniture is not picked up, the consignor will be charged a \$20 disposal fee.
- Commissions are based on each individual item; not the total dollar amount sold. The minimum commission charged per item is \$2.00.
- 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 a Saturday, Sunday or a Holiday, checks will be available on the next business day.

Complete Bidder & Consignor Rules are at www.cottageantiquesandcrafts.com

COTTAGE ANTIQUES BIDDER INFORMATION

For 2 to 3 weeks prior to closing day, (usually the third Saturday each month) registered bidders may come in as often as they like to check or increase their bids.

On closing day, beginning at 1:50 p.m., 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 6, which ends at 3:10 p.m. 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 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 \$1.00**
 - \$50.00 - \$99.00 - Must increase by \$5.00**
 - \$100 and over – Must increase by \$10.00**
- 3. The starting bid on a blue 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 and 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, 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 make no representations or warranties regarding any item sold in the 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* vendor. We encourage you to do so before you place a bid. All such inspections must be completed by **noon** 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 the 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. No checks are accepted. We do accept AmEx, MC, Visa and Discover.** 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 12:00 noon. (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, **PERMANTLY!** Pick-up is at the rear entrance – ring the door bell 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.

- 1. First time Consignors must register to be paid.** Come to the front desk the first time you submit items for the auction and we will enter your information into the computer system, provide you with Bid Cards and explain how they are to be filled out. Bid Cards for each item, **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; 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 a 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, the **Buy It Now** option is then null and void.
- 4. How are the commission fees determined?** Commissions are computed "per item" not on the total amount sold. For each item entered into Auction, the Consignor will pay a fee of no less than \$2.00.
 - 25% commission on *each* item that sell for less than 100.00
 - 20% commission for *each* item that sell \$100.00 or more
 - 15% commission on all coin entries
- 5. What if an item doesn't sell?** White 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 Noon, on the 7th day, 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 in 7 days will be re-listed in the next month's auction as a white card item.
- 7. What if my item sold but the Bidder doesn't pay or pick up the item?** Consignors may re-list any item which wasn't paid for by the winning bidder.
- 8. Payment is by check on the 25th of the month following the auction.** Checks must be picked up at the store. If the 25th falls on a Saturday, Sunday or Holiday, checks will be available the following 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, toys 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 box lots will be accepted.**

MANAGEMENT RESERVES THE RIGHT TO REJECT ANY ITEM NOT DEEMED APPROPRIATE. ITEMS CANNOT BE BROKEN, MILDEWED OR HAVING AN 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 cards properly filled out and attached - 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 AM TO 5 PM

***NO DROP OFF ON BID BOARD SATURDAY**

BID BOARD CONSIGNORS

Please review the following information to be sure your bidding cards are thoroughly completed. Missing or incomplete information may delay payment of these items. Questions? Please ask the front staff.

Below is a sample bid board card.

- Consignor number on **both** sides of card
- SAME description on **both** sides of card
- If offering "BUY IT NOW", please write the price on the top right side of the card
- If not offering a "BUY IT NOW", please put an "X" on the top right side of the card
- Attach tape or string to the LEFT side of the card to affix to your item
- Tape left side of card to the item

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