

INSTRUCTIONS FOR AUCTION

1. Sellers will request a LETTER from Helen Bloch prior to the auction. They will bring their plants into the lobby outside the meeting room to have them inspected and registered. They will write the LETTER they received from Barbara on the upper **LEFT** corner of the 4" x 6" card. The card **MUST** have the **full** name of the plant (including any awards) on the second line of the card. Please note any minimum bids on the upper **RIGHT** corner of the card. If plant is non-blooming, please include a brief description (size, color, blooming cycles etc.). Once registered, the Seller may attach the card to the plant and take them into the area reserved for plants to be sold.
2. Buyers will register with Helen Bloch and obtain a NUMBER. This number will be written on a 4" x 6" card in bold and given to the member. The member will raise this card every time he/she wants to bid. Please keep a record of your purchases on the back of your NUMBER card to keep a tally of your purchases.
3. The auction will start at 7:00 p.m. Plants will be taken in ALPHABETICAL order from the table inside. If a plant doesn't sell the first time it is offered, it will be put aside and returned to the owner at the end of the evening.
4. Once the final bid has been made, the Auctioneer will mark the sales price on the **bottom** of the 4" x 6" card and a Runner will return the card to the Sales table. The PLANT WILL BE PUT ASIDE IN A SEPARATE AREA with the Buyer's name and sales price on it. **Buyers will not receive their plant(s) UNTIL FULL PAYMENT HAS BEEN MADE.** Receipts will be issued and will include the Buyer's name, and Amount of the Sale. **YOU MUST HAVE A RECEIPT FOR THE PLANTS BEFORE THEY ARE REMOVED FROM THE MEETING AREA.** Please show them to the 'receipt checker' at the door before leaving.
5. One person at the sales table will record sales for the Buyers and another person will record sales for the Seller. Each must initial the 4 x 6 card after they have recorded the amount of the sale. The staff at the Sales table will validate tabulations from cards prior to finalizing the tab for each Buyer or Seller.
6. BCOS will deduct 10% of the Sales amount before a check is issued to the Seller. Checks will be mailed to Sellers in a timely manner.