

AUCTION INSTRUCTIONS FOR APRIL 11, 2011

1. **WITHIN THE MONTH PRIOR TO THE AUCTION, SELLERS** will request an alphabetical letter (A-Z) from Plant Registrar, Helen Bloch, at hbloch@cfl.rr.com or 321-727-0527. The day of the Auction, starting at 6pm, Sellers must have their plants inspected for pests and diseases prior to admittance into the meeting area. Current members of BCOS may bring 10 plants for a single membership or 15 plants for a joint membership. Each plant must be identified with the Seller's Letter/Number on the upper left hand corner of a lined 3 x 5 or a 4 x 6 index card to be attached to the plant. The name of the plant (including awards, if any) should be written on the 2nd line. A seller can annotate a minimum bid, if desired, on the upper right corner of the card. If a plant is non-blooming or bare root, please include a brief description (size, color, blooming cycles etc. and/or include a picture of the plant in bloom). Once registered, the Seller shall attach the card to the plant and take it into the area reserved for plants to be sold.
2. Starting at 6:30 pm, BUYERS will fill out a registration card at the meeting and obtain a BIDDER'S NUMBER. The member will raise this number 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 auctioned off sequentially, one at a time, from Sellers A-Z from the holding tables inside. If a plant doesn't sell at the 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 accepted, the Auctioneer will mark the Buyer's number and the sales price on the **bottom** of the index card and a Runner will return the card to the Registrar. Winning Bidder will be handed the plant to hold until check-out. **Buyers will not be permitted to leave with their plant(s) UNTIL FULL PAYMENT HAS BEEN MADE; PAYMENT IS BY CASH OR CHECK ONLY.** Receipts will be issued and will include the Buyer's name, number of plants purchased and the amount of the Sale. **YOU MUST HAVE A RECEIPT FOR YOUR PLANTS BEFORE THEY ARE REMOVED FROM THE MEETING ROOM.** Please show the receipts to the 'Receipt Checker' at the door before leaving.
5. One person at the registration table will record Sales for the Buyers and another person will record Sales for the Seller. Each must initial the 3 x 5 or 4 x 6 index card after they have recorded the amount of the sale. The staff at the Registration table will validate tabulations from cards prior to finalizing the tab for each Buyer or Seller. The index cards that were attached to the plant will be retained by the Plant Registrar.
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.

Jo Ann Amos 321-259-8585
Elaine Chambers 321-243-8000
Auction Co-chairs