

Extra 2011 West Silent Auction Rules

1. The Silent Auction to be held during the 2011 NMRA annual convention will be under the charge of the Extra 2011 West Silent Auction Committee. The Extra 2011 West Auction Manager will be the final authority on all matters regarding the operation of the auction.
2. The Auction will start receiving consignments on Sunday afternoon at 2:00 pm or as soon thereafter that the room has been properly set up. Although we do not anticipate running out of table space, auction item entry will be terminated if the allotted space is filled to capacity. The auction will be open for bidding daily beginning Monday from 9:00 am to 1:00 pm and 2:00 pm to 7:30 pm.
3. Auction Item Cards (AIC) will be available at check-in for items to be auctioned. Seller will be responsible to ensure the proper items have been brought and that the items are properly tagged/marked.
4. Multiple-item lots to be sold as a unit will be given one AIC and secured on a seller-provided cardboard tray with cello-wrap (Saran Wrap) or rubber bands. An item consisting of multiple loose parts should be enclosed in a zip-loc bag and stapled shut. The current operating condition of motorized equipment must be noted in the item description. Any boxed item that the seller desires to be displayed in an 'open box' condition must secure the box with cello-wrap to prevent handling of the model.
5. It is suggested that item descriptions be preprinted on white self-adhesive labels no larger than 1"x2-5/8" (Avery #5160) for attachment to the AIC in the space provided for the item description. A duplicate set of labels will provide the seller with a label to place on each claim check for his records. Be sure to include the SCALE and MFGR on the first line of each description label. Preprinted labels are not mandatory, but will expedite the entry of your items. A typical format would be similar to:

Athearn	HO
UP SD70MAC, never run	
New in the box	

6. Sellers will not be allowed in the auction room to place items until ALL of their AICs are completed. Space is available outside the auction room for completing the AICs. When a seller has ALL his AICs completed, he should approach the auction room entrance and notify the staff that he is ready to place his items in the auction. Auction personnel will assist the seller with placing his items on the appropriate tables. The AICs were redesigned in 2009 and will be placed alongside items or protruding from the front cover of books/magazines and NOT on top of the items.

7. Auction Item Cards will have the seller's convention registrant number, a unique item number (preprinted), a description of the item(s) and spaces for multiple bids.
8. The minimum bid (lowest price that is acceptable by the seller) for each item will be no less than \$1.00. Bids will be in whole dollar increments. Any bid involving an amount other than a whole dollar amount, will be canceled.
9. The convention registrant number, issued by the Convention Registrar (NOT NTS), will be the auction bidding number for all participants. Sellers and Buyers MUST be registered for the convention. Only convention badge-wearing persons will be admitted to the Silent Auction room.
10. Bidding will close on Wednesday evening at approximately 7:30 pm. Once bidding is closed, the bids will be entered in the Auction Computer and the winning bidders registration numbers will be posted on the easel/bulletin board outside of the Auction room as soon as practical.
11. Settlement with buyers will begin as soon as possible on Thursday evening after 4:00 pm until 7:30 pm. Payments can be made with cash, checks, and credit cards (MC, Visa, Discover). Buyer settlement will absolutely close at 12 noon on Friday.
12. **Successful bids not picked up by 12:00 noon on Friday will be remarked as No Bids and returned to the Seller.** The Extra 2011 West committee will handle all transactions. All buyers will be charged a 2.5% handling fee and then current California Sales Tax (currently 8.75%) on their total purchase. Buyers and Sellers are cautioned to arrange their tour and clinic schedules so that they will be available to settle their transactions at the appropriate time periods. It is NOT the responsibility of the Silent Auction Committee to attempt to be the most convenient event in the convention. This is a weeklong event and the staff is all volunteers who are also model railroaders attending the convention.
13. Settlement is not a process taken lightly and our diligence in handling your transaction correctly is our utmost priority. Please have patience with the process.
14. Seller settlement will commence at 2:00 pm Friday and will end at 7:30 pm Friday. All North American Continent sellers will be paid by NMRA check. Foreign sellers, upon request, will be paid in US currency by the Extra 2011 West Treasurer. All sellers will be provided a statement of their items that were sold and those that went *No Bid. No Bid* items not claimed by the Seller by 7:30 pm Friday evening will be forfeited to the local host committee unless other arrangements are made.
15. All Sellers will be assessed a fee of 10% of the final bid price. The Fee will be calculated at settlement on a per item basis rounded to the nearest nickel.

16. Security for the Auction:

- a. The Host Committee will provide security for the Auction.
 - b. All individuals coming into the Silent Auction room will be required to check ALL bags in the designated secure area in the Silent Auction room. **NO BAGS, LADIES' PURSES, BRIEFCASES, LARGE CASES, NECKSTRAPPED CAMERAS, fanny packs or bulky clothing/coats** will be allowed into the Auction Room. **Bidders should expect this rule to be strictly enforced.** This rule is for the protection of the models on display. At the Anaheim Convention in 2008, a very delicate model was destroyed by a bag or camera that inadvertently fell on the item.
17. All bidders should be prepared to bid by bringing their own blue or black ink ballpoint pen. No colored pencils, liquid ink pens or felt tip markers will be allowed. If the high bid bidder's number or bid is illegible, the item will be sold to the highest legible bidder's bid. The determination of an illegible bid will be at the sole discretion of the Auction Committee and all decisions will be final.
18. All items placed in the Silent Auction are sold *As Is* and the Silent Auction Committee, the NMRA, and the Host Committee take no responsibility for the condition or description correctness for any item. Bidders are cautioned to bid on an item only if they can ascertain that the item is as advertised.
19. All questions concerning the Silent Auction should be addressed to:

Silent Auction Manager
1238 Rolling Hill Ct
Martinez, CA 94553

or

bill_swindell@value.net

Please use a subject line of *X2011 West Silent Auction* when emailing.

08/23/2010