

# KGMS Silent Auction Guidelines

The Silent Auction is open during the public hours of the rock show:

Friday, 2 - 8 pm      Saturday, 10 am - 6 pm      Sunday, 10 am - 5 pm

The auction is an opportunity for you to sell items from your collection. A variety of lapidary items (rocks, books, equipment, etc.) makes a good auction. We make every effort to sell your items. However, if an item is out for 3 auctions without any bids, we will remove it.

Auction items should value at least \$2. Consider bagging several small items together.

Fill out a Bid Sheet for **each** item you plan to auction.

- Complete the form in Word and print. Or print blank forms and write in the information.
- Use **colored** paper for personal items. You can use several different colors.
  - You receive 80% of the winning bid
  - KGMS receives 20% of the winning bid
- Use **white** paper for items you are donating to KGMS.
  - KGMS receives 100% of the winning bid

Complete the top of the form:

Item	What is the item. What kind of rock or mineral.
Seller	Your name. KGMS for items you are donating to the club.

Starting Bid	Not lower than \$2 Amount is in increments of 50¢ Use a <i>realistic</i> price. Buyers will bid it up If unsure, check online for what similar items are priced
Minimum Increase	How much each bidder must raise the bid: 50¢ or \$1 *  *Suggestion: If starting bid is \$2 - \$15, increase by 50¢  If starting bid is \$16 or more, increase by \$1

Complete the bottom of the form:

Item	Same as the top: What is the item. What kind of rock or mineral.
Location	Where is it from, if known.

Print the form in Landscape orientation.

Cut the form so each bid sheet is 3 5/8 inches wide.

Fold the bid sheet with the information on the **outside**.

Bag the rock and bid sheet together in a clear plastic bag so the bid sheet is readable through the bag.

Bring items to the auction table. Thursday during set up is preferred. Connect with Sue.

Please consider donating items for the Wrapping Station:

- newspaper    - bubble wrap    - tissue    - masking tape    - zip lock bags    - grocery bags

The club is not responsible for loss, theft or breakage of auction items.