

## Detailed Information for Sellers

1. All sellers must register for an identification letter (alphabetical) which is to be used on bid slips in two places (make sure they are legible) if you expect payment for your sold items. You can get your seller letter by emailing Leslie Osgood at [jandlosgood@gmail.com](mailto:jandlosgood@gmail.com) or calling 303-986-4488 (leave a message and she will call you back). If you register at the auction, make sure your complete address and phone number are entered legibly in our registration book.
2. You may place your sales items out on any designated table when instructed to, no earlier than one hour before opening time, and no later than the beginning of the auction. It is recommended that you spread out your items on different tables, because random tables will be closed starting 30 minutes after the start of the auction.
3. Sellers are **limited to 3 flats maximum** of specimens to put out on the tables initially. If the tables are not full, then sellers may be allowed to place an additional flat of materials on the tables, so leave in your vehicle just in case.
4. Only CMS bid slips will be accepted on all sales items, in order to expedite check-out and accounting procedures. **You will be required to check in with auction personnel at the door who will ensure you have filled out your bid slips correctly. We have had many mistakes in the past and we hope this will minimize these mistakes in the future.**
5. Sellers must donate 20% or 100% of an item's proceeds to the Colorado Mineral Society, whichever they so indicated on bidding slips. All proceeds from this event help defray the costs of running the Society.
6. Minimum bids for items should be identified on bid slips. If you, the seller, have designated a minimum bid, that is the minimum price required in order for purchase. Otherwise, the minimum bid is automatically \$0.25. Unsold items will be returned to sellers at the end of the auction, but sellers must be present (with identification, usually the card you were given at the time you registered) in order to claim them. We will ask that sellers give us their boxes, which will be identified with their seller letter to give back unsold items. If not present, unclaimed items will become the property of the Colorado Mineral Society at the end of the auction. Make your minimum bids reasonable, or you should expect to cart out a majority of your sales items.
7. Sellers will be asked to remove any materials judged unsuitable or inappropriate for our auction. Place toxic or asbestos-related specimens in sealed bags.
8. All sales occurring on these premises including personal sales of un-auctioned items are subject to the 20% contribution payment to the Colorado Mineral Society. Those breaking this rule will not be allowed to participate in future club auctions.
9. Checks for the seller's portions (80%) of sales will be mailed approximately three weeks after the auction, along with a rough inventory of those items sold.
10. The Society cannot assume any responsibility for accidental breakage or loss of any items. All items presented for sale are at the seller's risk. If your item is round, please place in a shallow box so it does not roll off the table.
11. Participation in their auction implies acceptance of these stated policies of the Colorado Mineral Society.

## DETAILED INFORMATION FOR BUYERS

1. All buyers must register for an identification number which is to be used on bid slips during the auction. Please save your registration card for picking up your purchases. Buyers will be asked to leave the premises if they conduct inappropriate behavior.
2. This year's auction will start at noon, with tables closing every 15 minutes or so, beginning at 12:30 PM. At the announcement "**Pencils up**", bidding is temporarily closed. The tables that will be closing will be randomly drawn and announced. The last tables will close around 3:00 PM. A verbal auction of specimens donated by area dealers and members will occur from 1:00 PM to 1:30 PM.
3. Honor minimum bids. Bids must increase by increments of at least \$0.25, in multiples of \$0.25, and **BIDS MUST BE LEGIBLE!!** Illegible bids will be disregarded, as will bids that are written after the command "Pencils Up", and the next highest bidder will receive that item.
4. A table of items solely for children to bid on will be available. Bids must be increased by \$0.10. **Children under 12 are not allowed to bid on the adult items.** Parents please ensure that your children are not putting erroneous bids down on the bid slips.
5. Buyers must be present at the end of the auction, with sufficient cash, check, or credit card in order to purchase items which they have successfully bid on. If buyers are not present, or have insufficient funds, the items revert to the next highest bidder present with sufficient funds. Sales taxes (7.5% includes state, county, city, RTD, CD, and BD) will be collected from all buyers, other than genuine dealers who provide us with their tax I.D. numbers.
6. A cash and carry sales table will be located outside of the venue before the auction starts and throughout the auction. You have to pay for purchases there (cash and check only) and take the items directly to your vehicle. **Please, do not bring these items into the auction.**
7. The Society does not guarantee the authenticity of any items.
8. Shoplifters will be prosecuted.
9. Bring any questions to members of the Auction Committee.
10. All proceeds from this event help defray the cost of running the Society. Participation in this auction implies acceptance of these stated policies of the Colorado Mineral Society.