

<Your Event's Name>

Auction Rules

Bidding

1. Each guest is assigned a bid number written on their registration packet. Each guest's bid number is their identifier. To bid in the Silent Auction, guests shall write their bid number on the Silent Auction form corresponding to the desired item. To bid in the Live Auction, guests shall hold their bid card with the number toward the auctioneer so the auctioneer can clearly see it. By bidding in the Live or Silent Auction, each bidder agrees to these auction rules.
2. Bidders may utilize only their own bid number.
3. The bid number next to the highest bid amount at the end of the Silent Auction will be declared the successful bidder of that item. In the Live Auction, the highest bidder acknowledged by the Live Auctioneer will be declared the successful bidder. Being designated the successful bidder by an auction official is a legal contract to purchase the item.
4. Any bid that fails to meet the opening bid or minimum bid increment will be disqualified.
5. In the event of multiple bidders attempting to bid at Silent Auction closing, an auction official may choose to conduct a live auction among the bidders, with the last written bid serving as the opening bid.
6. Anyone attempting to block another bidder from bidding will be disqualified.

Payment

7. Top bidders must pay for their items in full at the cashiering tables at the conclusion of the Live Auction.
8. Auction items will be awarded to one purchaser only. The bidder who has bid the top amount for an auction item will be responsible for full payment of the item.
9. All purchases are final and there will be no exchanges or refunds on items unless otherwise noted or warranted.
10. Payment shall be made by currency, check, or credit and debit cards accepted by our payment processor. Checks shall be made payable to <organization name>.
11. In <month & year>, the Internal Revenue Service granted <organization name> 501(c)(3) status. Payments are tax deductible as a charitable contribution only to the extent provided by law.

Collection

12. The purchaser assumes the responsibility to locate and remove purchases from the auction premises. Purchasers may claim items from **<retrieval point>** after showing their paid receipt.
13. Unless otherwise noted, all goods, services, or certificates must be claimed and used within one year of the auction date.
14. All items not removed from the auction premises this evening will be stored for you at **<location>** and you may claim your item(s) between **<time>** on **<date(s)>**. Items not claimed by this date will be stored at the purchaser's expense.
15. Due to license and insurance regulations, all motor vehicles and other items requiring a title transfer or license may be claimed at: **<location>** on **<date>**. Purchasers must pay for all transfer fees, license fees, and all taxes, as well as make arrangements for insurance coverage from the time of purchase.
16. Reservations for trips and vacation accommodations must be mutually arranged with the donor, unless otherwise noted. No refunds will be allowed on travel packages for canceled tickets and/or accommodations.
17. Travel will be provided by donors as described. Because travel charges change, travel costs may decrease the values stated, but no refunds will be allowed.

Other Rules

18. **<Organization name>** reserves the right to add or withdraw, without notice, items to or from the auction.
19. **<Organization name>** has attempted to describe and catalog all items correctly, but all items are offered "as is" and "where is." **<Organization name>** neither warrants nor represents, and in no event shall be responsible for, the correctness of descriptions, genuineness, authorship, provenance, or condition of the items. The values listed are estimates only, and are not warranted for tax purposes or fair market value. Items have not been appraised unless specifically otherwise noted.
20. Each person issued a bid number (bidder) assumes all risks and hazards related to the auction and items obtained at the auction. Each bidder agrees to hold harmless from any liability arising therefrom **<organization name>**, its elected and appointed officials, members and employees, the auctioneers, the auction company and its agents and employees, event organizers, sponsors, and/or volunteers connected with the auction.