

# **SELLER (CONSIGNER) CONDITIONS**

## **All Sellers Must Have Inventory on A Consignment Form**

Consignment form will be used to check-in and confirm numbers  
Commission percentage will be noted at the time of check in and your signature at the completion of the check-in confirms the commission amount.

## **Any Special Conditions for Your Items**

Please let the auctioneers know of any special conditions for items. If you are present, let the auctioneer know just prior to the item coming up for bid of those conditions or by arranging with the auctioneer to make the announcement. If you are not present, please leave a written note.

## **Payment Will Be Sent Via the Info You List On The Consignment Form**

Payment by check will be from the CIBA bank account, sent to the address and made out to the name on the consignment form-- will be mailed within 7 days of the auction

Will include an accounting of the items you had for sale

Any discrepancies you note should be addressed to the CIBA Secretary/Treasurer whose contact information will be with the mailing

## **Items Not Sold Must Be Taken Away**

All items not sold will be your responsibility to remove unless arrangements have been made with the CIBA Auction Chair. Any items still remaining as CIBA is leaving the auction will be discarded.

## **The Auctioneer Has Final Say**

The auctioneers are the only parties allowed to determine that a bid has been placed. If an auctioneer missed a bid, you as the seller have no right to have a bid reinstated or rebid.

## **Items With Minimum Bids**

If you place a minimum bid on an item and it does not sell you are responsible for the agreed to commission on that item. Please place your minimum bid accordingly.