

AUCTION INSTRUCTIONS FOR APRIL 9, 2012

1. **SELLERS, PRIOR TO THE AUCTION**, will contact Co-Registrar HELEN BLOCH at 321-727-0527 or hbloch@cfl.rr.com to request a Seller's LETTER (A-Z). Starting at 6pm, Sellers must have their plants inspected for pests and diseases before they enter the meeting area. Sellers may bring 10 plants for a single membership or 15 plants for a joint membership. Each plant must be identified with the Seller's Letter on the upper left hand corner on a lined 4 x 6 index card. The name of the plant (including awards, if any) should be written on the 2nd line. A seller may annotate a minimum bid, if desired, on the upper right corner of the card. If a plant is non-blooming or bare root, please include a brief description (size, color, blooming cycles etc. and/or include a picture of the plant in bloom). Once registered, the Seller shall attach the card to the plant and take it into the area reserved for plants to be sold.
2. **BUYERS** will pre-register with Co-Registrar Lorna Mazza at 321-255-2050 or lornamazza@cfl.rr.com, or register at the Auction meeting starting at 6:30pm. to receive a **BIDDERS NUMBER**. The member will raise this number every time he/she wants to bid. Please keep a record of your purchases on the back of your NUMBER card to keep a tally of your purchases.
3. The auction will start at 7:00 p.m. Plants will be auctioned off sequentially, one at a time, from Sellers A-Z from the holding tables inside. If a plant doesn't sell at the time it is offered, it will be put aside and returned to the owner at the end of the evening.
4. Once the final bid for each orchid has been accepted, the Buyer's number and the sales price will be marked on the **bottom** of the index card and a Runner will relay the card to the Sales Table. Winning Bidder will be handed the plant to hold until check-out. **Buyers will not be permitted to leave with their plant(s) UNTIL FULL PAYMENT HAS BEEN MADE; PAYMENT IS BY CASH OR CHECK ONLY.** Receipts will be issued and will include the Buyer's name, number of plants purchased and the amount of the Sale. **YOU MUST HAVE A RECEIPT FOR YOUR PLANTS BEFORE THEY ARE REMOVED FROM THE MEETING ROOM.** Please show the receipts to the 'Receipt Checkers' at the door before leaving.
5. Lorna and Helen will record Sales on the spreadsheet for the Buyers and Sellers. Each must initial the 4 x 6 card after they have recorded the amount of the sale. The staff at the Sales Table will retain the cards attached to the plants and validate tabulations prior to finalizing the tab for each Buyer or Seller. All participants are encouraged to remain until the end of the auction, as Lorna will print out checks for Sellers and receipts for Buyers.
6. BCOS will deduct 10% of the Sales amount before a check is issued to the Seller. Checks will be issued to Sellers at the end of the auction.

Jo Ann Amos 321-259-8585
Elaine Chambers 321-243-8000
Auction Co-chairs