

I want to invite all members to participate in our annual auction. Selling of bonsai and bonsai related items at our auction is reserved for members of the Ann Arbor Bonsai Society. All items you want to sell at auction should be clean and free of disease and insect infestation.

If you intend to sell bonsai and/or bonsai related items at the AABS Auction, you have to register as a seller. You can prepare these forms before you arrive at the auction, this will streamline your registration process. These forms are attached.

Before you fill-in any form you must determine which bonsai and/or bonsai related items are to be sold in either the Live or Silent Auction. In broad terms, bonsai and bonsai related items that are likely to draw significant interest and a minimum bid of \$20 can be offered in the Live Auction. Keep in mind, if a minimum bid is not offered on any item, that item will be returned to you. No attempt to accept a bid less than \$20 will be made.

Members can sell any bonsai and/or bonsai related items in the Silent Auction. The Silent Auction has no minimum opening bid and is intended to simplify the auction process for these items. In general terms, items offered at Silent Auction are likely to draw a lower purchase price from buyers.

When you register your sale items at the auction site, you will be assigned a Seller ID. Put the Seller ID on the Live and Silent Auction Sheets.

### **Live Auction Form**

Items you want to sell in the Live Auction have to be individually listed on the Live Auction Seller Sheet. Fill-in your name, contact information and list each item you want to sell at Live Auction under the heading, Description of Auction Item. Additional directions are found on the Live Auction Seller Sheet.

### **Silent Auction Forms**

If you are selling items in the Silent Auction, there are two forms to prepare, the Silent Auction Seller Sheet and the Silent Auction – Bid Sheet. Fill-in your name, contact information and list each item you want to sell at Silent Auction under the heading, Description of Auction Item. Additional directions are found on the Silent Auction Seller Sheet.

Each item/group of items listed on the Silent Auction Seller Sheet must have a Silent Auction – Bid Sheet. Fill-in your ID # and a description of each individual item on the Bid Sheet.

### **Labeling Your Auction Items**

You must label each auction item offered at the live and silent auction. This label should have a brief description of the item, your Seller ID and the Item # as listed on the Live and Silent Auction Seller Sheets. As an example . . . If you are selling a group of four bonsai pots, your label will read, "4 pots R-3" ("R" is the Seller ID and "3" identifies the auction Item # as found on the Live or Silent Auctions Seller Sheets) .

