

## Submitting Lots for a Zoom Auction

- Each Zoom live auction can include items from the club donation collection and from club members. Member submissions should be limited to 3 to 5 items per month.
- The minimum value for any lot is \$5.00.
- Lots will be accepted and entered into the next auction in the order in which they are received. If an auction is at capacity, then submitted lots will be held in queue for future auctions.
- Each lot must include a bid sheet, which can be found online at <http://www.santarosastampclub.org/meetings.html>
- The opening bid is the lowest amount at which the owner is willing to sell and it will not be reduced by the auctioneer.
- Items should be delivered to Auctioneer in person or by mail at least ten days prior to an auction to allow time for items to be scanned and organized for the next auction.
- Items will be scanned by Auctioneer. If you wish to scan or photograph your items, then please contact Auctioneer for guidance and recommendations on how to do so.

## How to Participate in a Zoom Auction

- The list of auction items will be attached to the monthly meeting announcement email.
- You must be present to bid, i.e. you must either login into the Zoom meeting on your computer, tablet, or smart phone or you can call into the meeting. If you are unable to attend an auction and wish to bid on an item, please make arrangements with another member to bid on your behalf.
- To submit a bid, click on the Chat button at the bottom of the Zoom window (see figures on the next page). This will open a new window in which you enter your initials along with your bid. For example, FDR submits a bid by entering: fdr 21.50
- If you are the winning bidder:
  - a. Contact the Auctioneer within one week after the auction to arrange for delivery. You can pick up the item at Auctioneer's house or Auctioneer can mail the item to you.
  - b. Send payment to Treasurer preferably by check, payable to Santa Rosa Stamp Club. Payment can also be delivered to Auctioneer if you plan to pick up your item. No credit cards accepted.
- Treasurer will pass on payment to sellers less 10% club commission.
- If you're the winning bidder and are not satisfied with the item, you can return it for a refund before the next club meeting.

Any variances to these procedures or any other auction issues will be at the discretion of the executive committee.

