

# Calgary Aquarium Society Auction Rules and Regulations

## Buying:

- Everyone is welcome to bid. Club members in good standing may run a tab and pay for all of their items at the end of the auction. Non members may pay individually for each item as it is won.
- Bid increments in full dollar amounts only will be accepted. Minimum bids are one dollar.
- For a \$2fee, buyers may “bump” an item of interest to be the next lot up for auction.
- All purchases become the immediate responsibility of the buyer. Buyers should ensure that they are able to take proper care of livestock and have transportation arrangements for larger items.
- Payment for all items must be in **CASH ONLY**.

## Selling:

- The auction will be limited to 500 lots. Selling is reserved for current Aquarium Club Members (CAS or similar clubs) only and preference will be given to members in good standing. Sellers are allowed up to 20 lots each. Auction volunteer(again members) are allowed 25 lots. However, if the maximum number of lots has not been reached by the registration deadline, sellers may be allowed additional lots. Additional lots may be made available for non-members and special circumstances at the Auction Chairperson’s discretion.
- Those wishing to sell items must register for the auction no later than **ONE WEEK prior to the auction date** to reserve their lots. If necessary, please ensure that club memberships are renewed or purchased *prior to registering* (not on the day of the auction!) Any lots from vendors that have not been pre-registered will be considered as donations.
- Sellers must legibly fill out the Vendor Form with the appropriate information as an official record of all items to be offered for sale. The Vendor Form must be completed and submitted to the Auction Chairperson *prior to the start of the auction*. It is not required at registration.
- Reserve bids under \$5 will not be permitted on items. Unsold reserve items will still be subject to a commission (based on the reserve price) unless the reserve bid is dropped by the seller.
- Sellers will receive 70% of each item’s proceeds. A 30% commission will go to the Calgary Aquarium Society.
- Cheques for sellers’ earnings will be issued in the week following the auction.

# Donations

-Anyone wishing to donate items to be sold in support of the CAS may deliver them on the morning of the auction. Please label donations with lot #999 (general donations) or #998 (in support of the CAS Library.) Pre-registration or membership is not required for donated items.

-Aquarium related businesses wishing to donate new items for raffle or door prizes will be publicly advertised as donors and receive written acknowledgement of their donation. Please contact the Auction Committee to donate items.

## Items:

-All items must be tagged with the seller's vendor/member number and item number: i.e. 19-03 (vendor #19, item #3.) Sellers should number their items in sequence (xx-01, xx-02, xx-03, etc.) as they are listed on their Vendor Form. Items must also be marked with the seller's club of affiliation (if other than the Calgary Aquarium Society.)

-Dry goods and equipment must be reasonably clean and clearly marked as to operating condition, missing or broken parts, etc. Items that are not marked as such will be considered as non-functioning. **No junk!** Please ensure that used equipment is of a decent quality and merits the time required to sell it.

-Fish and plants should be labeled as completely as possible with the common name, scientific name, sex, and number of specimens. Sellers may also wish to include additional information if the species is unusual or requires special care.

-Fish should be bagged properly, or in suitable lidded containers. Any lot that requires re-bagging will incur a \$2 fine which will be deducted from the seller's earnings.

-Restricted species will not be permitted for sale unless accompanied by applicable permit and authorization.

**-No used gravel will be accepted**, with the exception of specialty plant substrates. New gravel is permitted, but must be in unopened retail packaging.

-Sellers will distribute their auction items according to the "Ten Table" system. Items ending with '1' (xx-01 or xx-11) should be placed on table #1, items ending in '2' (xx-02 or xx-12) on table #2, etc. Tables will be chosen in random order for auctioning. Late items will be placed on a designated table as the last items sold at the auction.

**The Auction Chairperson retains the right to withhold any item for sale if it should be of questionable quality or presentation.**

**Any decisions regarding exceptions to the auction rules are made at the sole discretion of the Auction Chairperson.**

While all possible precautions will be taken to ensure the safety and well being of all items, the Calgary Aquarium Society and its representatives will assume no responsibility for loss and/or damage incurred as a result of the auction.

The Auction Committee retains the right to amend any and all of the above rules.

# Calgary Aquarium Society Auction Vendor Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Member Number: \_\_\_\_\_

I have read and agree to the Auction Rules and Regulations

Item#	Description
-01	
-02	
-03	
-04	
-05	
-06	
-07	
-08	
-09	
-10	
-11	
-12	
-13	
-14	
-15	
-16	
-17	
-18	
-19	
-20	

This form must be submitted before the auction!