

**Albuquerque International Association
2019 Silent Auction**

SILENT AUCTION INSTRUCTIONS

- Silent Auction bidding begins at **5:00 pm** and ends at **7:00 pm**.
- Official check-out time, when you will be able to pay for your winning items, is **8:30 pm**. **The Silent Auction room will be closed from 7:00 – 8:30 pm** to allow Volunteers to prepare for check-out at 8:30 pm.
- **TO PLACE A BID:** Use the bid number listed on the bid card you receive when you check in. Each item has a separate bid sheet. Write your bid number on the bid sheet. It is also helpful if you include your name and/or phone number on the bid sheet. A valid bid must equal or exceed the **Minimum Bid**. Any new bid must *equal or exceed* the **Minimum Increase**. The Minimum Bid and Minimum Increase will be listed on the bid sheet. The highest bidder will be considered the winner.
- You also have the option to **"BUY-IT-NOW"** by writing your bid number in the space marked "BUY-IT-NOW". This will end the bidding for that item and you are guaranteed to take it home. The BUY-IT-NOW value is generally the retail value of the item plus 10%. Please inform a Silent Auction Volunteer for any item that you want to BUY-IT-NOW, so that the item can be removed from the display table.
- You have the option of paying for your BUY-IT-NOW item before official check-out at 8:30 pm; however, we regret that only cash or check is accepted for early payment of BUY-IT-NOW items. **Credit card payment is not available for early purchase of BUY-IT-NOW items.**
- Winning bid numbers will be posted on a board just inside or at the entrance to the Banquet Room by 8:30 pm.

PAYMENT PROCEDURES

- Payment and check-out will commence at **8:30 pm** at the Payment Table in the hallway outside the Silent Auction room.
- Proceed to Payment Table and present your bid number to the cashier. Credit cards, check and cash are accepted. Due to the possibility of unreliable wi-fi connection, we encourage you to bring your checkbook as an alternative payment option. Upon payment, you will be given a receipt.
- Please give your receipt to a Silent Auction Volunteer who will retrieve your items from the Silent Auction Room and give them to you with your receipt. Please wait in the hallway until your items are retrieved. **To allow AIA staff & Volunteers to efficiently process payments & retrieve your winning items, Gala attendees may not enter the Silent Auction room after 8:30 pm.**
- If you must leave early & are unable to pick up & pay for your item(s) at 8:30 pm, you will need to arrange for pick up at the **AIA office** during office hours to make your payment & receive your items.
- Items will not be released prior to making your payment.

REGULATIONS

- In the event of a dispute, the Silent Auction Chair will have sole and final authority to determine the successful bidder or re-offer the items for auction.
- Item descriptions and estimated values have been provided by donors.
- All items are sold in **AS IS** condition.
- All sales are final. There will be no exchanges or refunds.
- All items must be paid in full on the night of the Gala.
- A winning bidder may be able to obtain an income tax deduction if the amount of the winning bid exceeds the item's fair market value. Please consult your tax advisor.