

LIVE AUCTION COMMITTEE

An auction provides an additional activity for the Regional or National Event. It generates interest among the members for the opportunity to either sell or buy horological items.

Auction requirements include the following:

- A suitable display area, ample seating, and a public address system for the auction room.
- Proper identification badges. A door attendant is responsible to ensure that this occurs. Facility maintenance personnel must be accompanied and wear an appropriate badge.
- All merchandise shall be identified by an auction number affixed to the item. This numbered identification must remain attached to the merchandise until it is delivered to the buyer; the number must then be matched to the:
 - a. buyer's number for delivery, and
 - b. seller's number for payment.
- Security beginning at registration time and continuing through the end of the auction (including overnight).
- Bidders must be qualified (by identification badge) and obtain a bidder number (which will normally be on paddle to raise when making a bid). A list matching the bidder number to his name and, if desired, phone number, room number, mart table number, or other needed information must be kept by Live Auction personnel.
- If held on a non-Public Day:
 - a. bidding is restricted to current members in good standing of the NAWCC, Inc., and
 - b. a consignor may bid on his own item and is allowed to buy back his merchandise.
- If held on a Public Day:
 - a. non-members may participate in bidding but must present full identification when registering,
 - b. consignors may not bid on or buy their own merchandise; however, reserve prices may be established,
 - c. special requirements regarding payment for non-member successful bidders such as cash or money orders may be implemented, and
 - d. some states require that a licensed public auctioneer be used.

Here are other considerations for a successful auction:

1. The Auctioneer may be an NAWCC member or a professional auctioneer. Normally, no fee is paid if an NAWCC member serves as the Auctioneer. The member can be offered a free registration as a courtesy and to offset expenses. If the services of a professional auctioneer are used, a fee should be agreed upon in advance of the meeting. The professional auctioneer should have knowledge of horological items and current market values.
2. The auction should feature no advance bids, and no house bids. At the discretion of the Auctioneer, one bid may constitute a sale. In case of a dispute, the decision of the Auctioneer will be final.
3. Set a limitation on the number of lots and a registration fee, if any, for each.

4. Each item to be auctioned should contain a description.
5. Use a 3-part (carbonless facsimile) form or equivalent, hereafter referred to as an “Auction Transaction Ticket,” for the auction registration. See the example on the page following these instructions, which may be supplied to a printer for production, or forms may be ordered on such outlets as Amazon or an office supply store. These forms, filled out by the seller, can be used to generate a list of auction items for use by attendees.
6. Most NAWCC auctions have no premiums. They are a deterrent to having good and expensive items at the auction. An up-front fee for the registration of an item to be sold is normal.
 - Auction items should be screened for suitability in order to have a “quality” auction. A listing of items to be auctioned may be prepared; if so, registration of the items to be auctioned must be received in time to prepare the list.
 - Precautions to avoid damage or loss must be made so that no damage or loss shall occur before, during, or after the Auction.
 - Publish the following information (i.e., included as an insert in the Registration Package; or included in the Event program schedule.
 - a. the time and location for previewing the auction items, auction registration and the auction,
 - b. limitation as to the number of lots in the auction,
 - c. a registration fee, if any, for an item or lot to be auctioned, and
 - d. a disclosure that participation is voluntary - consignors and buyers do so of their own free will; the disclosure should contain the following statement:
 - i. [Name of Host Chapter] and the NAWCC, Inc. will not assume any responsibility for any misunderstanding, condition of merchandise, damage, loss, or tort, etc., which might arise as a part of the Auction.
 - ii. All matters in any transaction shall be the responsibility of the seller and the buyer.
7. Have reminder announcements of the auction throughout the meeting.
8. A “Lot” may consist of numerous items. The consignor is to supply a brief description of the item(s) on the Auction Transaction Ticket. “Lots” might consist of collections of tools, supplies, books, etc. related to each other in some way.
9. Any loose pieces or parts belonging to an item should be boxed, listed, and labeled by the seller with the Lot number.
10. Live Auction personnel must keep track of the winning bid and buyer (by “paddle” number) of each lot as the bidding is concluded for the lot.
11. Each lot may be removed to an Auction claim area promptly after being sold.
12. If payment is made through the Live Auction Committee, the buyer’s copy of the Auction Transaction Ticket must then, after payment, be presented for delivery of the merchandise.
13. Alternately, at the conclusion of the auction, the buyer pays the seller.
14. In either case, the buyer receives the purchased item and his copy of the Auction Transaction Ticket. This ticket is shown to the door guard as proof of payment. The buyer may then leave the Auction room with the item.

15. Reproductions of antique horological items are allowed so long as they are identified as such and not misrepresented as genuine antiques. Important: manufacturing and/or selling a counterfeit item is a criminal offense under Federal law. Counterfeit clocks and watches, such as fake Rolex watches, are never permitted in the Mart or Auction. If found, they must be immediately removed. Persons with fake items or contraband may be expelled from the Event, and reported to local authorities and the NAWCC Ethics Committee. The Member Code of Ethical Conduct can be found under ABOUT – Corporate Documents – NAWCC MEMBER DOCUMENTS.

DATE: _____

Auction Item# _____

AUCTION TRANSACTION TICKET

Winning Bid:\$ _____

ITEM DESCRIPTION _____

APPROXIMATE DATE OF MANUFACTURE: _____

CONDITION: _____

SELLER _____
(PRINT NAME)

BUYER _____
(PRINT NAME)

SELLER _____
(SIGNATURE)

BUYER _____
(SIGNATURE)

White Copy – Clerk

Yellow Copy – Buyer

Pink Copy - Seller

DATE: _____

Auction Item# _____

AUCTION TRANSACTION TICKET

Winning Bid:\$ _____

ITEM DESCRIPTION _____

APPROXIMATE DATE OF MANUFACTURE: _____

CONDITION: _____

SELLER _____
(PRINT NAME)

BUYER _____
(PRINT NAME)

SELLER _____
(SIGNATURE)

BUYER _____
(SIGNATURE)

White Copy – Clerk

Yellow Copy – Buyer

Pink Copy - Seller

SILENT AUCTION COMMITTEE

A Silent Auction is a no-cost way to generate member interaction and fun. All authorized attendees in the Mart room are permitted to bid on items in the Silent Auction. Sellers and buyers get together upon the auction's completion in order to "settle up." The Silent Auction Committee is not involved in the transaction.

Here are some suggestions and considerations for a Silent Auction:

1. A group of tables can be designated as silent auction tables in an area of the Mart room that will not unduly disturb Mart table holders.
2. A nominal fee may or not be charged for each item placed in the Silent Auction.
3. Non-table holder NAWCC attendees may or may not be allowed to enter items for sale in the Silent Auction.
4. The duration of each Silent Auction is determined by the Silent Auction Committee.
5. Set an established time duration for the auction.
6. As the silent auction is going on, make periodic reminder announcements to encourage people to review the items and to participate.
7. Announce when the auction is nearing its time completion (e.g., five minutes before the end of the Silent Auction).
8. Consider an "items for free" table.

Place a form beside the item in the auction indicating seller/badge number, description of the item, and the lowest acceptable bid.

A sample Silent Auction Form is on the following page.

PHOTOGRAPHY COMMITTEE

Photographs provide many beneficial uses:

- They may be published as an entry in the “Chapter Highlights” section of the *Mart & Highlights* along with a report of the Event.
- They may be used during the advertising campaign for the following year’s Event.
- They may be distributed to members unable to attend:
 - At a chapter meeting
 - In a chapter newsletter
 - In a chapter-wide e-mail
 - On the chapter’s website
 - On the NAWCC website
 - On the NAWCC Chapter news
 - On NAWCC Forums
 - On an NAWCC email News Blast

Items to photograph include:

- Mart Room Activity
- Exhibit
- Banquet
- Programs
- Guest speakers

ACTIVITIES COMMITTEE

This committee is optional and depends on the venue, the number of attendees, and preference of the organizing committee.

If activities are announced in the *Mart & Highlights* advertisement, state all pertinent information or provide a contact who can supply information to prospective attendees. An Event website is a good place to post this information. Often Convention and Visitors Bureaus are accustomed to handling these kinds of arrangements. It is a good idea to rely on them to handle the logistics for such activities, or you may work with an independent event/tour planner.

If attendees can sign up for activities during the pre-registration process, activity tickets may be placed in the Registration Package. It may also be practical to have the Convention and Visitors Bureau or independent event/tour planner handle ticketing and other arrangements on-site, perhaps adjacent to the Registration area.

If the activity is not held at the hotel or convention facility, shuttle transportation may be required. This cost should be considered in establishing the activity fee. Publish in the program details of the departure location and time and the anticipated return time.

Coordinate the attraction to be toured and capacity limitations with the Convention and Visitors Bureau or independent event/tour planner and the transportation company to the attraction. Limit the tour number accordingly. Maintain a waiting list at the Registration desk to reassign tickets in the event of cancellations.

A member of the Activities Committee should accompany each group to see that all persons are accounted for and that the activity operates on schedule.