



## GSBF Rendezvous Silent Auction and Consignment Seller Information

The GSBF Bonsai Rendezvous gives the Bonsai Community the opportunity to sell bonsai related materials via 3 silent auctions to be held at the GSBF Rendezvous on October 8 & 9, 2022 at the Hotel Mission De Oro, Santa Nella CA.

To sell your Bonsai related items please follow the Consignment Seller Instructions below. To donate, rather than sell items please bring them to the event and we will give you a tax deductible receipt.

At the event Auction participants will be charged a nominal of \$5 fee to obtain a bidder number.

- There will be two silent auctions on Saturday and one silent auction on Sunday.
- The Consignment seller will receive 70% of the final bid price.
- The winning Bidder will pay the applicable sales tax.
- Sold or unsold items not claimed by the seller or buyer by 1:30 PM Sunday October 9 will become property of GSBF.

For questions Contact Mario Rendina at [jmariorendina@gmail.com](mailto:jmariorendina@gmail.com) or call 619-743-6664.

### The Process:

1. Everything can be done at the event. You will be assigned a unique Consignee number and provided with all the forms and tags at the event. Our 3-part carbonless forms help with bookkeeping and distribution of sold items. It is recommended that you bring a comprehensive list of items to be sold with your initial bid/reserve and 'buy it now price'. You will be responsible for filling out all forms and tagging each individual silent auction item.

2. If you find it easier, you may download, complete and bring with you the Silent Auction Consignment Registration form (see below). However, at the event, you will still need to log that information on our 3 part carbonless Silent Auction Consignment Registration form #1.

Form #1 requires your contact information and details of each consignment sale item with an initial/reserve bid price followed by a "Buy It Now" price. We will NOT except bids lower than your initial bid price. This information will be later used to mail payment for any items sold so please print clearly.

On the Tags your individual consignment number is written in first, followed by a hyphen, then the item number. For example, if your Consignee number is: C-6 and your first item is tree #1, the tag will read: C6-1

Form #2 Each individual item that you wish to put into the auction must have its own Silent Auction Bid Sheet. Complete the first two lines only, then attach a tag to the corresponding item. Tags will be available at the event

3. Silent auction items must be presented to the Silent Auction Volunteers at Hotel Mission de Oro, Santa Nella at least 1 hour prior to each auction.

Form #1 – **Silent Auction Consignment Registration form** (see below)

Form #2 – **Silent Auction Bid Sheet** (see below)

# GSBF Rendezvous Silent Auction and Consignment Seller Information



## FORM #1 Silent Auction Consignee Registration

**INSTRUCTIONS: PLEASE PRINT LEGIBLY \*All Fields must be filled out**

List each item under description, The item # is your unique consignee number provided by GSBF, followed by a dash and a consecutive number for each item, example Consignee #XX: 1<sup>st</sup> item CXX-1, 2<sup>nd</sup> item CXX-2, 3<sup>rd</sup> item CXX-3 etc. Be sure to list the initial bid price and a "Buy IT Now" price. The consignee will receive 70% of the final winning bid price, the buyer will pay sale tax in addition to the final winning price

NOTE: Unsold items must be reclaimed by Consignee at 1:30 PM Sunday October 9 \* Consignee initials \_\_\_\_\_

UNCLAIMED ITEMS WILL BECOME PROPERTY OF GSBF \* Consignee initials \_\_\_\_\_

\*Name \_\_\_\_\_

\*Address \_\_\_\_\_  
\_\_\_\_\_

\*Phone Number with area code (\_\_\_\_\_) \_\_\_\_\_

\*Email address: \_\_\_\_\_

Consignee Number (To Be Assigned by GSBF) \_\_\_\_\_

*Item Description	*Item #	*Initial Bid \$	*BUY IT NOW Price \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# GSBF Rendezvous Silent Auction and Consignment Seller Information

FORM #2: The Silent Auction Item Bid Sheet

SILENT AUCTION BID SHEET    ITEM # \_\_\_\_\_    INITIAL BID \$ \_\_\_\_\_

BUY IT NOW" PRICE (optional) \$ \_\_\_\_\_

Auction # \_\_\_\_\_     CONSIGNMENT     DONATION

Winning BIDDER # \_\_\_\_\_    Winning Bid \$ \_\_\_\_\_

Treasurer's Initials: PAID (including sales tax) \_\_\_\_\_

BIDDER'S NUMBER	BID PRICE	BIDDER'S NUMBER	BID PRICE
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

### INSTRUCTIONS: for the GSBF Rendezvous Silent Auction Item Bid Sheet

CONSIGNEES: Ensure that the **Consignee Number, Initial Bid price**, and the optional "Buy It Now price are listed on the form.

BIDDER'S INSTRUCTIONS: In the fields provided\* ensure that you list your Bidder Number and Bid price. Should you wish to pay the "Buy It Now" price. please inform one of the Silent Auction Volunteers immediately.

**The winning bidder will pay applicable sales tax on the final bid.**

The winning bids will be listed outside the auction room as soon as possible, please be patient as the volunteers are working quickly and diligently to finalize the process and post the winning bids.

Once you see that you have the winning bid, see the Treasurer at the Registration Desk to pay for your item.

This is a 3-part carbon copy form. Once the item is paid for, the Treasurer will burst the form, giving you the bottom 2 copies, take that paperwork to the Silent Auction Volunteers to retrieve your item. The SAV will give you the bottom carbon copy as your receipt, and retain the middle CC as a record that you have picked up your item

WHITE COPY: GSBF Treasurer    BLUE COPY : Give to Auction Volunteer to claim item    CANARY COPY: Winning Bidder receipt