

Jersey Coast Sport Fliers

Auction Forms

The forms in the document are for registering items to be auctioned by The Jersey Coast Sport Fliers (JCSF). Due to the vast amount of merchandise auctioned at our event we encourage you to register your smaller items valued at \$20 or less at our “for sale” table to help keep the auction moving. These forms can be found in a separate document labeled *Fixed Price Auction Forms*. Thank you for your consideration.

There are (2) forms in this document. The first is used to list the items we will be auctioning on your behalf and the other contains the tags to be attached to your merchandise. These forms are being provided to help expedite the check-in procedure. They should be filled in per the following instructions and brought with you when you register at the event. **As always, merchandise will be auctioned by lot numbers, which are assigned in numerical order when you register so get there early. Registration begins at 8:30am.**

Please print all forms on white paper. If you have heavier weight paper available, you may want to print the item tags on it.

Auction Form

This form is filled in with the list of items you have to auction. Fill in the seller (your full name), contact phone number, club affiliation and e-mail address at the top of the form. You will note that there is a lot number box at the top of the form. This lot number will be assigned when you register at the event, and should be left blank for now.

Fill in one line of this form for each item you have for auction. Keep these descriptions short. Longer descriptions, used by the auctioneer when your item is being auctioned can be entered on the item tags described next. Fill in the description column only, the other columns are for use by JCSF. In the event that you have more than 18 items, you may use multiple forms. Label the first form “A”, the second “B”, etc... Be sure to mention that you have multiple forms when you check in.

Auction Tags

The last page of the document contains a set of item tags. Print enough copies of this page as needed so that you have one tag per item. Fill in the item number and description fields of this form. The item number should match the item number on the Auction Form. If you filled in multiple auction forms, be sure to label each item with the corresponding letter. For example, if you filled in two auction forms then you should have one tag labeled “1A” and another labeled “1B”.

If an item contains multiple pieces, each piece should have its own tag. Next to the item number for each of these items indicate that it is part of a set by putting in parenthesis (x of y), where y is the total number of pieces and “x” indicates one of the components. As an example, let’s say you had a plane with a separate wing and a transmitter that you had entered as item 9 on your Auction Form. You will need (3) tags for this item. One would be labeled “9 (1 of 3)”, another “Item 9 (2 of 3)”, and the last “Item 9 (3 of 3)”. You only need to fill in the “full” description on the 1st item.

Attach the tags securely but not permanently to your items in a way that will not damage them! Use masking tape, cellophane tape, rubber bands or string. Note that there is place on the form to punch a hole that can be used to attach tags to your items with rubber bands or string. Use of loose-leaf hole reinforcements is strongly suggested if you will be punching a hole in the tags.

Lot #

Jersey Coast Sport Fliers Annual Auction

Seller: _____ **Club Affiliation:** _____
Phone: _____ **Email Address:** _____

Welcome to our auction!

*Each line has an item # associated with it. After filling out this form, place your item number tag on the corresponding item to be auctioned. The lot number appearing on this form and on the tags will be assigned to you when you register at the auction. **Do not fill these fields in until then!** Please use caution when applying tags to your items to prevent finishes from being damaged. Keep item descriptions brief but informative. Good Luck!*

<u>Item#</u>	<u>Description</u>	<i>Do Not Write in this Box!</i>		
		<u>Winning Bidder #</u>	<u>Payment Rec'd (Y/N)</u>	<u>Final Price</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
17				
18				
Total of Items Sold:				
10% Commission Money Due Seller				

signature

date:

Signature above signifies that all funds due to seller have been paid and all unsold merchandise has been returned.

Lot # _____ Item # _____



Sold To: _____

Sale Price: _____

Description _____

Use back of tag for additional description, if needed

Lot # _____ Item # _____



Sold To: _____

Sale Price: _____

Description _____

Use back of tag for additional description, if needed

Lot # _____ Item # _____



Sold To: _____

Sale Price: _____

Description _____

Use back of tag for additional description, if needed