



SELLER INFORMATION – MISC. / ANTIQUE AUCTION

GENERAL INFORMATION

- ◆ Auction held every Wednesday at 9:00 AM.
- ◆ Shipshewana Auction Inc. has the right to reject any item to be offered up for auction. Guns or gun parts are **NOT** to be offered for auction. This includes black powder, starter guns or any other type of gun or firearm. Toy guns may be sold, such as cap guns or any other type of toy gun.
- ◆ A fee may be assessed for merchandise of questionable quality.
- ◆ Shipshewana Auction, Inc. assumes no responsibility for damaged or stolen property.
- ◆ Minimum opening bid - \$5.00
- ◆ All merchandise unloaded for auction must be put up for auction at auction time, meaning **NO** private selling of merchandise between consignors and buyers. All merchandise must be kept **inside** the yellow lines of rented space(s).
- ◆ Merchandise is 100 percent the responsibility of the seller prior to the sale of item, and 100 percent the responsibility of the buyer after the item is sold.
- ◆ Consignor is responsible for the handling of merchandise at auction time, unless a rep service has been secured.
- ◆ The handling of merchandise at auction time and treatment of your buying customers should reflect the **Golden Rule: Do unto others as you would have them do unto you.**
- ◆ No guarantee of selling time or auctioneer.
- ◆ All merchandise must be removed day of auction. Storage of left-over items will be assessed a fee of \$25.00 per item. Shipshewana Auction Inc. also reserves the right to charge a “Trash Removal Fee” for items left behind by seller or if deemed excessive by Shipshewana Auction staff.
- ◆ Auction purchases and unpaid balances can be deducted from seller’s proceeds prior to issuing a check for merchandise sold.
- ◆ Our Goal – To have your checks available one hour after your last item is sold.

LOCATION INFORMATION

Availability: Most locations are reserved in advance, but space is available on first come, first serve basis.

Space Size: Most approx. 7’ x 10’ (Rows 3, 4, & 5) or 9’ x 12’ (Row 2)

(Pickup load = 1 location, Van load = 2 locations, bigger trucks and/or trailer = 3 to 4 locations.)

Consignment Fee: \$15.00 to \$20.00 per space location regardless of when reserved or paid. Management reserves the right to move or relocate consignors if needed based on circumstances (i.e., cancellations, etc...). No refunds if selling locations are forfeited or cancelled after 10 am Monday before the sale date, and the full amount of space will be charged to anyone who has not prepaid.

Reserved Occupancy: Locations must be occupied by reserving party by 7:00 AM Wednesday to avoid possible reissuing by Shipshewana Auction, Inc.

Check office for start times, positions, specialized auctions, and a detailed commission sheet.

YEAR-ROUND UNLOADING INFORMATION

Tuesday 7:00 AM – 5:00 PM (All vehicles and consignors must be out of the barn by 5:00 PM)

Wednesday 5:30 AM – 7:00 AM (All vehicles must be out of the barn by 7:30 AM)

Off day unloading hours may be available for an additional charge. Contact office for availability and rates.

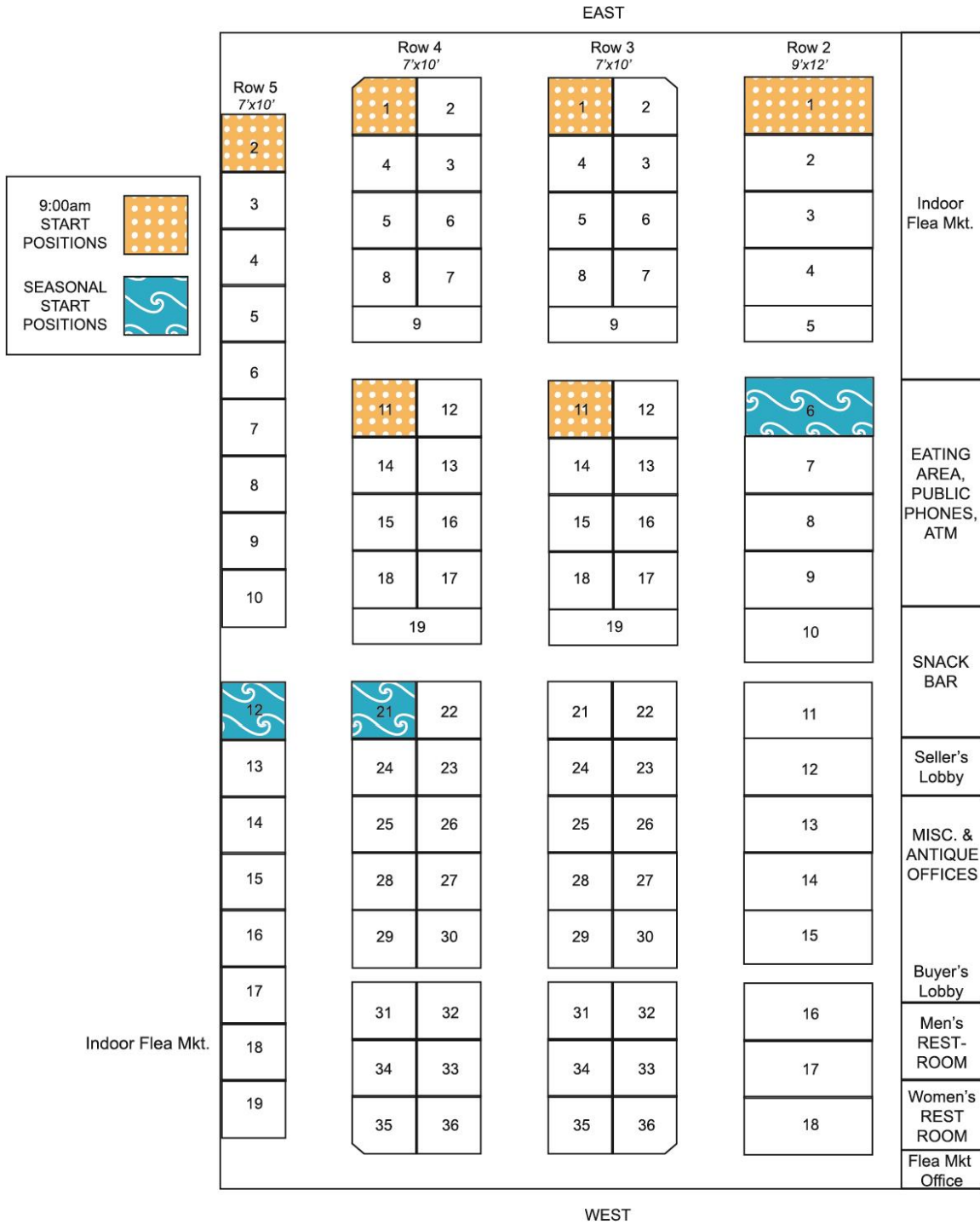
***Please do NOT park in front of overhead doors during auction or auction setup time.**

PROCEDURE

Park as directed by staff or in a valid parking space/area. Check in at office with auction staff. You and your vehicle will be directed to your auction location inside the building to unload in a timely fashion. After unloading, you will be directed out of the building by auction staff. Do not move vehicle in building or operate overhead doors without assistance from authorized Shipshewana Auction staff.

PARKING INFORMATION

From Memorial Day through the end of September, a parking fee or permit is required to park on Shipshewana Auction Inc. property. Auction parking permits (\$35.00 per season) are available in the Antique Auction office. Daily entry fees will be collected by gate attendant. You are expected to respect gate attendant and park where directed.





ANTIQUE/MISC. AUCTION COMMISSION SCHEDULE & FEES (Commissions are based on Gross Sales)

SHIPSHEWANA AUCTION, INC. ANTIQUA AUCTION COMMISSION SCHEDULE Effective October 14, 2020	
Gross Sales	Rate
\$8,000 and up	9%
\$6,000 - \$7,999.99	11%
\$3,000 - \$5,999.99	13%
\$2,000 - \$2,999.99	15%
\$1,000 - \$1,999.99	17%
\$500 - \$999.99	23%
\$499.99 and below	30%
<i>Maximum commission on all individual items over \$2,000.</i>	9%
NO SALES = 10% COMMISSION WITH MAXIMUM \$30.00 / LOT	
NO BIDS = \$3.00 / LOT	
<i>*The Shipshewana Auction seller with the highest single item selling price for current year will receive a set commission rate for the following year!</i>	
<i>*Rate to be determined by the Auction Manager.</i>	

***1 Lot = A sale transaction regardless of how many items are in that lot.**

NO SALES = 10% WITH MAXIMUM \$30.00/LOT

NO BIDS = \$3.00/LOT



You as a seller have the right to “no sale” items or have items you want to offer with a reserve bid; however, experience has shown us that a consignor that “no sales” items on a regular basis discourages buyers to purchase items from your consignment at that time or even in the future if you sell with us on a regular basis. We encourage you to sell all items to the highest bidder. Our “no sale” policy is this: You will pay 10% commission on the last bid received with a maximum charge of \$30.00 per no sale item. The “no sale” needs to be declared before the auctioneer drops the hammer and declares the item sold. Two ways of handling your reserved items:

1. Before the item goes up for auction, tell the auctioneer that you are selling the item with reserve, while not stating the reserve amount. Then let the bidding take its own course. Before the auctioneer sells the item, the auctioneer will ask you “yes” or “no”. You either say “yes it sells” or “no I can’t sell it.”
2. You may state a bid on an item prior to the sale of the item. At that point the auctioneer will use your stated bid as the opening bid and ask the crowd for the next appropriate higher bid increment. If no one bids then the item will “no sale” at your stated reserve bid.

OTHER SERVICES

For your convenience, the following items are available to reserve in advance or request at setup time:

<u>6’ or 8’ Table</u>	= \$7.00 + tax	<u>Electric</u>	= \$4.00 + tax
<u>6’ Lighted Showcase</u>	= \$15.00 + tax		
<u>Pegboard Stand</u>	= \$7.00 + tax	<u>Quilt Rack</u>	= \$7.00 + tax

Rep Service: Experienced help available to represent your items. Check office for availability and rates.

*For a job well done, tips are accepted and appreciated by your auctioneer, clerk, or rep.

LISTINGS ON AUCTIONZIP

Every Tuesday until 4:30 pm, a staff member takes photos of booths that are present that day for setup for Wednesday’s auction. We then upload the photos to our page on AuctionZip.com for buyers/shoppers to preview items online. This is proven to help consignor’s bottom line, so you are welcome to send photos in advance. Simply email your listing information and your photos to us no later than 12pm Tuesday, prior to your Wednesday sale date. We will then post your information as quickly as we can. Within that week’s listing we will place, in order received, the photos and information you have sent us.

1. **Email** your photos to **photos@shipshewanatradingplace.com**.
2. In the **subject line**, please write: your name, your sale date, and your row and location number.
Example: (John Smith, 10/21, Row 5, Space 12-13)
3. In the **body** of the email, please write your phone number and any listing information or photo captions you may want to include. Photos will be automatically captioned with your row and space number unless instructed otherwise.
4. For larger groups of photos, please **break them up** in multiple emails. **Call** (260) 768-4129 to make sure your photos and listings have been received properly.
5. To **view the listings**, go to AuctionZip.com and search for Auctioneer I.D. #1945.



CONSIGNOR TIPS FOR SUCCESSFUL SELLING

- Display is critical: neat, attractive, organized and logical. Remember what can't be seen, can't be bought.
- Follow a pattern when selling - left to right, front to back, end to end. Your crowd will stick if they can anticipate what's coming.
- **Minimum opening bid accepted per item, per choice, per grouping of merchandise offered for auction will be a \$5.00 opening bid. (Exception - When offering items by the piece x the count)**
- Group or gather small numerous items on trays or in flats. If possible, extra boxes help your buyers stay as they cannot hold too much at once. **Remember, minimum opening bid is \$5.00, so group your smalls whenever possible.**
- Sell "Choice Out" whenever possible. This encourages bidder competition as well as multiple sales. It greatly improves sales pace and keeps buyers interested.
- Honor "Requests" wisely. Remember it takes at least 2 bidders for an auction. Either stage requests in an "on deck" area or sell choice of two or more requests.
- **Above all, be positive.** Nothing discourages bidding more than whining, sarcasm, or negative comments. Be professional and keep smiling. Remember - what the bidder came for is to **BUY!!**
- Don't worry about the price of each individual piece. Figure your consignment's potential as a whole. If you make money on the whole sale, **THAT'S WHAT COUNTS - THE BOTTOM LINE!**
- Don't be afraid to ask your auctioneer for advice - after all they're working for you.
- For a job well done, tips are accepted and appreciated by your auctioneer and clerk.

Thanks, and have a great sale!