

2026 Auction Guidelines

- a. All registrants will receive a Bidder Card. New members of the congregation have their fees waived; otherwise, the fee is \$5 per person.
 - i. If you've *preregistered*, you will be given your preassigned Bidder Card in the lobby.
 - ii. *Non-preregistered bidders*: fill out the registration form at the registration table in the lobby, **including the bidder number**.
 - iii. Bidders arriving *after the auction has started* must, take a Bidder Card from the stack, fill out the contact information form, **write their bidder number on the form**, and add it to the stack to be processed by the data entry staff. If you need help, look for someone from the Auction Team. **PLEASE NOTE**: While there is no charge to attend the auction, donations to offset the price of food, beer & wine, are always welcome! There will be a donation box by the registration table should you wish to contribute.
- b. Please don't interrupt or interact with the data entry staff when they are working since that can contribute to data entry errors.
- c. We recommend that you use the back of the Bidder Card to write down the item number, description, and the cost for each item you bid on.
- d. **No early checkout is permitted**; if you must leave early before paying, please let **Kim Roberts** know and the Auction team will contact you later about payment.
- e. At the end of the Auction, please:
 - i. Take your Bidder Card and form a single line at the **Checkout Station**.
 - ii. Bidder Invoices will be handed out to all those in line who have their Bidder Card.
 - iii. After receiving your Bidder Invoice, please proceed directly to the Payment Station in the lobby **IF and only IF**:
 1. the Bidder Invoice is correct, i.e., correctly reflects which items you successfully bid on and the cost for each
 2. your contact information is correct
 3. you have your Bidder Card.
 - iv. Otherwise, please go to the data entry table where the data entry staff can look up your bidder number and correct errors. If your contact information is incorrect, you will be provided a form to fill out so the staff can correct that information. Once your issue(s) have been resolved, please go directly to the Payment Station in the lobby.