

# INFORMATION & RULES

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## Bidding

**Bid Number.** Before you can bid, you must have a bid number. Your bid number can be found on the label on the front of this catalog. If you forgot it or don't have one, you can look it up, or have one assigned, at the Information table. For a bid to be valid, it must show your bid number.

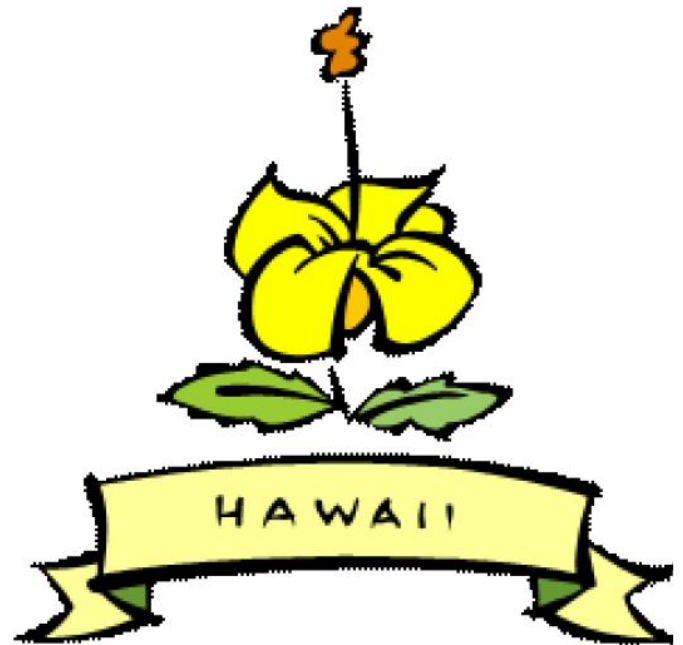
**Placing a Bid.** Enter your name, bid number and bid amount on the bid sheet. Please press hard as you are making 2 copies. Valid bids must meet the minimum bid amount and minimum raise increments listed on the bid sheet. Some items will be bid using a blind bid. See "Blind Bidding" below.

**Guaranteed Bids.** To guarantee that you will win an item, write your name and bid number on the "Guaranteed Purchase" line. Once you "Guarantee" a bid, you have "won" the item and you are obligated to purchase it for the designated price. Bidding is then closed for that item. *Note: Not all items have a guaranteed bid option, including Teacher Donations.*

**Blind Bidding.** Teacher Donations, parties and selected other items will be determined through a "blind bidding" process. To place a bid, write your name, bid number and bid amount on a card and drop it into the sealed box. You will not be able to see anyone else's bid. It's important for you to bid the maximum you're willing to pay in order to maximize your chance of winning. You may bid multiple times, but only your highest bid will be counted. At the close of bidding, all bid cards will be removed and the bidder(s) with the highest bid amount will win the item. Items that can be won by multiple bidders will be clearly marked and will follow the process described above, with the winners being the top x bidders (where x is the number of winners). In the event of a tie, winners will be chosen by a lottery of the tying bids unless the donor agrees to provide for additional winners.

**Conversion to Blind Bidding.** When two or more bidders are competitively bidding on the same item near auction close time, the auction committee reserves the right to convert the item immediately to a blind bid format. Items converted to blind bid will be announced in the GLC and by the DJ outside of the GLC. The item will continue to be available for blind bidding for 15 minutes and blind bidding will be open to all interested guests. The opening bid for the blind bid will be the highest bid amount on the bid sheet immediately prior to conversion.

**Advanced Bids.** Valid Advanced Bids, received on the Advanced Bid form, will be entered as the first bid on the bid sheets before the auction opens. Bids for blind bid items will be entered into the appropriate box. If the advanced bid is the highest bid received, then the winner's bid number will be billed for the amount specified. The winner may come to the Auction Cashier in Room 22 of the GLC between 2:00 and 3:30 pm on Saturday, March 27, 2010 to pay for and pick up the item(s). If unable to do so, winner will be notified on Monday, March 29, 2010 at which time they will be required to provide payment for the item and make arrangements for pickup.



## Special Auction Categories

**Sign-ups:** Select items will be offered for a flat price on a first come, first win basis. Please look for these items placed throughout the auction and note the bid sheet alert.

**Teachers' Raffle.** Teachers' Raffle tickets may be purchased at the Raffle table on the stage outside of the GLC or from the raffle ticket sellers (look for the yellow aprons). Tickets are \$5 each or three (3) for \$10. Fill out the **yellow** ticket with the Teacher's name and yours or your child's name (optional) and drop it in the Teachers Raffle Box. Winners will be drawn at 1:30 p.m. on Saturday, March 27, 2010. Teachers do not need to be present to win. A teacher may only win once.

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**Tech Raffle.** Two special auction items will be raffled off on the stage outside of the GLC. These items can only be bid on by buying raffle tickets. Raffle tickets may be purchased at the Raffle table on the stage outside of the GLC or from the raffle ticket sellers (look for the yellow aprons). Tickets are \$5 each or three (3) for \$10. Fill out the **orange** ticket and place it in the appropriate box. Winners will be drawn at 1:30 p.m. on Saturday, March 27, 2010. You do not need to be present to win.

**Kids' Raffle.** Upon registration as a walker in the Walk-A-Thon, each child will be given 5 **green** raffle tickets. Children should write their name and classroom number on the back of each ticket and drop them into the Kids' Raffle box of their choosing. Additional **red** raffle tickets may be purchased at the ticket table.

**Grade Projects: NEW FOR 2010!** This year Individual Grade Projects must be paid for separately at the Grade Project Table in the GLC. The Grade Project Table will be open from 9am to 3pm. After paying for your child's project you may pick it up immediately! Payment by cash or check is appreciated.

## Other Important Rules and Instructions

**Payment in full on Saturday, March 27<sup>th</sup> is mandatory.** Between 2:00 p.m.- 3:30 p.m., please go to the cashiers' room located in Room 22 (enter on the Stonehaven side of the GLC) to make payment, then exit and go to the GLC entrance to the east of Room 22 to pick up your items.

**Payment is by cash or check.** No items may be removed without a paid receipt. If you can't make arrangements for pickup on Saturday, March 27<sup>th</sup>, please see the cashier in advance to make alternate arrangements for storage and pickup. **Items not claimed by Friday, April 2, 2010 will be offered to the next highest bidder.**

**Close of Auction.** When the close of auction is announced, all bidding must stop (see schedule for times). The winning bid will be circled and the top copy of the bid sheet will be removed. A list of winning bid numbers will be posted at 2:00 near the Cashiers' Entrance, Room 22 on the Stonehaven side of the GLC. **The auction official's decision is final!**

**Legal Contract.** In the Silent Auction, your name on the bid card constitutes a legal contract to buy. Make bids carefully as no erasing or crossing out is allowed. **Children are NOT allowed to bid.**

**Restrictions and Warranties.** Please respect all restrictions set by the item donors and read all descriptions and materials carefully before bidding. All sales are final and there will be no exchanges or refunds made by the Montclair Educational Foundation (MEF) or the donor of the item, except where specified. All items are sold "AS IS." MEF makes no warranty as to the condition of items donated or the correctness of statements or values stated in the catalog or other materials. All implied warranties are hereby disclaimed including but not limited to implied warranties of merchantability, fitness for a particular purpose, title and non-infringement. Unless otherwise stated, dinners and accommodations do not include taxes, gratuity, wine or other alcoholic beverages. Buyer understands that auction items are provided by donors to the MEF, and that the MEF relies exclusively on the donor's representation concerning the items. Buyer agrees to hold MEF and its Board members harmless from any and all claims that may arise in connection with any item purchased in the auction.

**Limitation of Liability.** In no event shall MEF or any of its officers or volunteers be liable for any lost profits, loss of business, loss of data, or any special, incidental, indirect, punitive or consequential damages arising out of or in connection with any auction, services, or sale of goods or services (however, arising, including but not limited to actions arising out of negligence, strict liability or contract). In any event the cumulative liability of MEF and any of its officers or volunteers to you or any third parties in any circumstances is limited to the amount paid by you for the specific auction item that gave rise to the claim for liability/damages.

**Expiration.** All items must be used within the designated time. In the absence of an explicit expiration date, items and services expire on Sunday, March 27, 2011. You should contact the donor of performances or services as soon as possible to secure tickets or arrange dates. All student donations will expire on Sunday, August 1, 2010.

**Right to Revision.** MEF reserves the right to add or withdraw, without notice, items from the auction.

