

# **MISSISSIPPI MUNICIPAL CLERK'S AND COLLECTOR'S ASSOCIATION**

## **SILENT AUCTION RULES AND REGULATIONS**

### **PURPOSE:**

City Clerks from throughout the state come together as members of the Mississippi Municipal Clerks and Collectors Association (MMCCA) to work with legislators and other government officials, better our cities and best serve our citizens. Education – for city and council clerks and for Mississippi students – is one of MMCCA's highest priorities.

Toward that end, our organization sponsors a silent auction as a fund-raiser during the Mississippi Municipal League's annual conference in Biloxi. Artwork, food, jewelry, pottery, tools, furniture and other specialty items representing Mississippi cities and towns are donated and auctioned off, with all proceeds directed toward scholarships.

### **BIDDING:**

- ❖ Each auction item will have a bid sheet located in front of it.
- ❖ The bid sheet will have the item value and a minimum starting bid.
- ❖ Bidders must legibly list their name, cell phone number, and bid amount in the spaces provided.
- ❖ All new bids SHALL be increased by at least the minimum increase listed.
- ❖ All bids SHALL be an even dollar amount.
- ❖ Failure to provide the required information may result in an invalid bid.

### **BIDDING INCREMENTS:**

Bid increments are based on the starting bid amount. The increments are as follows:

- ❖ Value of \$0 - \$50 requires a \$2.00 bid increment.
- ❖ Value of \$51 - \$100 requires a \$5.00 bid increment.
- ❖ Value of \$101 and above requires a \$10.00 bid increment.

### **CLOSING BIDS:**

Participants will be notified of auction closing time. Any bids placed after the closing will be invalid. The highest eligible bid at the close of the auction will represent the winning bid. In the event of a dispute, the Silent Auction Chair shall have the final authority to determine the winning bidders.

### **CLAIMING YOUR WINNINGS:**

Winning bidders will be notified via text or phone call. Auction winners should report to the silent auction room within two (2) hours of the bid closing to make payment and claim their item. Bidders are responsible for paying for ALL winning auction items. Payments must be made prior to receiving the item. Cash, check payable to MMCCA, or credit cards are accepted. Any item unclaimed within the two (2) hours of auction closing will be offered to the next bidder in line for the item.

### **RESTRICTIONS:**

- ❖ All sales are final!
- ❖ All items are sold "AS IS." There is no guarantee or warranty.
- ❖ Gift certificates may have expiration dates and cannot be replaced if lost or stolen.
- ❖ Be aware some items may be subject to conditions to set by the donor including, but not limited to , preset dates or times, extra fees, expiration dates, and age requirements.
- ❖ All known item information will be provided, including known restrictions.
- ❖ We are not responsible for any omitted information not indicated by donor.
- ❖ MMCCA reserves the right to add or withdraw items without notice to or from the auction.

### **TAX DEDUCTION:**

MMCCA is a 501(c)(3) organization. Any bid over the value of the item is considered a donation and may be tax deductible.