

# MAARC/NEM Auction process on Zoom for 1:00 pm January 17, 2020

## Before Auction

### Bidder Registration

- All Buyers must register for bidder numbers before the auction starts.
- All MAARC members will be automatically assigned bidder numbers by the auction team. Paid MAARC members do not need any action to register; their numbers will be given to them when they join the Zoom meeting auction. (They don't have to bid, but all will have a number. This is the easiest way for the auction team to assign numbers.) This is restricted to members whose payment of dues are current.
- Non-members of MAARC must register for a bidder number by email (Auction@MAARC.org) before the date of the auction. Auction team will confirm registration by email.
- Registration numbers will be given to bidders when they sign into Zoom on the day of auction.
- NO REGISTRATIONS ON DAY OF AUCTION!

### Inspecting Lots

- Bidders may **inspect lots only through the online catalog** at [www.MAARC.org](http://www.MAARC.org). No inspection will be allowed on-site at MAARC because of COVID restrictions.

## On Auction Day

### Sign into Zoom

- Zoom meeting will **open at 12:00, one hour before the auction starts at 1:00**.
- Meeting number  
Go <https://us02web.zoom.us/j/87197326013>; enter passcode 419152.  
When a box asks you to Open Zoom Meetings, do it.  
The Meeting Number is 871 9732 6013; enter passcode 419152.
- **The auction crew will add your pre-assigned registration number to your name in your Zoom video.** The name in the bidder's Zoom picture will

include buyer number and a real name, e.g., “54 Robert Smith,” not “Bob’s iPad.”

### Buying/Selling Items

- Auction Manager will explain the **rules of the auction** ( bidding only via Zoom chat, how to pay, pickup only, etc.) with slides.
- Auctioneer will conduct a **practice auction** of something that is not in the auction for bidders to see how the process works.
- **A video camera will show each item** as it comes “on the block.”
- To open bidding for each item, the **auction clerk will enter the item number and name in the Zoom chat**, including lot number and item name, for example, “13-1 1937 Zenith 7s394” to put the item “on the block.”
- Auctioneer announces the item and **begins selling**.
- **Buyers enter their dollar amount bids on Zoom chat.** (The bidders’ names and numbers from their individual video in are automatically included in their chat entry by Zoom when they post a bid.) Bids from bidders that do not have a bidder’s number in their name on Zoom will not be accepted. Bidding is through the chat function only—no spoken bids will be accepted.
- Auctioneer monitors bids.
- When auctioneer **closes the sale of a lot**, the auction clerk enters lot number, name, and number of winner, and winning bid amount in the chat.
- Camera moves to next lot.
- The **chat file of the entire auction will be saved** by the auction crew and will serve as a record of the sale.

### After Auction

- MAARC auction team will **email summary invoices to winning bidders** by January 20.
- **Bidders will submit payment to NEM PayPal** account: <http://www.paypal.me/nationalelectronics>. For this auction, payment will be accepted ONLY through this PayPal account.
- **The payment will be matched with auction records** from chat—item, buyer name, amount. They must match.
- NO SHIPPING BY NEM OR MAARC for this auction. In future online auctions, shipping may be possible.

- After paying, buyers make appointment and **come to NEM within two weeks** after invoice (by February 2) to pick up their purchases. Contact Mike Simons 410.765.3803 or [Michael.Simons@ngc.com](mailto:Michael.Simons@ngc.com). Pickup hours are Monday-Friday, 7:00 am—4:15 pm. Buyers may appoint a proxy to pick up for them.
- Non-local winning buyers may make **arrangements with local friends** or proxies to pick up their items. They should notify NEM Director Mike Simons that someone will pick up their items for them. NEM and MAARC will not get involved with shipping.
- Sellers come to NEM within two weeks after auction to **pick up any items not sold**.