



## **Absentee Bidding Procedures – Phone & Mailed-In Bids & Surrogate Bidding** *This Includes Having Someone Other Than the Auctioneer's Staff Bid for You*

It is always better to attend the Sale in person, but sometimes it may not be possible. This doesn't mean that you have to pass up those special donkeys. There are three ways in which you can participate in the sale in these instances; (1) mailing in an absentee bid, (2) phone bidding through an authorized representative live at the Sale, and (3) surrogate bidding through another registered person attending the Sale. This explains how you can participate, while ensuring fairness to all parties and expediting the process.

### **Important**

**If you are interested in mailing in an absentee bid, phone bidding or having someone in the audience bid for you (surrogate bidding), please read through this completely. You must contact us in advance and supply information on the absentee / phone / surrogate bidder authorization form. This authorizes the placement of the absentee / phone / surrogate bids by an authorized representative, typically a member of the auctioneer's team (ring man or auctioneer), and includes payment authorization. This must be completed by Wednesday prior to the auction to allow for the paperwork to be completed.**

### **Important**

**If you have someone in the audience bid for you and you have not completed this process (Part V) nor have made prior arrangements with the Sale Management, the person at the Sale bidding for you will be liable to pay for the lot(s) at the close of the Sale, the same as if they had purchased the lot(s) for themselves.**

### **Part I: General – How it Works**

At the Sale, all absentee mailed in bids or phone bids are offered in a competitive / confidential manner by the authorized representative handling your bid. This authorized representative acting for you will attempt to win the lot up for auction by offering one bid increment above the previous bid, but no more than your maximum, or 'maximum +1 bid', if you have selected that option for your mailed-in bid(s) (see below). In the auction, you will be competing against persons in the audience, other phone bids, absentee mailed-in bids and surrogate bids. If 2 mailed-in absentee bids are for an equal amount, the earliest received has precedence.

Absentee and phone bids are executed by a member of Auctioneer's staff on the bidder's behalf up to the amount spoken, or specified on the bidding form. If you want to have someone in the audience bid for you, you must use the authorization process, indicating who the live surrogate bidder will be. If you have someone in the audience bid for you and you have not completed this process (Part V) nor have made prior arrangements with the Sale Management, the person at the Sale bidding for you will be liable to pay for the lot(s) at the close of the Sale, the same as if they had purchased the lot(s) for themselves.

Absentee bidding whether by mail-in bids or by phone bidding has some limitations. The Auctioneer's staff tries to get you into the bidding at the first opportunity to insure your chance of being successful at the lowest price. In heated bidding, this may not be possible right away. There may be occasions where the lot may sell for your highest designated bid, but not to you, because you were 'in' at the previous bid. This occurs when someone in the audience, or on a phone, bids the exact amount specified as your maximum limit on your mailed in bid. In order to address this issue, you are offered the option to select 'maximum + 1 bid' on your authorization form for absentee mailed-in bids. This authorizes the auction staff representative to raise your maximum bid 1 more increment (the next bid), so that you do not lose an item at the exact amount you specified in these cases.

Surrogate bidding through another registered person attending the Sale is entirely dependent on what you have agreed with that authorized person and how that person chooses to offer bids during the sale of the lots.

Absentee mailed-in and phone bids have an equal chance with audience bids with no approach taking precedence. The process in Part V ensures no one knows your bid amount prior to the auction and then, only the impartial auction staff knows your bid maximum.

## Part II. Absentee Phone Bidding

1. **You must have completed the absentee bidding authorization process (Part V) to participate using phone bidding.**
2. Use the **'Phone Bidding Instruction & Payment Form'** to provide phone bidding and payment instructions to the Auctioneer.
3. A member of the Auctioneer's team (Ring man, Cashier, Auctioneer) will call you before the Sale starts and will let you know what cell phone number they will be using for your bid and approximately what time they think the lot will be brought up for auction.
4. The person handling your bid will call you before your lot comes in the ring and will be on the phone with you for each of the lots you have indicated an interest in. This may mean several calls if the lots are spaced apart in auction sequence.
5. The auctioneer will know of the existence of all phone bids so he will be prepared to accommodate the slight delay that occurs with phone bids.
6. You may bid up to the maximum amount of the check you have sent in ahead of time covering all your planned purchases or your indicated maximum for charging to your credit card.
7. There is no 'Maximum +1 bid' option since you are on the phone and can decide whether to go higher to win the lot.
8. If you win the donkey(s) for an amount equal to or less than your maximum amount, we will refund any difference in the case of a check sent or in the case of the credit card, it will be charged the total winning amount plus the 3% credit card surcharge.
9. We do not announce who will be placing cell phone bids before or during the bidding for your lots. If you are the successful bidder, we will announce your farm, as we do for all successful bidders.
10. Due to the limited number of cell phones available during the auction, it will not be possible for you to be on the phone for an extended period.
11. We offer phone bidding as a service to those who cannot attend. We make every effort to honor all phone bid reservations, but we are not liable for any losses incurred as a result of inability to reach phone bidders, failed phone reservations, failed phone connections, or failed phone bids. Bidding by phone does not imply an extension of credit.

## Phone Bidding Suggestions & Potential Issues

1. We suggest you call consignors with questions about the lots you are interested in.
2. One of the risks with cell phone bidding is that the call can drop in the middle of the bidding on the lot you are interested in or a call connection cannot be made or re-established. This happens frequently with people making bids on a cell phone. It is important for you to be stationary in a good reception area (i.e. not driving around) when the calls are being made. It is preferable to make phone bids from a land line.
3. A second risk is that there is already a delay in 'auction tempo' when cell phone bidding is occurring. Auctioneers work on a certain tempo and allow a certain pause before the lot is declared 'sold'. If you take same amount of time you might when attending a live auction to think about going to the next bid level, the auctioneer may pronounce the lot 'Sold' before or as you indicate your next bid. We have lost a donkey ourselves at auction by not deciding quickly enough to raise our bid when phone bidding.
4. The Auctioneer's staff tries to get you into the bidding at the first opportunity to insure your chance of being successful at the lowest price. In heated bidding, this may not be possible right away.
5. It is a good idea to tell the person who is handling your phone bid, the maximum amount you want to go to just early in the call for each lot in case the connection is lost and cannot be re-established. Since the person bidding for you is a member of the Auctioneer's staff, there should not be a conflict of interest by doing this. This helps reduce the issues discussed above.

## Part III. Mailed –In Absentee Bidding

1. **You must have completed the absentee bidding authorization process (Part V) below to participate using a Mailed-in Bid.**
2. Use the **'Absentee Mail-in Bidding Instruction & Payment Form'** to detail your bidding instructions and payments for mailed in absentee bids. This form instructs you to either enclose a check for the total amount you plan to spend on all lots, including any 'Maximum +1 Bid', options or include the signed credit card statement filled out on the form.
3. Your sealed envelope with bidding instructions and payment information will be given to the Auctioneer who will identify one of his staff to handle the bidding for you.
4. The designated person will open the envelope and bid competitively & confidentially on your behalf on the identified lots up to the maximum amount, or maximum + 1 bid, if you have so indicated, attempting to win the lot at the lowest price.
5. If you win a lot or lots for an amount equal to or less than your maximum amount (including the +1 bid option if indicated), we will refund any difference in the case of a check sent, or in the case of the credit card, it will be charged the winning amount plus the 3% credit card surcharge.
6. We do not announce who has submitted mailed-in absentee bids before or during the bidding for your lots. If you are the successful bidder, we will announce your farm, as we do for all successful bidders.
7. The mailed-in bid approach avoids many of the cell phone bidding issues.

## Part IV. Live Surrogate Bidding Through A person of Your Choice (Not Auction Staff)

1. **You must have completed the absentee bidding authorization process (Part V) to participate using a surrogate bidder in the audience. If you have someone in the audience bid for you and you have not completed this process (Part V), the person at the Sale bidding for you will be liable to pay for the lot(s) at the close of the Sale, the same as if they had purchased the lot(s) for themselves.**
2. Use the **'Surrogate Bidding Payment Form'** to provide payment instructions to the Auctioneer.
3. The surrogate bidder should not bid beyond the check sent. If the surrogate bidder goes beyond that amount, they will be liable at Sale close for the paying the difference.

4. There is no 'maximum +1 bid' option since the surrogate bidder will be making live bids.
5. If you win the donkey for an amount equal to or less than your maximum amount in the check sent we will refund any difference in the case of a check sent, or in the case of the credit card, it will be charged the winning amount plus the 3% credit card surcharge.
6. We do not announce who will be bidding through audience surrogates before or during the bidding for your lots. If you are the successful bidder, we will announce your farm, as we do for all successful bidders.

#### **Part V. Absentee Bidding Authorization Process – REQUIRED.**

**You will need to do the following to submit either a mail-in bid(s), bid by phone or have a surrogate bid for you.**

#### **Important**

**If you have someone in the audience bid for you and you have not completed this process nor have made prior arrangements with the Sale Management, the person at the Sale bidding for you will be liable to pay for the lot(s) at the close of the Sale, the same as if they had purchased the lot(s) for themselves.**

1. Contact Dowell or Martha Howard to indicate that you are interested in participating via absentee mailed-in bid, phone bidding or by using an audience surrogate. We can be contacted at 513-398-3341, 513-225-1771, or 513-919-5613. Please be sure to read the important information starting with Conditions of Sale in your auction catalog or on the web site.
2. Determine the maximum amount you want to bid on your selected lots
3. Fill out the appropriate paperwork completely listed below depending on how you want to bid at the Sale. Include your credit card information. Your credit card information is there as a credit verification. Your credit card will not be charged unless you are a successful bidder and have not sent a payment check in advance or have won lots amounting to a higher amount than your check. Please be sure your credit card has a sufficient credit limit to cover your planned purchases. Credit card information will be shredded after the Sale.

#### **Phone Bidders - Checklist**

- a. Read the '**Absentee Bidding Procedures – Phone & Mailed-In Bids & Surrogate Bidding**' document below.
- b. Fill out and submit the '**Absentee Mail-in / Phone Bid / Surrogate Bidder Authorization Form**'.
- c. Fill out and send the '**Phone Bidding Instruction & Payment Form**' with check or credit card authorization.
- d. Include a copy of your valid Driver's License.

#### **Absentee Mail-In Bids – Do the following:**

- a. Read the '**Absentee Bidding Procedures – Phone & Mailed-In Bids & Surrogate Bidding**' document.
- b. Fill out and submit the '**Absentee Mail-in / Phone Bid / Surrogate Bidder Authorization Form**'.
- c. Fill out and send the '**Absentee Mail-in Bidding Instruction & Payment Form**' with check or credit card authorization.
- d. Include a copy of your valid Driver's License.

#### **Surrogate Bidders - Checklist:**

- a. Read the '**Absentee Bidding Procedures – Phone & Mailed-In Bids & Surrogate Bidding**' document below.
- b. Fill out and submit the '**Absentee Mail-in / Phone Bid / Surrogate Bidder Authorization Form**'.
- c. Fill out and send the '**Surrogate Bidding Payment Form**' with check or credit card authorization or plan to have the surrogate bidder pay for the lots won in full after the sale.
- d. Include a copy of your valid Driver's License.

4. Mail to Martha Howard, 5600 Bethany Rd, Mason, OH 45040 to arrive no later than Wednesday before the Sale.

We recommend overnight mail. We recommend that you check the 'No signature required for delivery' option and do not check the 'signature required' box on any overnight mail service paperwork. We will already be working final Sale preparations after Wednesday and thus cannot guarantee that we will be here to receive your package if mailed to arrive Thursday or Friday before the Sale. Call us to confirm we have received your packet.

5. Following the sale, all credit card information will be destroyed after payment is received. We strongly recommend that you do not send any credit card information by email since it does not go through a secure server.

No lots will be released for transport unless they are paid in full by check or credit card. Any lots retained while awaiting funds may be subject to feed, board and handling charges.

If you have any questions on this process, please contact us.