

**VIRGINIA BONSAI SOCIETY  
SELLER INSTRUCTIONS AND LIST**

Seller

Seller must label each item with a sticker or tag bearing initials of seller, sequence number of items (1, 2, 3, through number of items), name of item (in the case of a plant the Genus/Specie is desired, also last report date), and indication of minimum bid if any.

**Cut & attach this identifier (initials + number) to each item you bring for auction.**

If no minimum bid is stated, then it is absolute auction for highest bid.

Example of information needed on each item from seller **Joe Blow Wind**:

JBW 1 - small black stand

JBW 2 - small green pot Minimum bid \$10

JWB 3 - large blue rectangular pot

And continuing until all items are listed

Seller must make a list of items in numerical order (as shown above) and provide the list to VBS Vice President and the Auctioneer at least one week in advance of the auction so that adequate tables/space can be arranged and copies of list made for bookkeepers' use at auction and one copy to place on table space to indicate where seller is to place goods with help of runners. A number will be assigned to each list as it arrives to the VBS Vice President and the Auctioneer, creating the numerical sequence of sellers. Seller should include name, mailing address, and telephone number on the list. Seller must have list in to VBS in advance to sell. No seller may sign up at the auction.

Seller must have all auction goods at the meeting/auction location at least one-half hour (minimum) before meeting begins.

Auction List

See page 2 for list format

If you have more than 12 items, continue the numerical sequence, next item being  
YOUR INITIALS-13, YOUR INITIALS-14, and onward.

## VIRGINIA BONSAI SOCIETY - ANNUAL AUCTION SELLER LIST

Seller Name		Seller Initials	
Address		LEAVE THESE COLUMNS BLANK FOR AUCTION USE	
Phone		Sold to Winning Bidder #	Sold for price:
Add SELLER INITIALS to the number list; e.g., ABC - 99	ITEM DESCRIPTION: Name of item (in a plant, Genus/Specie is desired, last re-pot date), and indication of minimum bid, if any. <b>Cut &amp; attach this identifier (initials + number) to each item you bring for auction.</b>		
- 01			
- 02			
- 03			
- 04			
- 05			
- 06			
- 07			
- 08			
- 09			
- 10			
- 11			
- 13			

If you have more than 12 items, continue the numerical sequence, next item being YOUR INITIALS-13, YOUR INITIALS-14, and onward.

## VIRGINIA BONSAI SOCIETY - ANNUAL AUCTION SELLER LIST

Seller Name		Seller Initials	
Address			
Phone		<b>LEAVE THESE COLUMNS BLANK FOR AUCTION USE</b>	
- 14			
- 15			
- 16			
- 17			
- 18			
- 19			
- 20			
- 21			
- 22			
- 23			
- 24			
- 25			

If you have more than 12 items, continue the numerical sequence, next item being  
YOUR INITIALS-13, YOUR INITIALS-14, and onward.