



CITY OF BARTLETT

Bartlett Senior Center



Silent Auction Registration 2021

Name of Bidder _____

Phone (Primary) _____ (Secondary) _____

Address _____ City _____ State _____ ZIP _____

E-mail address: _____

Silent Auction Rules & Regulations

Bidding:

- Bidding opens on Monday, November 29, 2021 at 8:00 a.m. Central Time Zone (CT) at the Bartlett Senior Center, located at 5727 Woodlawn, Bartlett, TN 38134. Bidding closes on Friday, December 3, 2021 at 12 p.m. (CT)
- Silent auction items are available for viewing at the Bartlett Senior Center, located at 5727 Woodlawn, Bartlett, TN 38134 during regular business hours (Monday-Friday, 8 a.m. – 4 p.m.). Auction item photos are also featured on the Bartlett Senior Center webpage at www.cityofbartlett.org/seniorcenter.
- Each silent auction item has a Bid Sheet in front of the bid item.
- The minimum bid for each item is listed on the corresponding Bid Sheet.
- To Place a Bid:
 - Bidder must be at least 18 years of age to bid.
 - Bidder must register and obtain a Bidder Identification Number. The Bidder Identification Number is to be used on the bid sheet when placing a bid.
 - Registration forms are available at the Bartlett Senior Center front desk during regular business hours, and available online at www.cityofbartlett.org/seniorcenter.
 - Registration forms must be turned into the Bartlett Senior Center front desk in order to obtain a Bidder Identification Number.
 - Bidder must legibly print the Bidder Identification Number and bid amount on the spaces provided in the bidding row.
 - All new bids MUST be increased AT LEAST the minimum bid increment listed.
 - All bids MUST be an even dollar amount.
 - Any omitted or illegible information will make your bid invalid.

Closing Bids:

- The closing time for the silent auction is 12:00 p.m. (CT) on Friday, December 3, 2021.
- Any bids placed after the closing will be invalid.
- The highest bid at the close of the auction will represent the winning bid.
 - In the event of a dispute, the Silent Auction Manager shall have final authority to determine the winning bidders.

Claiming & Paying for Your Winnings:

- At the close of the Silent Auction a Winning Bid Summary will be posted on the bulletin board in the lobby of the Bartlett Senior Center.
- The Winning Bid Summary will also be emailed to all registered bidders.
- The winners will be notified via email and via phone to collect their winnings.
- Auction winners are responsible for transporting their item(s).
- Bidders are responsible for paying for ALL auction items won. There are NO exceptions.

- **Winners may pay for their item at the Bartlett Senior Center, located at 5727 Woodlawn, Bartlett, TN 38134 during regular business hours of 8:00 a.m. – 4:00 p.m. (CT). Winner must provide proper identification at the time of payment to claim winnings.**
- **Winners must pay for their item(s) in full by 4:00 p.m. (CT) on Wednesday, December 8, 2021.**
- **Payment may be made via cash or credit/debit card. No checks will be accepted.**
- **Any winning bidder that does not make the payment in full by the payment deadline will forfeit the right to purchase the item(s) and the next bidder in line for the item will be offered the opportunity to purchase the item.**
- **Any item left unclaimed, without prior arrangements, will become the property of the Bartlett Senior Center, even if the bidder has paid for the item. The item will be sold, and proceeds will go to the Bartlett Senior Center.**

Restrictions:

- **All sales are final.**
- **No refunds or exchanges will be permitted. No item is redeemable for cash.**
- **All items are sold “AS IS”; there is no guarantee or warranty.**
- **Each person bidding assumes all risks and hazards related to the auction and items obtained at the auction.**
- **Each bidder agrees to hold harmless from any liability arising indirectly from the City of Bartlett / Bartlett Senior Center, their elected and appointed officials, members and employees, the event organizers, sponsors and/or volunteers connected with the auction.**

The undersigned hereby makes application to participate in the Bartlett Senior Center Silent Auction 2021 by the above name and affirms that all information is current and correct. The undersigned further states that he/she has the proper authority to make this application and agrees he/she will observe all rules and regulations.

Bidder Signature _____ Date _____

Printed Bidder Name _____

Accepted By _____ Date _____

Assigned Bidder Identification Number: _____

Cut Here – Bottom Portion Bidder’s Copy

Bartlett Senior Center Silent Auction 2021

Name of Bidder _____ Bidder Identification Number _____