

# Noritake Collectors' Society Auction Rules/Instructions

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## NCS LIVE AUCTION RULES and INSTRUCTIONS FOR CONSIGNORS AND BIDDERS

As revised February 2013

### WHO CAN PARTICIPATE

All NCS members<sup>1</sup> are eligible to participate in the auction, but only when registered for that year's convention. Participation includes selling (consigning), buying, bidding, and volunteering to assist. Non-member convention attendees registered under "guest" rules are not eligible to participate, but may attend the preview and auction as non-participants.

### WHAT CAN BE CONSIGNED

1. Items made by the Noritake Company (not limited to porcelains).
2. Item related to the Noritake Company (for example, advertising, historical materials, photos, calendars, etc.)
3. Ceramics made by other Japanese companies
4. Items related to designs or other features of Noritake ceramics.
5. Items related to the NCS (for example, magnets, Noritake News, etc.)
6. Other items, as approved by the auction organizer and/or auction committee.
7. Items may be consigned as individual pieces or grouped into lots. A lot is a group of items to be sold for one bid. A "set" of items, such as a salt and pepper or a dresser set, are one item, not a lot.
8. Due to limits on auction time, the number of items/lots will be limited to a total of 400 items/lots, plus or minus 5% (20 items/lots) at the discretion of the auction organizer.
9. Members wishing to consign greater than 30 items/lots must contact the auction organizer prior to the convention for authorization.
10. Consignors will be notified of any limits on number of items per member, if necessary, prior to the convention.

### AUCTION COMPONENTS

1. **Pre-auction:** Consignors prepare their items for the auction (cleaning, listing, labeling).
2. **Convention Registration:** Consignors who have not already submitted their completed consignor form to the auction organizer, must submit it when they pick-up their convention packet at the beginning of the convention.
3. **Auction** (full day, generally 2<sup>nd</sup> day of convention):
  - a. **Check-in:** very early on auction day, consignors bring their items for sale to be checked-in for the auction.
  - b. **Preview:** following check-in, all convention attendees are given time to view the items to be auctioned (usually about an hour).
  - c. **Auction** – items are prioritized and staged by the on-deck volunteers, displayed to the audience by runners, and moved to the sold table. Seller, buyer, and purchase price are recorded by auction volunteers during the auction.

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<sup>1</sup> A membership may be a single person, but includes both people in a couple. Both members of a couple are eligible to participate in the auction, but will be identified by the same consignor and bidder codes.

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- d. **Check-out:** following the sale of the last item, there is a short recess while records are tallied. Following that, individual buyers are called into the auction room to pay for, pack, and remove their items.
4. **Post-auction:** About two weeks after the end of the convention, proceed checks (sales minus NCS commission) will be mailed to consignors.

### AUCTION COMMITTEE

1. Auction organizer,
2. Foreperson for check-in/preview,
3. Foreperson for on-deck
3. Foreperson for runners,
4. Foreperson for data entry/payment,
5. Foreperson for sold table, and
6. Foreperson for check-out.

### GENERAL RULES

- G1. **The auctioneer's decision on any bid is final.** All items will be sold to the highest bidder.
- G2. **Risk/liability for consignors:** Participation in the NCS auction (consigning, buying, volunteering) constitutes granting of permission for handling and moving consigned items without liability to either NCS or auction participants. Consignors submit items to this auction at their own risk.
- G3. **Buyer responsibility:** Consignors must conform to rules regarding disclosure of any damage or repair to items; however it is the responsibility of the bidder to examine items prior to bidding to determine acceptability. Buyers purchase items at this auction at their own risk – there are no return privileges.
- G4. **Breakage:** Handling items during preview is done at your own risk<sup>2</sup>. In the rare event of breakage of an auction item, the auction organizer/committee will negotiate a settlement between the item owner and the person who broke the item.
- G5. **Dispute resolution:** Disputes will be referred to the auction committee.
- G6. **Bidding parameters:**
  - A. **Minimum bid:** The minimum bid for any item/lot is \$10. No lesser bids are accepted. The auctioneer may start the bidder higher at his/her discretion, but bidders may make a \$10 bid regardless of the auctioneer's starting value.
  - B. **Bid increment:** Bid increments are at the auctioneer's discretion, with the following recommended guidelines:
    - \$5 increments on items less than \$50
    - \$10 increments from \$50 to \$100
    - \$20 increments from \$100 to \$500
    - \$50 increments from \$500 to \$1000
    - \$100 increments for items greater than \$1000
- G7. **Auctioneer:** A professional auctioneer will be contracted for the NCS auction. The auctioneer is not allowed to consign to the auction or bid on items/lots.

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<sup>2</sup> Only authorized volunteers are allowed to handle items after check-in and before check-out, with the exception of during preview.

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### CONSIGNOR RULES AND INSTRUCTIONS

- C1. **Pre-convention Questionnaire:** Complete and submit the auction questions on the convention registration form (back-side) with an estimate of how many items/lots you plan to consign and whether you need consignment forms and cards sent to you.
- C2. **Consignment Form:** This form can be obtained prior to the convention from the auction organizer. Along with the form you will be given a two-letter “consignor code” identifying you to auction organizers, but not to bidders. Be sure to write that code at the top of all pages of the form. If you have not sent the completed form to the auction organizer prior to convention start, then you must submit it when you pick up your convention registration packet at the beginning of the convention. The form will be copied and returned to you for your use at auction check-in.  
List each item/lot on the form by a unique number, starting with “1” and numbering consecutively. The description of each item should start with the type of item it is (bowl, inkwell, vase, etc.) using descriptors from the list that accompanies the form. Start the description of lots with the word “Lot.” For each item, note any hairlines, cracks, chips, or repairs in the last four columns.
- C3. **Consignment Limits:** You must specify the exact number of items/lots you are consigning to the auction when you pick up your convention registration packet at the beginning of the convention. If you wish to consign more than 30 items/lots, you must contact the auction organizer prior to the convention to make arrangements. At least two weeks prior to the start of the convention you will be notified by the auction organizer of any limits on number of consigned items/lots per member.
- C4. **Item Transport:** Consignors bear responsibility for transporting consigned items/lots to the check-in site and unpacking them. Items should be reasonably clean when consigned.
- C5. **Check-in:**  
Consignors are entirely responsible for ensuring that all auction forms and cards are complete and accurate and that all items/lots are fully tagged and condition noted, prior to submitting the items/lots for check-in.
- A. **Consignment Form:** Bring a copy of the completed consignment form you submitted when you obtained your convention packet with you to check-in.
- B. **Consignment Cards:** Prior to arriving at check-in, you must complete one card for each item/lot to be consigned. Cards can be obtained from the convention organizer before the convention, and will be available at the convention. Be sure to include your consignor code on each card, and the number you gave the item on your form (NOTE -- do not confuse this 2-letter code with your 2-digit bidder number). The description should be short, but should be what you want the auctioneer to read to bidders to let them know what is being sold. Circle a backstamp name – but ONLY if the backstamp does not have the word “Noritake” in the name.<sup>3</sup> You must explicitly note if the piece has any of the following defects – hairline, chip, crack, or repair.
- C. **Dots (labels) on Items:** Before check-in you must tag each of your items with a ¾ inch round yellow or white stick-on label (dot). Write on each dot your consignor code (the 2-letter code) and the number you assigned to the item on your form. Each piece in a lot and each piece of a set must have a label with identical numbers.

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<sup>3</sup> If no backstamp is circled on the card, the backstamp on the item is assumed to contain the word “Noritake.” If you want additional backstamp information read to bidders by the auctioneer, include it in your item description.

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- D. **Item Condition:** In addition to noting hairlines, chips, cracks or repairs on the form and cards, each item with a defect must have a round red stick-on label (dot) near the site of each defect, so that it is clearly identified to potential bidders. No writing is needed on the red labels, and the size of the dot is not important. Wear to the gold, luster, or paint does not need to be identified or labeled with a dot, as it is clearly visible to potential bidders during preview. Any dispute over condition or other factors during check-in will be settled by the auction organizer or auction committee. Items not adequately listed and labeled will not be included in the auction.
- C6. **Preview:** If you do not wish an item/lot to be available for handling by previewers, please clearly identify those items/lots to the check-in volunteer. Any such item/lot will be placed on the "Do Not Touch" table.
- C7. **Owner Buy-Back/Reserve:** No reserves are allowed, however consignors may bid on their own item. If the consignor is high bidder on their own item/lot (called buy-back), the standard NCS commission applies and can be paid at check-out or deducted from the consignor's total proceeds
- C8. **Passed Items/No Bids:** If there are no bids on an item, it will be passed. The consignor will be charged a \$3 fee, payable at check-out or as a deduction from the consignor's total proceeds.
- C8. **NCS Commission:** For each item/lot sold, the commission to NCS is 10% of the final bid price. There is a cap of \$100 on that commission (in other words -- items selling for greater than \$1000 are limited to a commission of \$100).
- C9. **Accounting:** Within two weeks (or as soon as possible) after the auction, consignors will receive a summary report on the sale of their items, along with a check for the proceeds (sale price minus NCS commission).
- C10. **Unsold items/lots:** The consignor or their agent must be present at the end of the auction to pay for<sup>4</sup>, and remove any unsold and buy-back items/lots during the check-out period.

### RULES AND INSTRUCTIONS FOR BIDDERS AND BUYERS

- B1. **Bidder Number:** All convention attendees will be assigned a 2-digit auction bidder number. A "bidder paddle" with that number will be in the packet you receive at the beginning of the convention<sup>5</sup>. Please raise that paddle to indicate to the auctioneer that you are bidding.
- B2. **Preview:** Items/lots for sale will be open for preview for approximately one hour before the auction starts. Items on preview may be handled, with the exception of those on a table labeled "Do Not Touch." Neither entry into the staging area nor touching of items is allowed after preview has ended.
- B3. **Item Condition:** Consignors are required to identify hairlines, cracks, chips, and repairs on the cards accompanying the items and to mark those defects with red stick-on dots. However, it is the bidder's responsibility to determine if the item/lot condition is acceptable to them. Unmarked defects noted during preview should be called to the attention of an auction volunteer.

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<sup>4</sup> Passed and Buy-back fees are automatically deducted from the proceeds and payment would only be due if fees exceed proceeds.

<sup>5</sup> If a membership includes two people, two paddles with identical numbers will be in the registration packet.

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- B4. **Cost to Buyer:** There is no buyer's premium in the NCS auction. The cost to the buyer is simply the final bid.
- B5. **No Early Check-out:** It is not possible to pay for purchased items until after the end of the auction. No items may leave the room until after the end of the auction. If you cannot stay through the end of the auction, you must make arrangements with another member to pay for, pack, and remove your purchases.
- B6. **Payment:** Following conclusion of the auction, a short recess will occur to allow sales records to be compiled. To ensure security, purchasers (including consignors with buy-backs or no-sales) will be called into the room one at a time to pay. An itemized summary will be provided of your purchases. Payment may be by personal check, certified check, traveler's checks, or cash. Other payment means may be used only if arranged with the auction organizer in advance. All payments must be in U.S. dollars and all certified and personal checks must be drawn on a U.S. bank.
- B7. **Packing:** After you have paid the cashier, take your accounting summary to a check-out volunteer, who will check each item against that summary. When that is completed, you can pack your purchases and take them. Each buyer is responsible for providing packing materials for their purchases and for transport.