

AUCTION & CHECKOUT PROCEDURES

➤ HOW TO PLACE A BID

All guests will receive a bracelet with a bid number at check-in; please use this number to place a bid. **Please print clearly.**



➤ SILENT AUCTION

• Buy Now/Cash & Carry

1. From **7:00 – 8:00 p.m.** guests will have a **Buy Now** option. Buy Now is **only** available on Creative Cups in our silent auction at a price of **\$250/each**.
2. To initiate a Buy Now purchase, alert a volunteer in order to halt additional bidding. He/she will provide you with a card to immediately bring to checkout and complete your purchase. Afterwards, you may depart with your purchase.
3. All Buy Now purchases will receive a limited edition 2017 Creative Cups calendar, while supplies last.



• Traditional Silent Auction



1. All bids for Creative Cups in the silent auction will begin at **\$50** and increase in **\$25** increments.
2. Check back periodically to see if you have been outbid. If you have been outbid, you have until **8:45 p.m.** to bid again.

The silent auction will close at 8:45 p.m. At that time, the highest bidder will be the winner. By bidding you are committed to buying the piece at the winning price. Please be patient as bid sheets are collected and tabulated.

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➤ LIVE AUCTION

1. Only the **12** Creative Cups on stage in the ballroom will be **live auctioned**.
2. Bids will begin at **\$100** and increase in **\$50** increments.
3. Once a **live auctioned** Creative Cup has been sold the winner may immediately go to checkout.
4. We will also have a **live auction of services** provided by the Adelphi Breast Cancer Program. Once bidding for these services is complete you may immediately go to checkout for your tax-deductible contribution and receipt.*



**Donations made to the program are tax-deductible but Creative Cups purchases are not. All sales are final and benefit the Adelphi NY Statewide Breast Cancer Hotline & Support Program.*

➤ CHECKOUT PROCEDURES

1. Checkout will open promptly at **9:00 p.m.** in classrooms (211, 212, 213 & 214) located across from the ballroom.
2. You must pay for Creative Cups purchases prior to departing.
3. We will have several check-out lines for payment by cash, checks and the following credit cards: MasterCard, Visa and Discover.
4. Once payment is complete, you will receive a receipt to pick up your purchase(s) from the ballroom. Show this receipt to a volunteer and they will pack your Creative Cup.
5. Your receipt may also be requested for purchase verification at the door upon exiting.

