

## **2021 HCA SPRING BENEFIT AUCTION ABSENTEE BID INSTRUCTIONS**

### **ABSENTEE BIDDING**

If you are uncertain as to how to use the HiBid online auction format, HCA will assist you, act as your agent, establish a HiBid account in your name and enter your bids into the auction.

Since this is not an in-person auction with a live auctioneer your bids will be entered into the auction as pre-bids and applied to each lot. You set the maximum amount you are willing to pay for each lot. Please use good judgement in arriving at your maximum bid. The Absentee Bid Form is available page 31 of this catalog, and on our website [www.HeiseyMuseum.org](http://www.HeiseyMuseum.org).

The minimum starting bid per lot is \$15.00 for an Absentee Bid. Your bids must reflect the lot number, pattern, and description of items as listed in the catalog. Note there may be minimum bid increment raises on certain items.

### **SUBMITTING YOUR ABSENTEE BIDS**

Bids may be submitted via USPS or via Fax. Mail form to "Absentee Bid" HCA, 169 W. Church St, Newark OH 43055 or Fax to (740) 345-9638. When your Fax is complete, please contact the Museum (740) 345-2932 to confirm it has arrived and is removed from the Fax machine.

Your Absentee bids must be signed and received at the Museum no later than 4:00 pm EST on Wednesday, March 31, 2021.

### **PAYMENT**

All payments to be made via Visa, MasterCard, or DiscoverCard. A 5% buyer's premium will be added.

### **SHIPPING**

All buyers must make their own shipping arrangements including shipping costs directly with the shipper. Glass may be picked up at the Museum beginning Tuesday, April 20, 2021, after 10:00 am. HCA is aware of the following area shippers: Express Pack and Ship: 740-366-1325, Pakmail: 740-522-2564, and UPS Store 3910: 614-939-5195. Be sure to advise the Museum of your preferred shipper. HCA is not responsible for any services provided by these vendors. HCA will work with these vendors to make sure your glass is available.

### **OTHER**

- ◇ If you have any questions, please contact the Museum.
- ◇ Auction results will be printed in a future issue of the Heisey News and posted on the Museum website. If you are not an HCA member but want to receive the results list, send your request, \$2 and a long SASE to the Museum.