



BIDDER GUIDE

Benefit Auction for Capstone Adaptive Learning & Therapy Centers

LOCATION: [2912 N. E. Street, Pensacola FL 32501](#)

AUCTION CLOSES: Thursday, November 19 (ONLINE BIDDING) STARTING AT 6PM (see below)
Prebidding Starts November 14 at 8AM. Bid 24/7

REMOVAL: Monday, November 23, 9AM-3PM

This is the only scheduled removal date. If you are unable to remove your purchases on this date, please refrain from bidding; or consider sending someone to pick up your purchases. If you have specific needs, contact Gina Boyleston via email, ginaboyleston@gmail.com.

DUE TO COVID-19, No one except staff and students are allowed in the building. As a precautionary measure, no preview is feasible. Removal will be at the side glass doors on the east side of the building. We encourage buyers to sign up for appointments to pick up their purchases. After the auction has concluded, buyers will be emailed an invitation to schedule an appointment for removal on Monday, November 23rd. If you purchase a one-page gift certificate, you can request that the certificate be mailed to you. Otherwise, all items are local pickup only and no shipping is available. Capstone staff will be on site to bring your items outside.

If you have another person or company removing your items, reply to the email containing your receipt and indicate the name of the individual authorized to remove your purchases.

STAGGERED CLOSING: The online auction closes at intervals of four (4) items per minute. This feature, in concert with the Dynamic Closing element, and closely emulates a 'live' auction.

DYNAMIC CLOSING: The closing time of an item is automatically extended an additional 5 minutes whenever a bid is placed within the last minutes of the item's closing time. Thus, if an item is set to close at 6:00PM, and a bidder places a bid on the item at 9:58PM, the item's closing time will be extended to 6:03PM. If another bid is placed at 6:02PM, the item's closing time will be extended to 6:07PM, and so on. This continues until no further bid is placed on an item during the final 5-minute extension.

MAXBID FEATURE: Bidders can place a maximum bid price for any item in the auction. The software will bid for the bidder up to the bidder's maximum bid in the increments established for that price range. Increments can be found at the bottom of the catalog page next to the **REVIEW BIDS** button.

OUTBID NOTICE: The system sends an email notice to bidders when a higher bid has been placed on an item. This feature **ENDS** when the scheduled closing time for the auction begins.

REVIEW BIDS: To quickly review your bids to see if you have won you can utilize the "Review Bids" feature at the bottom of the page. Submit your bids on each page before advancing to the next page to ensure your bids are logged. When logging bids, be sure to submit bids at the bottom of the page before advancing to the next page.

WINNING BIDDER NOTIFICATION: Winning bidders will be sent an electronic invoice by email ONLY (you are responsible for checking your email). If you do not receive an electronic invoice, then you did not win any items at the online auction. Invoices are emailed at the conclusion of the auction.

PAYMENT: No receipts will be sent before the auction closes. After the auction closes, your payment method on file will be processed for your purchases. A merchant processing fee in the amount of 3.5% will be assessed on all purchases to offset credit card fees.

REGISTRATION: To bid, on the catalog page, from the top tabs click Register to Bid Personal Property. You will be required to complete a form and enter your credit card information. The address must be the billing address for your credit card. A \$25 deposit verification will be placed on your card for a matter of days. **THIS IS NOT A CHARGE AND IS NOT RETAINED BY BOYLESTON AUCTIONS.** The \$25 verification will be removed from your account in several days, depending on your financial institution's policies. To ensure security, the registration process is a 2-step process. If you have any questions or need assistance, please call Gina Boyleston, Auctioneer, 850-393-1154.

BIDDER NUMBER: Upon completion of registration, you will receive your permanent Boyleston Auctions bidder number. Please do not register twice. Only one registration is permitted per customer. You may, at any time, update your bidder profile by clicking the [Bidder Profile](#) link on the catalog page in the blue tab bar at the top of the page.

If you have any questions or need assistance, call, email or text 850-393-1154 or 850-393-1152.

Enjoy yourself and happy bidding in the Capstone Adaptive Learning & Therapy Centers benefit AUCTION.

Link to the catalog: <https://www.boylestonrealty.com/cgi-bin/mmdetails.cgi?boyleston130>

For 42 years, Boyleston Auctions has provided exceptional auction services to non-profits, businesses, individuals, estates, financial institutions and municipalities. Please contact me personally to discuss our services.

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