



BIDDER GUIDE

March 4, 2021 Online Auction - 1043 E. Maxwell Street Pensacola FL 32503

LOCATION: [1043 E. MAXWELL ST.](#) (this is a one-way street coming from 12th Avenue)

NOTE THAT THE PREVIEW AND AUCTION CLOSING ARE ON THE SAME DAY.

PREVIEW: THURSDAY, MARCH 4, 1-4PM

AUCTION CLOSING: THURSDAY, MARCH 4, 6PM (See Dynamic Closing Below)

REMOVAL: SATURDAY, MARCH 6, 10AM-4PM

Do not block neighbors' driveways. Be courteous.

When bidding, notice which items/furniture CANNOT be removed before 1:00. Space is extremely limited inside and we need small items to go out before furniture can be removed.

Bring your help. We do not load for you. Bring your dolly, tools, and whoever you need to help you move furniture.

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. PLEASE be patient at removal. The removal is an organized process to ensure that buyers retrieve only the items they purchased, and that they pick up all of the items they purchased. **SIGNUP GENIUS WILL BE USED TO SCHEDULE APPOINTMENTS. Check your email after the auction to select your appointment time. You do not need to set up a SIGNUP GENIUS account.**

DUE TO COVID-19, THE PREVIEW AND REMOVAL PROCESSES HAVE BEEN MODIFIED. ALL CDC RECOMMENDED GUIDELINES WILL BE STRICTLY FOLLOWED.

IMPORTANT: If you are not feeling well, do not come to the site. Everyone's health and well-being is far more important than anything else at this time. Use social distancing and maintain at least a 6' distance from others. Masks are mandatory for preview and removal. No exceptions.

Staff will be on site to assist you in identifying and locating your items. If a staff member helps you load small items, please be generous with your tips. Their first obligation is to the seller and auction company to manage removal. Please do not assume that a staff member will be available to you personally. For smalls, 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 Five (5) 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 5:58PM, 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. If you are a dealer, we MUST receive your tax certificate BEFORE the auction closes via email. We will accept cash for purchases over \$200.00. Buyers MUST contact us BEFORE the auction closes to request payment by cash. We do not have change and would require the exact cash amount. If you have not made prior arrangements with Gina Boyleston, your credit card will be charged at the conclusion of the auction.

REGISTRATION: 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. 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. Be sure that the address you enter is the billing address for your credit card. Once you submit your form, you have 10 minutes to check your email to continue the registration process.

BIDDER NUMBER: Upon completion of registration, you will receive your permanent Boyleston Auctions bidder number. 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.

Link to the catalog: <https://www.boylestonrealty.com/cgi-bin/mmdetails.cgi?boyleston139>

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