

# NATIONAL PHILATELIC SOCIETY

## ROOM/POSTAL AUCTION – VENDOR’S RULES

*We accept two types of Lot. Each appears in the catalogue, but each type has its own Vendor’s Form*

**STANDARD LOTS** – These can be posted or delivered to the Auctioneer and are available for Room and Postal Bids, **but each individual lot must be no larger or heavier than A4 and 250g.**

**ROOM ONLY LOTS** – These are heavier lots, including albums. Vendors should complete and send the appropriate Vendor’s Form(s) and send this to the Auctioneer for listing in the Catalogue. However, these larger/heavier lots should not be sent to the Auctioneer but instead **the Vendor must bring them to the Room Auction and remove them afterwards if unsold.** Any such lots not removed will become the property of the N.P.S. Because of the cost of posting, these Room Only Lots will only be available to Room Bidders.

*Having categorised your lots, please follow these rules. They have been prepared to help **YOU** sell your excess material and assist the volunteers who prepare the auction catalogue, number the lots and display the lots for viewing on the day of the auction.*

- 1) **USE THE CORRECT VENDORS FORM:** Only the N.P.S. vendor's forms will be accepted. These can be found on the N.P.S. website [www.ukphilately.org.uk/nps](http://www.ukphilately.org.uk/nps) and are available at N.P.S. Saturday meetings. They can also be obtained from the N.P.S. Membership Secretary, 10 Gilpin Green, Harpenden AL5 5NR (please send a Stamped Addressed Envelope).
- 2) **WRITE CLEARLY:** Please use block capitals, as mistakes can be made when reading members’ handwriting.
- 3) **COMPLETING THE FORM:** Make sure your NAME and ADDRESS and (MOST IMPORTANT) your MEMBERSHIP NUMBER and your TELEPHONE NUMBER are included.
- 4) **DESCRIPTION OF LOTS:** (Your lots MUST be described in the following order.)
  - 4A) **COUNTRY OR HEADING:** The Category that you wish the item to be offered for sale.
  - 4B) **DATE: (THIS IS MOST IMPORTANT)** Include the first and last date. On multiple lots "Early", "Middle" or "Late" is inadequate as it means different things to different people.
  - 4C) **BRIEF DESCRIPTION:** So that the lot can easily be identified by all members. Include the LOWEST and HIGHEST face value of long definitive sets. Single stamps should always have the value. (NEVER just the Catalogue number) but also have the colour stated **ONLY** if it is relevant. As about half of the lots are sold POSTALLY this is Very Important. Please keep the description as short as possible, so that it can fit on one line in the auction catalogue. (DO NOT rewrite the second chapter of War and Peace).
  - 4D) **CATALOGUE NUMBER AND VALUE:** The current catalogue numbers and prices MUST be used from Stanley Gibbons (Preferred), Michel or Scott and it must be stated which catalogue has been used.
  - 4E) **CONDITION:** UMM, MM, Mint, Unused, FU, GU, Heavy Used, C.T.O., Space filler, etc.
  - 4F) **NUMBER OF ITEMS IN THE LOT:** Number of stamps, postcards or items in the lot and how they are presented, such as on stock card, page or leaves, bag, stock book, etc. Where many stamps are presented, use 100+, 200+, 100s or about 150 etc.
  - 4G) **LOT RESERVES:** The minimum reserve for any lot is £2.00 and NO lots will be accepted under this figure. NO reserve will be adjusted if the lot is unsold in the first auction, as it goes into the following Postal Auction.
- 5) **PRESENTATION OF LOTS: (PLEASE NOTE - The Following MUST ALWAYS be followed.)**
  - 5A) Each listed lot must be entirely separate, prepared and ready for viewing, otherwise damage can easily occur by bending or folding, etc., PLEASE MAKE sure that no old stickers or remains are attached to the lot or any old gum (from stickers) as this will stick the lots together.
  - 5B) As all items are subject to several stages of handling, please ensure that they are contained on HAGNER type cards or pages. They **MUST ALSO** be contained in clear faced bags or protectors.
  - 5C) **MINIMUM SIZE OF LOT – VERY IMPORTANT:** The minimum size for any lot is approximately 6 x 4 inches, (150 mm x 75mm) even for single stamps. Smaller items can easily get damaged, mislaid or lost.
  - 5D) **YOUR REFERENCE NUMBER - IMPORTANT:** Your reference number MUST be marked on the reverse of each lot. This gives quick reference identification. (Please DO NOT USE 1 to 10 on each form).
  - 5E) *Please indicate if you wish any unsold lots to be returned to you after the Room Auction instead of being held over to appear in the Postal Only Section of the next sale (see D below).*
- 6) **DESCRIPTION MODIFICATION:** NO lots once they have been accepted and included in the printed auction catalogue can have their descriptions modified, this causes MORE work for the auction team.
- 7) **WITHDRAWAL OF LOTS:** NO lots can be withdrawn from the auction once they have been accepted and are included in the printed auction catalogue. If the vendor insists, a charge of £1.00 will be levied on each lot withdrawn.
- 8) **REALISTIC RESERVES:** Realistic reserves MUST be placed on each lot. Normally you would expect to sell at under the price a similar item would appear in a dealer’s stock, all things being equal. Bidding steps used by the Hon. Auctioneer, must be used. (By 50p stages to £10.00, by £1 to £60.00, by £5.00 to £100.00 and then by £10 steps). Any lots with a reserve NOT complying with these figures will be **MARKED DOWN** to conform. Minimum reserve £2.
- 9) **DUPLICATE LOTS:** All lots detailed on the vendor's form will be included in the next available auction.
- 10) **SALES COMMISSION:** The commission charged to vendors on all lots that are sold will be 12½% of the total sales.
- 11) **RETURN OF UNSOLDS:** When the vendor’s unsold material is returned by post, postage and packing will be charged.

### **SEQUENCE OF EVENTS AT THE N.P.S. AUCTIONS (Standard Lots). (Months are used for demonstration).**

- A) Lots accepted in **JANUARY**. (March auction catalogue has already been printed and will be distributed with February *Stamp Lover*).
- B) All Lots on the form will be described and will, if space is available, be included in the **MAY** auction catalogue that will be distributed with April *Stamp Lover*. (If space is NOT available, they will go into the next available auction).
- C) Sold lots from **MAY**: A statement and payment will be sent to the vendor in JULY for the items that were sold.
- D) *Unless you have requested otherwise*, UNSOLD lots from **MAY** will go into the Postal Section in the **JULY** auction catalogue.
- E) Sold lots from **JULY POSTAL SECTION**: A statement and payment will be sent to the vendor in **SEPTEMBER** together with the remaining unsold lots.