

## **Auction & Sales Table Guidelines and Rules**

### **Extract from policies and Procedures ( Legal principles )**

- The legal relationship is of principal and agent between the vendor of the goods being sold and the Association. The principal is the vendor and the agent is the Association.
- The HRCAA Inc. Auction Vendor Form and or the HRCAA Inc. Sales Table Form will be signed by the vendor and will be the authority for the Association as agent to sell the goods offered for sale and charge a commission fee for the sale whether by auction or sales table.
- The HRCAA Inc. Auction Vendor Form to be used for the auction and or the HRCAA Inc. Sales Table Form authority shall generally be in the format of the Schedule 1 hereto.
- The HRCAA Inc. Auction Vendor Form and HRCAA Inc. Sales Table Form are available for members only whether as a vendor or purchaser.
- The Committee can set from time-to-time commissions to be charged to vendors and or purchasers.

### **General Rules**

1. All payments made to vendors for items sold at an Association auction/sales table shall be as prescribed by the vendor on the completed HRCAA Inc. Auction Vendor Forms (for lotted items or HRCAA Inc. Sales Table Forms for Sales Table items) by either an Association cheque or Electronic Funds Transfer (EFT) to the vendor listed account name, BSB and account number.
2. The full responsibility for the provision of the correct account name, BSB and account number for vendor payments shall rest with the vendor. The Association will only have the responsibility for provisioning of EFT payments to the vendor nominated account name, BSB and account number. In the event of a vendor providing an incorrect account name, BSB or account number it will be the sole responsibility of the vendor to deal with the matter in the event of the funds being paid to a third party.
3. The Association will not be liable to any vendor for lost proceeds of sale as a result of incorrect bank payment account numbers being provided to the Association when payments are nominated by a vendor to be paid by electronic funds transfer procedure.
4. The HRCAA Inc. or any of its delegated officials, including all those directly involved with the conduct of auctions, shall not be responsible for any deficiencies, errors or omissions in regard to the descriptions or reserve prices of items offered for sale at auctions. The entry and accuracy of details on HRCAA Inc. Auction Vendor Forms and HRCAA Inc. Sales Table Forms are the responsibility of the vendor and include compliance with the following Auction Condition Guide or, alternatively, choosing the appropriate selections from drop down lists when completing 'electronic versions' of HRCAA Inc. Auction Vendor Forms hosted on the members' page of the Association website.

## Completing Auction Forms

- Items for Auction must be submitted on the **Auction Vendors Form VF-Jun22** and emailed or mailed to the **Auction Convenor** two weeks before the auction date.
- Items for the Sales Table must be completed on the **Sales Table Form ST-Jun22** before submitting them to the **Sales Table Stewards** on the day of the Auction.

## For AUCTION ITEMS

### Use the HRCAA Inc. Auction Vendor Form

- You can use
- a) The Excel version and electronically enter your details
  - b) The PDF manual form for handwriting your details

The screenshot shows the 'HRCAA Inc. Auction Vendor Form' (VF-Jun2022). It features a header with the HRCAA logo and title. Below the title is an attention notice: 'ATTENTION - Before filling out form, please read VENDOR'S INSTRUCTIONS'. The form is divided into several sections: 'Auction Name' (a single text box), 'Vendor Details' (fields for First Name, Last Name, HRCAA Number, Address, State, Postcode, Phone, and Email Address), 'Payment Method' (radio buttons for 'Pay By Cheque' and 'Pay By EFT Complete bank details below'), and a table for listing items. The table has columns for Lot, Make, Description, Condition, Vendor, Reserve, and Sold \$. There are also several 'Tick Box' options for certifying agreements and bank details.

## Auction Name

- Complete the Auction Name block Place month Year e.g., Melbourne Jun 2022
- Also update Sheet 1 of N sheets
- For the Excel version Use tabs at bottom of window to advance to other sheets to list up to 60 items updating Sheet of Sheets as you go.
- The Heading Blocks are carried over for you automatically
- For the PDF form you will need to complete a separate form for additional listings noting Sheets 1 of N at the top

## Vendor Details

- Ensure your Vendor Details are completed
- Ensure you have ticked your agreement for HRCAA Inc. to be your sales agent
- Ensure you have indicated how you would like to be paid by ticking the appropriate box Cheque or EFT
- For EFT ensure you have completed your bank details and certified them to be correct

## Item Details

- In the Body Of the form - Complete only the **Make, Description, Cond, Vendor, Reserve** Columns leave the **Lot, Sold** Columns blank.
- Items inadequately described or wrongly graded may be disqualified from postal bidding.

## Make Abbreviations

- Standard abbreviations are annotated below for most **Hornby products**. all other makes need the full wording i.e. Bassett -Lowke ( Corgi Bassett-Lowke ) Bing, Marklin, Renown , ETS ,Lionel, to name a few.

Abbreviation	Meaning
PreH	Pre-1945 Hornby O-gauge
PostH	Post-1945 Hornby O-gauge
BL	Bassett-Lowke
FH	French Hornby
Ukn	Unknown make

## Description Abbreviations

- Ensure the description is sufficient to enable postal bidders to make an assessment.
- Hornby O gauge** goods rolling stock chassis descriptions: "Solid" (first type), "**OAG**" (open axle guard or 2nd type), and **PreH** or **PostH** as above.
- Dublo abbreviations** Modern Hornby should be identified as such in the "Make" column.

Abbreviation	Meaning
PW	Pre-War
3R	3-rail
2R	2-rail
SD	Super Detail
EMC	Early metal couplings
LMC	Later metal couplings
FMC	Final metal couplings (with the larger vertical piece)
EPC	Early plastic couplings
FPC	Final 'neater' plastic couplings
OBG	Open brake gear on goods wagons
SB	Standard bogies
SGB	Standard Gresley bogies
CSB	Compensated standard bogies (with the bar underneath – on some super detailed coaches)
CG	Compensated Gresley bogies (on Pullmans only)

- Rpt** Repaint
- Restorations** must be specified in the detailed description
- Items with mechanisms** must have condition specified – see below
  - C/W Clockwork (note: use "with" for "complete with")
  - IWO In Working Order;
  - U/S Not in Working Order or Working Cond Ukn

- **Gauge** 1, O, S, 00, N, Z etc Remember that many makers made more than one gauge. For (e.g.) Marklin, Fleischmann, Triang etc
- **Railway name.** Specify if relevant; e.g., **LMS, GWR, Great Western, NSWGR**

**Condition – Grading.** These are the only letters to be used in the “Condition” column.

- In all cases except “**UFN** and “**LN**” parts can be missing but must be noted.
- No grade higher than “**E**” can apply to a restored or repainted item

Abbreviation	Meaning
UFN    Unused from New	Brand new, absolutely unmarked, completely unused, probably in original box.
LN      Like New	Free of any blemishes, all original, little sign of use.
E (or Ex) Excellent	Minute scratches, no dents or rust.
VG      Very Good	Few scratches, very clean, no dents, no rust.
G        Good	Scratches, small chips, small dents, no rust.
F        Fair	Well scratched, chipped, dented, rusted or warped condition.
P        Poor	Damaged, poor condition, suitable for restoration.

**SALES TABLE ITEMS**

**Use the HRCAA Inc. Sales Table Form**

You can use

- The Excel version and electronically enter your details
- The PDF manual form for handwriting your details

ST-Jun2022

**HRCAA Inc. Sales Table Form**

ATTENTION - Before filling out form, please read *VENDOR'S INSTRUCTIONS*

Auction Name: \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

**Vendor Details:**

First Name: \_\_\_\_\_ Initials: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 HRCOA Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ State: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Phone: \_\_\_\_\_

I certify I have read and agree to the HRCAA Inc. Policy and Procedures - 'Auction & Sales Table Guidelines and Rules'.  Tick Box  
 As the Vendor I authorise the HRCAA Inc. to be the agent to conduct the sale of items listed herein.

**Payment Method:** Choose either  Pay By Cheque  Tick Box  
 OR  Pay By EFT Complete bank details below  Tick Box

Account Name: \_\_\_\_\_ Bank Name: \_\_\_\_\_  
 BSB No: \_\_\_\_\_  
 Account No: \_\_\_\_\_

I certify that the bank details are true and correct.  Tick Box

Submit this list to the Sales Table Officer when delivering sales items at the venue. It is recommended that the list be prepared in advance, particularly if many items are to be submitted. No sale will take place without a list.

Each item is to have a label attached showing the price (in whole dollars), the vendor's initials, and a serial number selected by the vendor; eg Joe Blow's first item, for sale at one hundred dollars, would have a label \$100,JB-1. The Serial No column would contain JB-1 and the Price column would have 100.

Serial No	Make	Description	Price \$	Offers \$	Sold \$

**Sales Table Details** are the same as the Auction Sheet with the exception of the condition. As all items are visible then a condition entry is superfluous. However, be sure to note if in working order or not using the Std abbreviation **IWO** or **U/S** Not in Working Order or Working Cond **Ukn** in the description column