

This is an outline of the steps an exhibitor will go through in 2020 to sell in the **Commercial Heifer/Ag Mechanics Auction**

BEFORE THE AUCTION

- October 15: check the COMMERCIAL HEIFER show page to see if the exhibitor's project made the auction. Photo's will be taken during the shows and backdrop photos will be taken by www.weknowcattle.com. These photos will be posted on Cattle In Motion (the website for the virtual portion of the auction) and projected in the auditorium when the exhibitor's project is up for auction.
- Monday, October 19 - check the COMMERCIAL HEIFER auction webpage for your lot number (Ag Mech included) - this is the order in which you will sell in the auction on October 24
- October 13-23 Invite potential buyers to sign up on Cattle In Motion to bid virtually or to RSVP to BCFAAuction@gmail.com to bid at the CHA/Ag Mech in person.
- October 24: Complete a W-9 form with exhibitor's name, address, social security number, signature and bring the completed form with you on Saturday, October 24.
- There will be no live animals in the 2020 Auctions. Only the exhibitor will walk the auction block and a picture of their project will be projected on a screen.
- On October 24: Report to the rear of the auditorium (under the new barn) beginning at 8:30AM to exchange your completed W-9 for your lot number (wear on your front side), the CHA/Ag Mech auction will start at 10AM. During a regular year with animals and buyer photos the auction takes more time. This year it will run at a faster pace. Do not be late! If you are not there, you will not sell therefore you will not be eligible to sell in the Commercial Heifer Auction next year if you miss this year's sale with your heifer. Dress for the auction should be nice show attire – (no t-shirts, ripped jeans, sneakers, or sandals)
- Buyer photos will NOT be taken; therefore, you will not have the opportunity to present a gift to your buyer. We are suggesting no buyer gifts this year. In addition, with the current pandemic social distancing concerns, exhibitors/sellers will not be allowed to enter the buyer area.
- CHA/Ag Mech exhibitors will get their disposition papers before leaving the auction area. YOU, the exhibitor, are **responsible** for making sure your animal gets to the location provided by your buyer. There will be buyer information and contact number to make arrangements with your buyer.
- The exhibitor will need to deliver or make arrangements to deliver within 7 days of the close of the Fair (by October 31, 2020). If there is a delay in delivery, written notification of the reason for the delay and delivery arrangements must be given to the Fair office. Ask buyer to sign disposition form at delivery.

THANK YOU NOTES

- You will be notified of any additional add-ons by email, phone call or both from the office-please check your emails. A separate thank you must be filled out for each buyer which includes all add-on "buyers".
- Each Thank you note(s) must be in an addressed, stamped, unsealed envelope.
- Turn in buyer signed diposition with thank you notes to fair office by November 30, 2020