

# BIKE AUCTION GUIDELINES

- 1. Friday, August 31, 2018 from 9:30 am-11:00 am. Send out campus wide email.**
- 2. Bidders**
  - a. Bidders will come to the Parking Services Lot to register. Registration will start at 8:30 am and end at 10:45 am. A number will be assigned to each bidder once we log in their Name, Driver's License number, M#(If applicable) and a phone number.
  - b. Each bidder is limited to winning only 5 bikes.
  - c. If one successfully wins more than five bikes they will have to decide which bike or bikes they want.
  - d. Bidders must sign an agreement that all items are sold as-is and that the only warranty provided, express or implied, is the seller's right, title, and interest in the property sold. MTSU is not responsible for defective bikes.
  - e. The winning bidder must pay cash or credit card in full on day of sale.
  - f. The winning bidder must take ownership of bike by the close of business on day of sale. If the winning bidder does not want or take possession of the bike on that day, it will be awarded to the next highest bidder for the bike.
- 3. Bikes**
  - a. We currently have approximately 115 bikes
  - b. Bikes will be set up in the East side of the Parking Services Lot. We will block the lot off so that vehicles must turn and go West at the bus parking locations.
  - c. Each bike will be assigned a number-the number on the red tie. Each bike will have its own bid sheet to write the bidder's number and the amount of the bid. Bids must be made in at least \$1 increments.
- 4. Misc.**
  - a. We will only take cash or credit card for payment
- 5. End of Auction**
  - a. Parking Staff will gather all bid sheets from bikes. They will be sorted through to determine who won each bike.
  - b. The front office staff will announce and contact the winning bidder via phone. Parking Services will collect money and give a very specific receipt to the winning bidder.
  - c. The receipt will be taken to the field staff to claim their bike.