



REQUEST FOR TAA ANNUAL CONVENTION & CONTEST CLERK & ITEM MANAGEMENT PROPOSAL

Below are parameters needed for the management of all auctions during the TAA Annual Convention & Contest. Please submit your best bid to support this event.

**This year's event will be held May 20-23, 2021 at Kalahari Resort, Round Rock, TX.*

CRITERIA:

- 1) Lead Auctioneer/owner must be in good standing with Texas Auctioneers Association & State of Texas
- 2) Auctioneer must provide all staff and equipment/software necessary to cover the events. TAA can provide back-up manual receipts as needed. If clerk cannot provide merchant account, note this in your bid and TAA will check options that link with your software.
- 3) Bidder should carry their own liability insurance to cover their staff activity or sign a waiver.

RESPONSIBILITIES:

- 1) Item Check In
- 2) Pictures for big screen – coordinate with Audio Visual Committee
- 3) Clerk auction for 3 nightly events
- 4) Item Management & buyer pick up - Logistics change year to year, but plan for the auction item room to be separate from each live auction.
- 5) Cash out for 3 nightly events
- 6) Tear Down Clerking stations and item room by midnight Saturday
- 7) Provide final reports and deposit to TAA within 10 days of event

DON'T FORGET TO INCLUDE:

- 1) Transportation / housing costs, if necessary. Hotel discount is available under TAA room block if reservations made by deadline. Meals are provided for approved clerk staff during Fun Auction, Friday lunch, Preliminary Contest dinner, and Saturday finals dinner as part of convention meals. Confirm any questions with TAA office.
- 2) Bidder should bid this event as a package that covers 3 days as needed. The below grid is an estimated agenda, and subject to edit. NOTE: items and clerking stations must be torn down by midnight on Saturday. Bidder can request TAA volunteers, but must note this in bid. Estimate 200 items, 200 bidders.

HOW TO SUBMIT BID:

Request the required TAA Auction Process and required financial reports from info@texasauctioneers.org. Bids are accepted through email only to info@texasauctioneers.org. Bids must be turned in by **March 1, 2021**. The company selected will be notified on or before March 15, 2021.

CLERK/Item Management Schedule Estimate: * auctions normally end by 11pm, but estimate later

Thursday	1pm – 11pm -	Item check in, pictures, monitor and pick up
	6pm-11pm -	clerks take final bids
		2 cashier stations recommended (Fun Auction)
Friday	8am-Midnight -	Item check in, monitor, pictures & pick up
	6pm-Midnight -	clerks take final bids
		2 cashier stations recommended (Prelim Contest)
Saturday	11am – 11pm -	Item check in, monitor, pick-ups & sort items abandoned
	6pm-11pm -	clerks taking final bids
		2 cashier stations (Finals contest) <i>*less items this night</i>
	12 Midnight -	All items and equipment must be torn down, as TAA does not have access to space on Sunday. For any special arrangements or items NOT picked up, coordinate with TAA staff prior to midnight.

****** Note: If you under bid, any additional cost or staffing will be deducted from your final payment.**

TEXAS AUCTIONEER ASSOCIATION www.texasauctioneers.org info@texasauctioneers.org 512-285-2727