

# Produce Auction

## Seller's Info

- Register for a Buyer/Seller Number (this is FREE) at the office, during operating hours, or via Phone. The number you are given will be your permanent number (for both Produce and Consignment Auctions). If any information, such as address or phone number, changes after registering, please notify us to update.
- Fill out a contract with your Buyer/Seller Number, Name, Address, Phone Number, and the product you are selling. Sign and date at the bottom. These are available at the office. If a contract is not filled out, you will NOT get paid until after one is received.
- Label all products to be sold with a sticker that contains your Buyer/Seller number. These can be requested for purchase at the auction.
- We provide for purchase, appropriate boxes and bags for packaging your fresh produce for auction. The use of other boxes or bags MUST be pre-approved by the auction manager. The use of previously used packaging will automatically require your product to be labeled as a #2 product instead of a #1 product.
- All products must be clean, quality products, #2 Produce MUST be labeled as such and will sell as an AS-IS product. A product mislabeled could result in you being responsible for refunding a buyer, of your product. If you need help with labeling, we will gladly assist.
- All products brought in for auction MUST meet the Ohio Cottage Law requirements.
- NO product bought from another auction is permitted to be resold at our auction!

### COMMISSION:

- 14%

### PAY:

- Seller checks are available for pickup at the auction office every Thursday.
- Each check includes payment for two auction days: the previous Thursday's auction and the following Monday's auction.
- If you would like your check mailed instead of picked up, please make a note on your seller contract. Any checks not picked up within one month will automatically be mailed to the address on file.
- Along with your payment, you will receive a detailed statement showing: Items sold, Total gross sales amount, Commission and any applicable fees, Final net payment total
- This statement provides a complete record of your auction sales and earnings.

If you have any issues, questions, or concerns:  
Please contact Adam Spencer at (740)-498-1090.