

CONSIGNOR'S RESPONSIBILITIES, OBLIGATIONS AND GUIDELINES

By signing below, I acknowledge that I have received a copy of the Consignor's Responsibilities, Obligations and Guidelines for the Russo and Steele Collector Automobile Auctions.

Please choose one:

Yes, I elect to take the Auction Site Incidentals Service Option Details listed below
Provide Credit Card Information below Fee is \$700.00, per car.

No, I elect NOT to take the Auction Site Incidentals Service Option and will pay these fees if necessary

Signature _____ **Date** _____

Name (Printed) _____

Please provide this signed page to Bidder Registration when picking up your credentials on site.

I agree that Russo and Steele charge \$700.00 to my credit card number listed below for the Auction Site Incidentals Service Option. This is a contract and it is based upon an agreement. Should any dispute arise and Russo and Steele prevails in the dispute, then costs, interest and fees will be paid to Russo and Steele.

I agree not to dispute or rescind \$700.00 for the Auction Site Incidentals Service Option.

Credit Card Number _____ - _____ - _____

Name of Cardholder _____

Expiration Date _____ **CVV/CVC:** _____

Card Billing Address _____

City, State, Zip Code _____

Card-member Signature _____ **Date** _____

RUSSO AND STEELE

COLLECTOR AUTOMOBILE AUCTIONS

CONSIGNOR'S RESPONSIBILITIES, OBLIGATIONS AND GUIDELINES

Thank you for consigning with Russo and Steele Collector Automobile Auctions

There are several steps that will be helpful in preparing your vehicle for the sale. Following these instructions will enhance your abilities to market and sell your vehicle.

MARKETING:

- It is recommended during all preview times, memorabilia and flyers are displayed with the vehicle. If you show documentation with the vehicle, use PHOTOCOPIES ONLY for display – NO ORIGINALS! **All display material should be secured at the end of each day by the Seller.**
- Original documentation may be mailed to the new owner and is the sole responsibility of the Seller. **Russo and Steele IS NOT RESPONSIBLE FOR LOST, STOLEN, OR MISPLACED ITEMS, including, but not limited to documentation, trophies, plaques, signs, books, tools, etc.**
- No "personal" information may be displayed on vehicles. For example: Business Cards or "contact seller directly" signs.
- Providing a **car cover** as well as covering and uncovering the car is the **responsibility of the Seller**, especially for open cars and convertibles. Russo and Steele Staff will not perform this function due to liability issues for any reason. **Please do not ask.** Please make sure you allot time to cover your vehicle prior to close of business day. Entry into vehicle lot after hours is not permitted.

VIN NUMBER:

- Please make sure the VIN Number on vehicle matches the Title and Paperwork!
IMPORTANT - IF THE VIN NUMBER DOESN'T MATCH YOUR TITLE and PAPERWORK – WE CANNOT SELL YOUR CAR!
- **For Hot Rods and Customs** – Please locate the VIN prior to check-in and **include a note in vehicle as to the VIN location and any special starting instructions.**
- Russo and Steele reserves the right to refuse, without reimbursement of costs or fees any vehicle that has been determined by our Staff to have VIN number "issues".

MECHANICAL CONDITION:

- **All vehicles must be driven across the auction block.**
- Make sure the vehicle is operational and roadworthy including brakes, hoses, belts, clutches, tires, etc. Non-operational cars may have mechanical services performed at the owner's expense. The vehicle must have a **FULLY CHARGED BATTERY**. **Vehicles that need to be jump started will incur a battery service charge of \$150.** Dead batteries will be replaced at owner's expense. **Russo and Steele will not be responsible for any vehicle that cannot be driven to the auction block.**
- Any special starting instructions must be provided in writing with vehicle upon delivery to site.
- **KEYS: TWO SETS** of working keys/remotes (ignition and driver's door) **must be attached together – ON THE SAME KEY RING** and with the vehicle **at the time of check-in**. If not provided at this time, a second set of keys will be made and a **key service charge of \$150** will be incurred. Should you need access to your vehicle, please use your own personal set of keys (a third set).
- **FUEL:** The Vehicle must have **at least ½ tank of fresh fuel**. If gas gauge reads less than ½ tank or is broken, additional fuel will be added. **A fuel service charge of \$150 will be incurred.**
- **SERVICE CHARGES:** Service charges for fuel, keys and required mechanical work needed to drive the vehicle to the auction block will be billed directly to the Consignor via credit card on file. **SERVICE CHARGES ARE NOT REVERSIBLE FOR ANY REASON.**

RUSSO AND STEELE

COLLECTOR AUTOMOBILE AUCTIONS

CONSIGNOR'S RESPONSIBILITIES, OBLIGATIONS & GUIDELINES (CONTINUED)

ON THE AUCTION BLOCK:

All owners or an owners' representative must be present with their vehicle at the time of sale on the auction block. Once upon the auction block, please introduce yourself to our block staff.

NO EXCEPTIONS

Our staff will be coordinating the movement of vehicles during the auction, please follow their instructions. We do have drivers available to drive your vehicle across the block. If driving your vehicle, owners or their representatives must be at their vehicle **1 hour BEFORE** the estimated block time.

DRIVING INSTRUCTIONS:

- Look for Signaling Coordinator and then follow Spotters instructions
- Once on the block turn off the engine
- Release hood latch and raise hood – exit the vehicle
- Look for and speak with the Seller's Ambassador on the auction block.
- Listen intently for Auctioneer's signal to leave the block (i.e. "put a driver in the car"). Enter vehicle – place shifter in NEUTRAL position. **You will be pushed off the block to the exit**
- A staff member at the exit will place a sticker on the windshield, please wait for this.
- Start the vehicle and drive back to display area following Spotters instructions
- Your return parking spot may be different than your original spot – **Spotters will guide you.**
- *If you plan to abandon your vehicle on the block please inform one of our coordinators prior to driving to the block.*
- Roll up the windows **** Lock the Car with the Keys****
**** RETURN ALL KEYS TO KEY CONTROL**** Do **NOT** take them with you.

TRANSPORTATION:

- Reliable Carriers and Pilot Transport are the Exclusive Transports for Russo and Steele. Early delivery may be coordinated directly through these companies, please inquire with your consignment specialist.
- IT IS THE SOLE RESPONSIBILITY OF THE OWNER TO COORDINATE AND SCHEDULE TRANSPORT.

VEHICLE CHECK-IN HOURS OF OPERATION:

WEDNESDAY, June 8th AND THURSDAY, June 9th ONLY from 10:00AM to 4:00PM

Please see Map for Drop off Location

CHECK-IN AFTER THURSDAY, 4:00PM, will incur a non-reversible LATE CHECK IN FEE: \$500.00, per day.

VEHICLE CHECK-OUT:

Monday June 13 From 10:00AM to 4:00PM AND **Tuesday**, June 14 from 10:00AM to 12:00PM

- **No Vehicles will be released prior to MONDAY morning after the auction – Without Exception**

RUSSO AND STEELE

COLLECTOR AUTOMOBILE AUCTIONS

CONSIGNOR'S RESPONSIBILITIES, OBLIGATIONS & GUIDELINES (CONTINUED)

VEHICLE CHECK-OUT: (Continued)

- A gate release is required to remove any vehicle from the event site. Gate releases are available from the Russo and Steele Office in the main tent.
- Vehicles will not be released until Russo and Steele has received FULL payment for all costs and fees.
- When the gate release is presented to our Check-out Staff, you will complete information needed, confirm your identity (Driver's License), receive your keys and once the VIN has been verified you are free to leave.
- Vehicles NOT transported by Interstate Common Carrier – either driven or removed by private carrier require that Owners present a current Certificate of Insurance prior to being granted a Gate Release.
- Please inform our office Staff in Cashiering Office your method of shipment and the company information of your designated Shipping Transport Company. It will be noted on the gate release and the vehicle can then be released to the correct person or carrier.

- **All vehicles must be removed from the auction site by:**

TUESDAY, JUNE 14 No later than 12:00PM following the Auction.

- ***ALL EXPENSES INCLUDING, BUT NOT LIMITED TO, STORAGE FEES AND IF NECESSARY TOWING CHARGES, WILL BE THE SOLE RESPONSIBILITY OF THE OWNER IF NOT REMOVED BY THIS DATE.***
- **It is the sole responsibility of the owner to coordinate and schedule transport for all vehicles.**

Following the steps above will make your Russo and Steele Experience more rewarding. We thank you very much for your kind attention to detail and compliance with these requirements.

Should you have additional questions, please see your consignment specialist.

Auction Site Incidentals Service Option

The day for you to deliver your vehicle to our upcoming auction is coming up very quickly. Are you ready?

We want to help relieve some of the stress of tying up those loose ends in getting your prize vehicle ready for the moment we maximize the sales result on the auction block!

As an exclusive offer to our clients, Russo and Steele is making the *Auction Site Incidentals Service Option* available to make your consignment experience much easier.

Only have one set of keys for your vehicle?...Making required keys will be Covered.

Car in storage and no chance to get the required ½ a tank of fresh fuel? ...Covered.

Vehicle hasn't been cranked in a while, needing a battery jump start?...Also covered.

For \$700.00 you will know that those last minute requirements for running your vehicle successfully through the auction will be handled for you!

What is covered if necessary?



Required Extra Set of Keys



All Jump Starts



Low tire pressures corrected.



Required Fuel



Minor mechanical repairs (up to \$150.00 only, any additional costs will be responsibility of Consignor.)

To take advantage of this special offer, please check "Yes" on page one of the CONSIGNOR'S RESPONSIBILITIES, OBLIGATIONS AND GUIDELINES and include your credit card information. Form must be filled out, prior to your vehicle being checked in.