线下拍卖竞买指南

Bidding in the sale room

写给第一次到现场举牌的人：从办号牌到把东西提走，一共六步。

Six steps from the paddle desk to the loading bay.

第一步 · 办号牌 Step one · Register a paddle

预展期间在登记台出示本人有效身份证件，填写《竞买人登记表》，领取号牌一个。号牌是竞买的唯一凭证，遗失请立即到登记台挂失，原号牌同时作废。

Show personal identification at the registration desk during the preview and complete the bidder form. The paddle is your only proof of bidding right; report a loss at once and the number is voided.

机构竞买须另附营业执照复印件与法定代表人授权委托书，经办人身份证件一并留存。

Companies add a business licence copy, a legal-representative authorisation and the agent’s identification.

第二步 · 缴保证金 Step two · Deposit

按专场设定缴纳竞买保证金，一笔保证金在同一专场内通用。未竞得的保证金在拍卖会结束后十五个工作日内原路退回，不计利息。

One deposit covers a whole session. Unsuccessful deposits return to the source account within fifteen working days after the sale, without interest.

保证金到账时间以银行系统为准，请在开拍前一个工作日完成，当天到账的款项可能来不及登记号牌额度。

Clear the transfer at least one working day before the sale; same-day funds may not reach the paddle in time.

第三步 · 看图录与预展 Step three · Catalogue and preview

图录标注的尺寸、年代、来源与品相描述供参考，不构成对拍品的保证。请以现场预展所见为准，必要时自带放大镜、强光手电与软尺。

Catalogue dimensions, dates, provenance and condition notes are guidance, not warranty. Inspect in the room; bring a loupe, a torch and a tape.

预展最后一小时人流最密，重要拍品建议前两日看。

The last preview hour is the busiest; come earlier for the lots you care about.

第四步 · 现场竞买 Step four · Bid

拍卖师报出起拍价后举牌，举牌即表示以当前应价购买的意思表示。牌价被接受后不得撤回。

Raise the paddle at the price called; the moment it is accepted the bid cannot be withdrawn.

加价幅度由拍卖师当场宣布，也可通过书面出价委托记录席代为出价。落槌或以其他公开表示买定的方式确认后，买卖成立。

Increments are called by the auctioneer. Written bids are executed from the rostrum. The fall of the hammer concludes the contract.

同一价位有争议时，拍卖师可决定当场重新竞价。

If two paddles conflict, the auctioneer may re-open the lot on the spot.

第五步 · 结算 Step five · Settle

落槌价之外另付买家佣金，佣金按落槌价分段累进，比例印在图录每一页页脚。结算时一并开具成交确认单。

Buyer’s premium is charged on top of the hammer price, in progressive bands printed in the footer of every catalogue page.

货款与佣金须在拍卖会结束后三个自然日内付清，逾期按日加收应付金额万分之五的滞纳金。

Settle within three calendar days; late payment carries 0.05% per day.

第六步 · 提货 Step six · Collect

款清后凭成交确认单与号牌到提货处领取，易碎与大件品须由专人搬运。委托他人提货请提交《提货授权书》。

Collect with the sale confirmation and your paddle. Fragile and oversized lots move with staff help; third parties need a collection authorisation.

拍品出库后风险转移至买受人。仓储与运输服务另见《提货说明》。

Risk passes at the loading bay. Storage and shipping are covered separately.

联系人 / 电话 _____