

Oct 13th, 2020 Manheim Keystone/PA Commonwealth Sale Checklist

Safety is our top priority for our visitors and Manheim team members. For the upcoming October 13th sale, we have adjusted our registration and check out procedures to meet the demands of our event but also operate in a safe environment. In accordance with the State of Pennsylvania COVID-19 Pandemic levels, currently we are enforcing the Max Capacity of 250 registered bidders onsite. Only registered bidders will be allowed access to the property on October 13th. No guests or non-registered bidders will be allowed to attend.

October 13th Public Buyer Pre-Registration Checklist:

- Preview open for prospective public and Dealer buyers
 - Thursday 10/8 through Sunday 10/11 --- (10 am – 4 pm)
- Pre-Registration documents can be emailed to KeystoneCommonwealth@coxautoinc.com
- Completion of all forms prior to Sunday 10/11/2020 4 pm
- Bidder Registrations will not be completed after 10/11/2020 4 pm
- Documents required for Pre-Registration
 - Valid/Legible Copy of Driver's License (Front and Back)-Must Match Registered Bidder Information
 - Valid Proof of Insurance for vehicle registration purposes-Must Match Registered Bidder Information
 - Copies of completed forms submitted via online registration process
- Registered public buyers attending sale are required to provide a refundable \$200 money order deposit. No cash will be accepted. Bid numbers will be assigned upon receipt of this deposit. If no purchase(s) are made Manheim Keystone Pennsylvania will mail deposit check directly to the buyer address provided at registration
- To secure your bidder badge from online registration, show DL and provide \$200 deposit during preview days onsite.

Buyer guidelines

- Registered bidders only permitted on site, no guests
- Registered Auction Access Dealers will be required to bid via Simulcast.
- Bidding stations and document signing stations will be socially distanced
- Post-sale document processing will be completed by successful bidder #'s. Buyers # will be called when ready for check out
- Masks and social distancing required on preview days and event day
- Auction will follow all Pennsylvania State Pandemic Guidelines with the use of PPE and sanitizing stations
- Masks and sanitizing will be available for those arriving unprepared
- No food or beverage service will be provided. Please plan accordingly