



M-K Signs, Inc. Auction Reference Guide

Location and Key Points of Contact:

Equipment Address:

4900 North Elston Avenue
Chicago, IL 60630

Removal of Purchases Point of Contact:

Brian Clettenberg
Phone: (847) 729-3380
Email: brianc@winternitz.com

Questions Regarding the Auction or Payment:

Brian Clettenberg
Direct: (847) 729-3380
Cell: (219) 765-0443
Email: BrianC@Winternitz.com

BidSpotter Contact Information:

Toll Free: (866) 597-2437
Email: support@bidspotter.com

Payment Information:

- You must pay your Invoice IN FULL within 48-Hours after Sale, prior to removing any of your items.
- **PAYMENTS ARE NOT ACCEPTED AT THE AUCTION SITE.** Please be sure to complete your payment prior to making removal arrangements.
- Visa and MasterCard credit card payments are acceptable ONLY for invoices up to \$2,500
- Titled Vehicles must be paid via Wire or ACH
- ACH / Wire Transfer Instructions are included as an attachment in your Invoice email.
- Please send your confirmation to Brian Clettenberg and be sure to reference your Invoice Number.

Lot Removal Schedule:

Removal Dates and Times:

Monday – Friday, August 25th – September 9th 2022

By Appointment Only – Contact Brian to Make an Appointment

****The Final Day for Removal is September 9th 2022****

Removal and Machinery Mover Information:

- Certificates of Insurance are required for **ALL PARTIES** who will be using any sort of mechanized equipment (including forklifts) to remove their lots, prior to entry of the facility and removal of assets.
- Auctioneer, Seller & Landlord are required to be listed as “Additionally Insured” on Certificates
- For insurance coverage requirements and Machinery Mover suggestions, please refer to the Contractor Suggestions PDF that you received with your Invoice.

Small Mover Contractor Suggestions:

There are several Pack and Ship companies throughout the Chicagoland area that can come to the school and professionally pack and ship your smaller, hand-carry items.

You are not obligated to use any particular company, but below are some suggestions:

Craters & Freighters - 800-736-3335

Ship Smart - 866-266-4508

Global Postal & Shipping - 312-943-5049