

Nearly New Sale Seller Guidelines

Please read all of the following guidelines if you wish to sell goods at the sale. These have been put together to help maximise your profits & to ensure the sale runs smoothly.

If after reading these guidelines you decide **not** to sell then please email us ASAP. Your seller place will be appreciated by another on the waiting list.

What can I sell?

You can sell

- ✓ Nearly new quality children's items
- ✓ Children's clothing up to age 10
- ✓ Baby and Maternity equipment
- ✓ Toys
- ✓ Books
- ✓ DVD's
- ✓ Jigsaws
- ✓ Door bouncers (with instructions inc. weight limit), baby walkers and sit-in activity centres

These are new additions for this sale

What can't I sell?

You cannot sell

- x Unsafe, dirty, not nearly new quality or out of season items (March sale – this is our spring/summer sale. October – this is our Autumn/Winter sale)
- x Maternity clothes
- x Car seats or car booster seats or car seats from travel systems (even if brand new)
- x Second hand mattresses from cots, cribs or Moses baskets, although you can sell travel cots with mattresses
- x Breast pumps manual, battery or mains (other than brand new unopened manual pumps)
- x Riding hats or crash helmets
- x Plastic bottles, baby food and formula milk.
- x Hand knitted toys or any items of children's clothing with a drawstring around the neck
- x Bikes where the saddle height is **more** than 635mm from the ground with tyres fully inflated. (these are not covered by toy legislation and NCT could be fined up to £5000 and/or 6 months in prison if displayed)
- x Buggies and pushchairs manufactured prior to 1995 cannot be sold and all others must conform to guidelines. (see further for more details)

Why do I have to label my items?

When an item is sold at the sale, the label is removed at the paying table for two reasons: to enable the buyer to be charged the correct amount for their purchase and to enable the NCT to remit the net sale proceeds to you, the seller. With over 4000 items we need to ensure that the proceeds of the sale goes to the correct seller.

How do I label my items?

The best labels are **strung tags** available from stationery shops. They come in various sizes and colours; please ensure they are no smaller than the minimum size.

You can also make your own, using thin cardboard (cereal packets are good), either handwritten or computer printed.

[Check the NCT website – How to sell, for a template that can be printed off and stuck on cardboard.](#)

Your labels should:

- ✓ **4cm by 2.5cm** or larger in size
- ✓ have your name (initials and surname)
- ✓ age to fit (if clothes)
- ✓ price
- ✓ description of item (helps if label becomes detached)
- ✓ priced in multiples of 50p
- ✓ set prices 1/2 - 1/3 of the original retail price **rough guide only**
-
- × no sticky labels
- × no sellotape to be used to attach labels
- × no dressmaker (straight) pins
- × no sewing labels onto items with cotton

Are you selling an item over £10?

These **must** have double labels. This means that the same information is shown twice. One stays attached to the item and the other will be removed at the pay table.

[Check the NCT website – How to sell, for a template that can be printed off \(or see below\).](#)

Or you can just use 2 tags with duplicate information – follow the guidance above.

○		nct
Seller name		Seller name
Description	Detach along dotted line	Description
Price		Price

How do I prepare my clothes for sale?

Children's clothes for ages up to and including 10yrs can be sold

There is a 40 item limit per seller on clothes. This can be made up in any combination of sized clothes.

Your clothes should be:

- ✓ clean and ironed
- ✓ items should be split into 0-3 months, 3-6, 6-9, 6-12, 9-12, 12-18, 18-24, 2-3 yrs, 3-4, 4-5, 5-6, 6-7, 7-8, 8-9 and 9-10yrs. If your item size is e.g. 5-7 months, please label as 3-6 months and if it says 3 years on the label it's 2-3yrs not 3-4yrs etc. This will prevent it being placed in the wrong size.
- ✓ all clothes must be on hangers
- ✓ only underwear, sleep suits and accessories may be in sealed clear bags
- ✓ all same age range on hanger
- ✓ maximum of 4 garments on 1 hanger or 3 hangers tied together
- ✓ label on front of garment - top right
- ✓ use safety pins to thread through string/wool loops to attach labels to item
- ✓ be on a hanger (if not, your items will not be displayed)

- × label garment not hanger
- × no stains, no holes or missing buttons
- × no multi age ranges on same hanger

How do I prepare shoes/slippers and wellies for sale?

- ✓ clean and scrubbed (if wellies)
- ✓ up to size 5 adult
- ✓ attached together with string or elastic band
- ✓ label attached to item not elastic band (these can come detached)

- × no more than 20 pairs
- × no dirty or worn out heels or toes

How do I prepare my toys?

There is a 40 item limit per seller on toys

Please ensure that parts of toys cannot become separated from each other during the sale

- ✓ attach the label to a rubber band and secure around a suitable part of the toy. Strung tags can be passed through themselves around a thin part of a toy
- ✓ **soft toy** – use a safety pin on to the ear of a character, or other suitable part
- ✓ **jigsaw or boxed game** - attach the label to a rubber band and pass it round the box. This helps to secure the box but still allows buyers to look inside
- ✓ all small parts and detachable parts in a clear plastic bag and secure to the item (in this case you can use tape as long as it will not damage the item when removed)
- ✓ only complete jigsaws
- ✓ item label must state if there are missing parts (this must not be structural to the toy) e.g. acceptable - hand bag for a Barbie. Unacceptable - a wheel for a Lego car
- ✓ soft character toys (Teletubbies, Bob the Builder or collectables e.g. Bear Factory, Beanie Babies)

- × no incomplete jigsaws (this only disappoints buyers and children)
- × no incomplete items that have major missing parts. E.g. A wheel for a Lego car
- × no generic fluffy toys. E.g. seals, rabbits, elephants

How do I prepare books?

There is no limit on books

- ✓ attach label to rubber band and pass it round the front cover, so that buyers can still look through the pages
- ✓ sell books in small bundles e.g. 4 baby books, one price
-
- × no sellotape

How do I prepare DVDs, CD-ROMs, DS/PSP/PS/Wii/XBox?

There is no limit on any of these items

- ✓ DVDs (U or PG only), CD-ROMs (3+, 5+ and 8+ only) and DS/PSP/PS/Wii/Xbox games must be suitable for up to age 10 yrs only.
- ✓ check all DVD's and games for play modes
- ✓ Sellotape may only be used with strung tags, and must only go over the string, not the tag.
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- × non checked DVD's and games (broken or non functioning games will disappoint children)

How do I sell a pram or pushchair?

Wheeled child conveyances must conform to British Standard 7409 (or an equivalent European Standard) and must be permanently marked BS 7409:1996, together with the name or trademark of the manufacturer or importer. The label with these details is usually found on the frame or seat covering.

A permanent notice on the vehicle must state:

“Children should be harnessed in at all times and should never be left unattended. The child should be clear of moving parts while making adjustments. This vehicle requires regular maintenance by the user. Overloading, incorrect folding and the use of non-approved accessories may damage or break this vehicle. Read the instructions.”

Instructions in English must be supplied with each vehicle. These are to be headed:

IMPORTANT, KEEP FOR FUTURE REFERENCE

and must include instructions relating to operation, assembly, use and maintenance. If the original instructions are lost, replacements may be able to be downloaded from the internet.

When can I drop off my items to QMC?

Please bring your goods to QMC on Saturday in your allocated times:

Sellers with surnames from **A - K** drop off between 15:30-16:00
 Sellers with surnames from **L - Z** drop off between 16:00-16:30

If you are volunteering for the set up on Saturday you **will** still need to wait to drop off. We have a new venue, so these are the new rules.

Goods **will not** be accepted later than these times. Please bring along your copy of the registration form and sign in your goods along with the form. Only goods from pre-registered sellers will be accepted.

Want to donate your unsold items to NCT?

This will no longer be possible as we do not have the space to store them, so any unsold items will have to be collected.

When can I pick up my items?

- ✓ Upon arriving at the hall you must tell the seller sign out coordinator who you are and whether you are picking up someone else's items.
- ✓ Sign out your items and any other seller items that you are picking up (this allows us to know who has collected).
- ✓ Make sure you check the lost property, before leaving, as labels often get separated from their items. A lost property list will be sent after the sale.

It is the sellers' responsibility to re-claim unsold items. If you are going to be late in collecting your items, please contact **07826 553551**, with a time, so we can arrange to stay with your items. If no contact is made then items not collected by 16:00 will incur a £5 charge which will be collected through the proceeds of the goods sold and will be left at QMC for disposal as volunteers do not have room in their cars to take items home.

When will I receive my monies?

The NCT will take 30% commission from the price of each item sold under £10 (70% to the seller) and 15% from each item sold of £10 and over.

Monies will be posted to sellers as a cheque accompanied by the labels of the goods sold, about two to three weeks after the sale. The name and address supplied at registration will be used, unless requested otherwise.

DISCLAIMER

Although every care will be taken with the security of your sale goods, the NCT cannot accept responsibility for labels that become detached and lost, or for lost and damaged items. All items are left at the owner's risk.

And finally - please display the following poster in a prominent place to advertise the sale



nearly new



sale

Sunday 16th October 2011

Queen Mary's College

Cliddesden Road, Basingstoke, RG21 3HF

11.30am – 2pm

(15 mins earlier for NCT members with membership card)

Entrance by £1 donation (in aid of NCT Charity)

Please note that in the interest of Health & Safety, buyers will not be able to enter the sale with any kind of wheeled conveyance (e.g. pram, pushchair) except in special circumstances

Free Car Parking available

Items for sale: children's clothes up to age 10, toys and equipment.

For more details check the website www.nct.org.uk



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Basingstoke NCT is supported by

