

# Haringey NCT Nearly New Sales: Guidance for Sellers



## How should I prepare my items?

Everything must be in good condition. In addition:

- Clothes must be freshly washed and ironed and on clothes hangers
- Small items such as vests /socks should be placed in clear re-closing bags, such as a freezer bag.
- Multipart items must be securely fastened together
- Games/ toys/ equipment must be complete with all components and include instructions (these can often be printed from the internet if you do not have the originals)
- All items must be clearly labelled as directed *overleaf*

## How do I submit my items for sale

- You can deliver your correctly labelled items between 0830 and 0930 on Saturday morning
- Please also provide:
  - a large box/bag clearly labelled with your seller number, name and mobile number
  - a printed copy of all your labels (word) or the item lists (Excel)

## When can I collect my unsold items?

- You can collect your unsold items between 12.45 and 13.00
- they will be in the large box/bag you provided and you will be asked to sign for them
- Please also check the lost labels/ forbidden items box for any of your other items
- We can't return individual hangers, but you can reclaim as many as you brought from the "hanger recycling" box after the sale

## How much commission will NCT take and how does it work?

NCT takes a commission from the sale value of all sold items, the amount of commission is determined as follows:

- **30%** commission from sellers who do not help with the sale
- **25%** commission from sellers who sign up to do any of the following at least 1 month in advance and who carry out that role as agreed:

If you can help on the day please let [nearlynew@haringeynct.org](mailto:nearlynew@haringeynct.org) know which shift you can help with as soon as you can, the choices are:

- *Friday evening: 20.00-23.00-*
- *Saturday 08.30-13.30*
- *Saturday 09.00-14.00*

## When will I receive my payment?

- You will receive a cheque for the sale value of your sold items MINUS the NCT commission (see above) + your returned deposit within 2 weeks of the sale.
- Please ensure that you have provided the correct form of your name for the cheque to be made out to and your correct full postal address including postcode when booking your sellers place

## What if I can no longer sell?

Please let us know as soon as possible if you are no longer able to take part in our event so that we can try to allocate your place to someone else. If you cancel:

- The transaction fee is non refundable.
- No refund can be given if cancelling within 4 weeks of the event date.
- 50% of the fee (excluding the transaction fee) will be refunded if cancelling within 6 weeks of the event date.
- A full refund (excluding the transaction fee) will be given if cancellation is more than 6 weeks before the event date



## Labelling

- Use the label templates provided (either in MS Word or MS Excel)
- Labels must be completed and printed (NOT HANDWRITTEN)
- Handwritten labels and altered labels will not be allowed in the sale room

If you need help using the templates or are unable to complete them and print them electronically please contact [nearlynew@haringeynct.org](mailto:nearlynew@haringeynct.org) asap.

### Complete both parts of each label as follows:

No your seller number

Style a brief description of the item e.g. *dress / game / hat etc*

Size by age for children's wear and adult size (10, 12, 14 etc) for maternity wear

Price £X.XX in multiples of 50p, (*other denominations will not be permitted in the sale room*)

### Attach each label securely to its item

Use:

- Safety pins / Sew with cotton / masking tape / plastic label tags

Do not use:

- *Stickers / Sellotape / Staples / dressmakers pins*

**\*\*\*\*\*Items labelled and/or attached in any other way will not be allowed in the sale room\*\*\*\*\***

### Sizing Guide

Age	Height (cm)		Age	Height (cm)
Newborn	55		18-24 months	92
0-3 months	60/62		2-3 years	98
3-6 months	68/70		3-4 years	104
6-9 months	74		4-5 years	110
9-12 months	76/80		5-6 years	116
12-18 months	86			

## Pricing

Price all your items in multiples of 50p (£0.50, £1.00, £1.50 .....)

this makes it easy for our volunteers to manage change at our tills and leaves much less room for mistakes.

Items priced in any other multiples will not be allowed in the sale room

You can group small items e.g. 3 pairs of socks for 50p by putting them in a clear bag together

We suggest the following pricing:

- Equipment and toys less than 40% of the shop price.
- Clothes around 20% to 25% of original shop price.

**Items are sold at your own risk. We do our best to provide security at sales, but we cannot be responsible for items being lost or damaged.**