



# NCT Leeds Branch Nearly New Sale Seller Guidelines

**Please read the following carefully. It is important that sellers follow these guidelines to ensure we maintain the quality of goods sold, which will maximise your sales. We also need to comply with the law.**

If you have never sold at an NCT Nearly New Sale (NNS) before, you will need to read this thoroughly to see how it all works, how your items get sold and how we track them back to you to make sure you get paid properly.

Even seasoned sellers should check through this – over the years we have made various small changes and this is a good chance to make sure you are maximising your chances of successful selling, while making the job easier for all the “shop floor” volunteers and back-room helpers on the day.

## The Process for Selling at the Leeds NCT Nearly New Sale

- Check that the things you intend to sell are on the list of things you can sell, not those that you can't – see the last page of this document for guidance about what is or is not allowed.
- Register as a seller by filling in a form and you are sent a seller number in return
- You type or write that number onto labels for every item along with the price you wish the buyer to pay
- Put all your items into boxes (no bin bags!) which are also clearly labelled with that seller number
- You bring all your items on the day of the sale and volunteers put them out on tables / rails for you
- People buy your things and at the till we cut off and keep one part of your label
- At the end of the sale volunteers put unsold items back in the boxes you brought them in
- You come along to collect any unsold items and your original deposit cheque
- We add up all the labels with your number on so we know how much you sold and send you a cheque for the total value, less the commission which goes to the NCT to help us continue our charitable work

## Helping out on the day

There is no requirement for you to personally attend during the sale once you have dropped off your labelled items, but you may wish to be an official helper. If you have not already indicated this on your registration form, please contact Claire by email to [nnsregistration@ncteeds.org](mailto:nnsregistration@ncteeds.org) for more information.

Helpers are required to attend from 11:30 to 18:00. You will get free refreshments to keep you going, but you might want to bring a sandwich or something more substantial to help you get through this fairly busy afternoon. As always, helpers get first choice to purchase goods before the sale starts, and keep 5% more of their sales too!

## Registration

The first step is to make sure you register as a seller by **completing the registration form and returning it with a £10 deposit cheque** before the deadline. In return, you will be sent a unique seller number by email; without this you can't sell at the NNS. Your deposit cheque will not usually be cashed, it will be returned to you when you collect your unsold items at the end of the sale. If you do not turn up, your deposit will be forfeit and the cheque will be cashed – we have to clear everything from the hall at the end of the day and have no facilities to store unsold items, so we need to ensure that everyone comes to collect their things promptly.

The **deadline for all registrations is one week before the day of the sale** - this gives us time to get your number to you and for you to then label your items. If you have lots of items to sell and you leave it too late you might not have enough time to do all your labelling, so do register early if possible.

# Labelling

## First - get some labels

Once you have your seller number, you need to **get some of our standard labels**. You must use this format with a Part A and Part B. **Items with any other labels on will not be sold**. Standard labels for printing 9 labels on a sheet of A4 paper can be downloaded from the NCT website simply by clicking the appropriate link below:

[MS Word 97-2003](#)

[MS Word 2007-2010](#)

[Acrobat reader PDF file](#)

If you have Microsoft Word, download the document for your version so you can type your labels which makes them much easier for everyone to read. Type your seller number on the first label at top left and then go to print preview and it will update all the others too. If you don't have Word, you need to download the Acrobat reader PDF file instead, which will mean you need to print your labels first then hand write your details in on every one.

## Filling in your labels

- ✓ Write or type your seller number on part A and on part B – these are separated at the tills so that we keep the part B in order to add up your takings, while the buyer keeps part A in case of any query.
- ✓ Put on the price of the item, again on parts A and B. This must be in multiples of 50p (see below in “Pricing”)
- ✓ Description. People can see the item for themselves of course, but in case your label becomes detached during the sale make sure the description is precise enough to enable us to reunite them. “Trousers” or “Book” is pretty hopeless, whereas “Boys blue cords” or “Winnie the Pooh book” is great.
- ✓ For clothes you must include sex and size, ideally by age group 0-3 months, 3-6 months, 6-12 months, 1-2 years, 2-3 years, 3-4 years etc. or by child's height. Maternity clothes should show UK size. The labels include an area for these details; you do not need to fill this out for non-clothes items.
- ✓ Indicate if you wish to donate the item if it remains unsold at the end of the sale (circle / delete Yes or No). Please make sure this is clear or we will return the item to you if it is not sold. (see below in “Donations”)

If you are hand-writing your labels, please write clearly. Using a broad pen such as a felt tip will make your seller number and the price stand out, and really help the NCT team who have to tally nearly 2500 labels after the sale.

- ✗ Please do NOT start to label your items until you have had your seller number confirmed after registration. Even if you have sold before, sending a form to us is NOT enough – we need to confirm to you the number you have been allocated, which we will do by email within a day or so of receiving your form and cheque.
- ✗ Also avoid altering the price on an old label to re-sell an item which did not sell last time. To avoid fraud, we will not sell any item with a label which appears to have been altered. Please write out a new label instead.

## Print your labels on very thick paper or paste onto thin card

Ideally, print your labels on the thickest paper your printer will take - most home printers will handle 160 gsm which is just about perfect. Independent stationers will often sell this in small quantities or even single sheets. Bright coloured paper helps us enormously with sorting at the end of the sale – and may attract a buyer's attention too.

The aim is simply to make sure your label does not become detached or torn during the sale (especially if you attach with string through a punched hole). If you can't print on thick paper and you are labelling large items, it may be worth sticking your labels onto cardboard before you cut them out. Empty cereal packets are about the ideal thickness; corrugated card is usually too thick and makes life hard for us at the tills.

**If the card is too thick and makes it hard for you to cut out your labels it will be hard for us too!**

## Label your boxes too

We need to be able to read the number on your boxes very clearly from several metres away amongst hundreds of others to make the tidying up phase as fast as possible – your number should be at least A4 size ideally, and written clearly in broad marker pen. Putting the number on the inside of the top flaps of the box as well as the outside will be useful too. Mark any loose box lids with your seller number too in case they become detached.

**Note:** if your box is not well labelled with your seller number then we may write on it with a big marker pen. If you don't want us to do this, please make sure it is labelled correctly in the first place.

# Pricing

## Minimum price for any one item is £1 - All prices must be in multiples of 50p

**Items priced in other ways eg £2.99, may not be put out on sale.** If they are put out as an oversight, the buyer will be charged a rounded up amount, but the item will be tallied at the actual price you put on. If you have small items that you don't feel justify a £1 price, consider bundling things together (tied with string or in a zip-lock bag).

### Suggested price guide

Think carefully about how much YOU would be prepared to pay for an item which you are trying to sell and aim to be realistic in pricing. If you are desperate to be rid of an item, price competitively! Some guidance is given below:

Children's clothes: Separates £1 - £4	Jigsaws £1 - £3	Pushchair / pram £20 - £90
Outerwear - £3 - £7	Books, DVDs £1 - £3	Cot (no mattress) £10 - £40
Maternity separates £4 - £7	Sit-and-rides £3 - £10	High chair £10 - £30

Please also read the section "After the sale" about how we calculate the NCT commission and your share so that you can take this into account when pricing your things. **This is particularly important for larger items so that you can get the balance right between a price low enough to ensure something sells, but gives you enough back for something you spent your money on in the first place.**

## Attaching Labels

Ideal ways to attach you labels securely to your items include:

- Use **clear tape to attach the label right across part A**, as long as the tape won't damage the item when removed, and Part B is not stuck down at all so it can be easily cut off at the till.
- Hole punch the label at the top left corner and **attach using string** (use a stick-on hole-reinforcing ring or sellotape before punching if you think it is necessary to prevent it tearing through)
  - this is perfect for larger items such as buggies, chairs and cots
  - you can also use crossed string (parcel style) to keep several smaller items such as books together
  - for clothes tie the string to the hanger, or through a buttonhole or use a safety pin
- If an item comes in several parts, such as a cot, you may not want to tie them all together as it can make it even harder to carry and manoeuvre (for you and a buyer)
  - Put labels on all the parts. Include the price on only one of these, and make sure they are all labelled as "part 1 of 4", "part 2 of 4" for example, to make sure a buyer gets all the bits they need.
  - This will also ensure that if one or more parts are left behind, we can identify the seller to return them or reunite them if a buyer realises they have something missing after the sale.
- Label things on the outside; don't put labels on the inside cover of books or in bags, boxes or DVD cases.

### Large items

On larger items consider putting additional labels or stickers with your seller number on where they won't come off (toys in particular - some of our little visitors can't resist trying things out!), so that if the original label does get detached we can at least make sure the item is returned to the right person at the end of the sale. These might be under the lid of a box, attached by a safety pin to the inside of a buggy etc. They don't need to be as visible as the main label, but easy enough to find when searching later.

### Don't stick part B to your item

**Remember:** Part B needs to be removed at the till (without damaging the item) so your total sales can be calculated correctly. If Part B is in any way fixed to the item then the item cannot be sold.

If you are selling several things together at a single price, do make sure they won't become separated from each other or their label, and state in the description how many things are included in the price. String or masking tape may help keep things together, or use a large clear bag (eg a ziplock) to put everything in but clearly visible.

# Notes on selling various things

## Clothes

Although we do sell many items of good quality clothing at the NNS, there are always loads left at the end – usually about half to two-thirds, depending on the age and type. We request that you **limit your baby and children's clothing to 30 items**. If we think you have exceeded this amount we will simply not put all of your clothing items out for sale, as they take up a disproportionate amount of time to sort at the beginning and end of the sale.

You will generally find people will buy only the **best quality, seasonal items** (ie summer items sell well in the spring sale; winter items in the autumn sale). Please choose carefully the items you realistically think will sell well.

**Note: There is no limit on maternity wear, sell as many items as you choose**, but be aware that for some reason it never seems to be a very popular category (possibly because many people only hear about the NNS after they already have their maternity clothes sorted, or even after the new arrival, and possibly because we don't have any way to provide a changing area to try things on). Price competitively if you want things to sell.

All clothing must be on hangers and should be **labelled and sorted by age and sex** (0-3 months, 3-6 m, 6-12 m, 1-2 years, 2-3 years, 3-4 years, etc). Small, similar sized items, eg, T-shirts may be tied or safety pinned and sold together on the same hanger. **If you do not pre-sort your items they will not be put on sale; there is not enough time for us to sort everything individually before the sale.** Items which are not properly sorted may end up on the wrong rail, and therefore overlooked by buyers searching in the right place according to their needs.

## Jigsaws and boxed games

There is always a risk of pieces coming out of boxes during the busy sale, so **put all the contents in a bag** (ideally a clear one) inside the box so that small parts can't slip out the ends. **Tying round with string or elastic bands** is a better way to secure lids on jigsaws than using sellotape as it means that someone can carefully open it to take a look for themselves if they need to without risking damaging the box by tearing off sticky tape.

**Wooden jigsaws for younger children** (the kind where you put pieces into holes) are best **wrapped in cling film**, so that people can see the pieces are all there and they won't get lost. Wrap at least one layer all the way round, then put your label in and wrap a second layer all round, maybe the other way across. You could use a clear polythene bag instead but they don't work very well as it is much harder to see the pieces jumbled up in the bottom.

## Toys in sets (wooden railway, Lego, Duplo etc)

**Split into smaller items** - you may find people more willing to buy a few pieces at a reasonable price rather than a huge boxful for a larger amount, particularly if they are getting a gift for someone else. This is ideal for buyers who are extending an existing collection who may not want loads more tracks or bricks but would buy something more particular (a station, a bridge, a locomotive plus wagons, themed Duplo or an original Lego vehicle set perhaps).

## Donations

One area that caused some confusion in the past and lots of hard work on the part of our volunteers is items that sellers (very kindly) offer to donate if they are not sold. To try to reduce the work involved and raise more money for sellers and the NCT we have made some changes to what we will do with donated items as described below.

As before, if there is something you are hoping to sell, but do not want back if it is not sold, simply mark the label as "yes" where it says "Donate if not sold Yes / No". About half to two-thirds of the way through the sale we will start to go through unsold items and take out any that are marked for donation. These will be moved to a designated table where they will be offered for half the marked price (they will be labelled as well to make sure this is honoured by the tills). We hope this will mean that some of our late buyers get a chance to pick up some super bargains and that will make more money for you than things ending up being given away.

Note: we can't guarantee to find every donated item in the sale; some things will only be found in the final clear up.

Items which are donated become the property of the NCT. In the past we have simply passed these on to local charities that can put them to good use and will continue to do this with the majority of items. We do, however, reserve the right to keep things as NCT property to sell at future sales to raise more funds for the charity.

If you don't want your items sold at half price in the later stages of the sale, or to have them given away if they are not sold, simply don't mark them for donation and they will be returned to you.

## Donating your sale proceeds to the NCT

If you have some items that you would be happy to give away without making any money, you can help us raise money by selling them at the NNS but putting them on the **NCT's own seller number 1** rather than your own. Simply put a 1 on both parts of the label instead of your own seller number. Because they will not have your seller number attached, these items will not be returned to you if they are not sold, they will be treated as donations.

If you are using our Word templates, be aware that changing the seller number in one place is designed to change it across the whole page, so save a copy for your labels and a second separate copy for seller number 1 items.

## On the day of the sale

### Dropping off

The **Ramgarhia Sikh Sports Centre** is on Roundhay Road near Thomas Danby college, postcode **LS7 3AP**. Our website has more details at [bit.ly/LeedsNNS](http://bit.ly/LeedsNNS) and the centre can be found by searching on Google maps.

**All goods should be taken to the venue on sale day between 12:30 and 13:00** in sturdy boxes which are each labelled with your seller number (written clearly on an A4 sheet of paper stuck to the outside with tape is ideal).

You simply leave everything in a designated area and the NCT volunteers will hang clothes on rails according to age and sex and put everything else out on tables around the sales hall. When you drop off your items, you should also sign in so we know that you were there and we will expect you to be collecting unsold items at the end.

**You must label all items as per instructions before you bring them or your goods will not be displayed.**

**Any items on the list of “things you cannot sell” on the last page of this document will not be put on sale.**

If you also wish to buy things in the sale, please feel free to go and join the queue to come in when the doors open.

### Picking up

At the end of the sale unsold items will be put back in your boxes unless they have been marked as being donated if unsold. You need to come back to **collect your unsold items between 17:15 and 17:30**, when you will also collect your deposit cheque. If you arrive too late your deposit may be forfeit. Please also take away your empty boxes (keep them for next time, and start adding things to them during the intervening months).

We have to vacate the hall completely at the end of the sale, and the NCT do not have any facility for transporting or storing unsold items for you so anything not collected will be added to the donations when we leave the venue. These are passed on to various local charities who make use of them for their good causes.

**Please note: While every effort is made to ensure security at the sale, the NCT cannot accept responsibility for items that are lost or stolen. Careful and secure labelling will usually minimise the risk of losses.**

## After the sale

During and after the sale the back office team will be busily sorting and adding up all the “part B” halves of the labels. From this we will be able to tell you how many items of yours were sold and for what total amount. We changed how we calculate shares in 2010 so please ensure you have read this carefully

The NCT keeps a commission to cover costs and raise funds to help us carry on our charitable activities locally and nationally. This is **35% of the ticket price up to a maximum of £15** on any one item. If you are also helping out on the day, this is reduced to only 30% (still capped at £15 maximum per item). A 50p admin charge will also be deducted from your proceeds to cover **posting your earnings cheque to you within two weeks of the sale.**

## Happy selling!

Thank you for taking the time to read and follow these instructions. While they are quite detailed, we hope they are easy to follow. If you are unsure about anything, please email your query to [nnsregistration@nctleeds.org](mailto:nnsregistration@nctleeds.org).

## Things you CAN sell

- ✓ **Baby or children's clothes up to 8 years old, and maternity wear**

There is always clothing left at the end of the sale, so we request that you limit your baby and children's clothing to 30 items. There is no limit on maternity wear. You will generally find people will buy only the best quality, seasonal items (ie summer items sell well in the spring sale; winter items in the autumn sale).
- ✓ **Nursery equipment including bouncy chairs, stair gates, cots and highchairs**

Items must have all the correct fittings with no small items (like wing nuts) that might be detached and swallowed by a small child. Check that gaps and openings are not wide enough to trap a baby's head. Supply the manufacturer's instructions if possible as well as any tools provided to assemble the items.
- ✓ **Toys, games, videos and books**

All toys and games must be complete with no sharp edges, loose attachments, peeling paint or seams coming apart – remember this is a *nearly new* sale. All toys should bear the CE or lion mark to show they meet the approved safety standard. Ensure toys with multiple parts are secured or parts may be lost.

**Don't forget:** You can sell books and videos about pregnancy and parenting, as well as titles for children
- ✓ **Children's starter bicycles (saddle height less than 635mm from the ground in its highest position)**

These are classed as toys and should bear the CE or lion mark to show they meet the approved safety standard. If possible you should provide original instructions on how to adjust and maintain the bicycle.
- ✓ **Prams, pushchairs and buggies**

Items must conform to British Safety Standard BS7409 and must be permanently marked as such. A safety notice must be visible and full operating instructions in English must be supplied. The brakes must be sound and have locks on BOTH back wheels. The folding mechanism must require at least two separate catches or levers to be released in order to operate.

For a full checklist of things you should consider before selling a pram or pushchair please see the last page (19) of [this document published by Lincolnshire Trading Standards](#).
- ✓ **Children's footwear**

Wellies, flip flops, jellies, flippers, fancy dress are generally OK (in good condition).

You can sell regular daily wear type shoes, sandals, trainers etc. in immaculate condition. These mould themselves to a child's feet so most buyers will not be interested in them except if they have clearly been worn only a few times (maybe they were bought for a special occasion or just before a season changed).
- ✓ **Other items in good condition such as:**

Bedding including GroBags and similar sleeping bags; changing mats; baby bathing equipment; washable nappies and wraps; activity mats / arches; sit-and-ride toys

## Things you CANNOT sell

- ✗ **Any mains powered electrical equipment** including sterilisers, breast pumps and baby monitors
- ✗ **Car seats**

Although you may offer the car seat of a travel system for a private sale at a later date, you are not allowed to include the car seat in the price of the travel system. Also, you are not allowed to bring the car seat to the NNS venue, nor to give away the car seat free under the auspices of the NCT
- ✗ **Second-hand mattresses for cots, cribs and Moses baskets**

Exception: you *can* sell mattresses for travel cots where it is an integral part of the item.
- ✗ **Battery, mains powered or used manual breast pumps**

Exception: brand new unopened manual ones only
- ✗ **Door bouncers, riding hats, crash helmets**
- ✗ **Larger children's bicycles (with a saddle height of more than 635mm from the ground)**
- ✗ **"Bag" type baby slings and certain models of Maclaren buggy. See [this document](#) for more detail**
- ✗ **Jumble – this is a Nearly New sale**

Stained, torn or well worn clothes; damaged toys or dirty equipment will not be displayed for sale. The organisers reserve the right not to sell items they consider to be poor quality.