**Havant and District NCT Nearly New Sale**

**7TH July 2012 - Seller’s Pack**

**This sale is open from 11.30 to 1pm**

**NCT members entry at 11.15am (with their valid membership cards)**

This is a **NEARLY NEW** sale. Goods must be immaculately **clean** and **complete**. Any items considered to be not Nearly New will be rejected and replaced in your box for return to you at the end of the sale.

1. **Registration**
   * New sellers will be allocated a seller number when they confirm that they wish to sell at this sale. Previous sellers will retain their existing seller number whenever possible. Please quote your seller number on all correspondence.
   * To register as a seller you must provide a cheque for £10 made payable to ‘NCT Havant and District’. **Please put your seller number on the back of this cheque in the top right hand corner.** This cheque will only be cashed in the event of you not taking part in the sale or failing to collect your goods at the end of the sale otherwise it will be returned to you along with a cheque for your sales proceeds. N.B. If you register and fail to turn up for 3 Nearly New Sales, you will no longer be allowed to sell at any future Havant Nearly New Sales.
   * Your **cheque & disclaimer** must be sent to:

**Emma Williams, 16 Tyler House, 5 Bishopstoke Road, Havant, PO9 5EZ**

* + Cheques must arrive within 10 days of confirming your intention to sell at this sale and being allocated a seller number otherwise it will be assumed that you are no longer interested and your place will be made available to another interested seller (we limit the number of sellers to ensure that there is sufficient room to adequately display items and thus provide the best possible opportunity for your items to sell).
  + **Whilst every effort is made to look after and protect your sale items sometimes things do go missing or errors are made due to poor labelling. We therefore require that you sign and return the disclaimer in this pack with your registration cheque**.
  + Please do **not** staple the cheque to the disclaimer.

1. **Selecting Items For Sale**

* Goods will only be accepted in BOXES or SUITCASES.
* Your seller name and number must be clearly marked on at least 2 sides of your boxes or suitcases – this will ensure that at the end of the sale unsold items are quickly and easily placed back in the correct boxes.
* **LABELS MUST NOT BE COMPLETED IN RED PEN AS WE USE RED WHEN CHECKING ITEMS. ANY ITEMS WITH LABELS IN RED WILL BE REJECTED FROM THE SALE.**
* Clothing:
  + This is a very popular section with sellers. To ensure that clothing can be adequately displayed it is necessary for us to limit the number of items per seller. This should ensure that you sell more items overall as buyers will be able to browse more easily.
  + A maximum of **50** items of clothing will be accepted (maternity clothes, shoes, dressing up costumes and bedding are not included in the 50 items). Swimwear will now be displayed on rails rather than on a table so please ensure that these are put on an appropriate hanger.
  + Each label represents 1 item. So if you have 3 t-shirts pinned together, with a single label, then this counts as 1 item.
  + Please only submit clothes in **very** good condition.
  + Clothes will sell better if they are ironed and have all the buttons or poppers done up.
  + Clothing must **NOT** be placed in clear plastic bags as it means that buyers are unable to check the condition of the items.
  + Clothing can be bought very reasonably in outlets such as Asda, Tesco, Matalan etc. Please bear this in mind when selecting and pricing your items.
* Items we **CAN** sell:

- Toys & Books - DVDs

- Baby & Children’s clothing - Maternity Wear

- New manual breast pumps - Garden Toys

- Nursery & Baby Equipment - Fancy dress, swimwear

- Children’s bicycles (where the saddle height is less than 635mm from the

ground with tyres fully inflated)

- Wellies, jellies, slippers, sandals, shoes

- Door bouncers, sit in activity centres and baby walkers can also now be sold. To

minimise the risk of accidents please ensure that door bouncers are sold with

assembly instructions including a weight limit

**Carrycot Stands**

* Stands must be labelled with the size of cot and weight loadings which can

be accommodated

* They must have a guardrail or a means of stopping the cot from falling off

the stand, have a suitable base and be a maximum of 432mm above floor

level

* In order to comply with General Product Safety Regulations also ensure

T that the stand comes with instructions for use, that the frame is stable and

has not been distorted or modified and that the carrycot can be effectively

retained in position on the stand

**Second hand mattresses from cots, cribs or Moses baskets**

* Following updated research from the Foundation for the Study of Infant

Deaths, second hand mattresses can be sold providing they have a

waterproof cover (eg. PVC) with no tears, cracks or holes.

* Items we **CANNOT** sell:

- items that have been recalled by the manufacturer

- car seats / booster seats - cycle helmets and riding hats

- ventilated mattresses - electrical items

- used breast pumps (manual, battery or mains)

- plastic bottles

- baby food / formula milk

- prams with a car seat - clothes with drawstring necks/hoods

- life preservers - pants

- poorly labelled items - goods in unlabelled boxes

- goods brought in carrier bags - goods brought in too late

- Car seats, car booster seats, ‘Isofix’ bases or car seats from travel

Systems (Sellers may offer the car seat of a travel system to its buyer for private

sale unfacilitated by NCT)

- Bag style baby slings

Bag style slings are those with a deep pouch and an elasticated edge.

These products may cause breathing difficulties in young babies. The brands and products which cannot be

accepted are:

Infantino sling rider

Premaxx baby bag

Munchkin cargo sling

Boppy carry in comfort

Lamaze close comfort

Wendy Bellissimo sling

* Items that just don’t sell anymore:

- videos - soft toys

- hand knitted clothing

* Prams & Pushchairs:
  + **Instructions in English must be supplied with each vehicle**. These are to be headed: IMPORTANT – KEEP FOR FUTURE REFERENCE and must include instructions related to operation, assembly, use and maintenance.
  + **Maclaren pushchairs** – any of the following Maclaren models –

Volo, Triumph, Quest Sport, Quest Mod, Techno XT, Techno XLR,

Twin Triumph, Twin Techno and Easy Traveller – must be fitted

with a hinge safety cover. Covers are available, free of charge,

from the Maclaren website, http://covers.maclaren.co.uk/ but must

be fitted before the sale. Any of these pushchairs without the hinge cover will be removed from sale.

* + If we find any pushchairs or prams without instructions then we unfortunately have to remove them from sale. If you have lost your instructions it is always worth looking on the manufacturer’s site as they are often available to download.
  + Pushchairs and Prams must conform to British Standard 7409 (or an equivalent European standard) and must be permanently marked BS7409:1996, together with the name or trademark of the manufacturer or importer.
  + The Large Equipment Co-ordinator is happy for you to show her how your pushchair works. This may help us when advising a buyer during the sale and increase your chances of making a sale.
  + For security purposes we will apply a cable tie to your pram/pushchair. In the event that your item does not sell you will need to remove this.

1. **Labelling Your Items For Sale**

**Pricing**

* + Goods priced over 50p must be in multiples of 50p, ie 50p, £1, £1.50,… etc.
  + Goods less than 50p must be priced in multiples of 10p, ie 10p, 20p, 30p or 40p.
  + We reserve the right to REDUCE the price charged to the nearest multiple if this is not done.

**Labels**

* + Included in the sellers pack is a label template for you to photocopy or print as many labels as you require.
  + **Please do not complete your labels in red pen/ink, as any rejections are marked in red and it makes it a lot easier to ensure that items are not left in boxes in error**
  + It is helpful for the sorting process if you can personalise them, eg add a little logo or print them on coloured paper, and make sure all of your labels are the same size as each other. (Approximately 4,500 items are sold at each sale – I am sure you can appreciate why anything that helps distinguish labels assists in sorting them)
  + Each label must include your surname, seller’s no, a brief description (eg red dress, Tweenies puzzle), the size (eg 0-3 months, 4-5 years), and the price. Please only use the size labels we provide.
  + Please put the price on the right hand side of the label as when the label gets torn off at the checkout if it doesn’t tear neatly it can tear through the price.
  + If you are re-pricing items from a previous sale you **must** use a new/fresh label. Labels altered will no longer be accepted for sale and will be marked as rejected.

**Attaching Labels**

* + Attach a label to each item – they need to be secured by the **left hand side** of the label.
  + The right hand side will need to be torn off at the checkout so please **don’t** put any masking tape on this side otherwise it sticks to all the other tickets making it difficult to sort and count them.

For clothing:

* + use **safety pins only**. For 2 or more piece garments write ‘2 pieces’ on the label and secure pieces together.
  + Please consider where you pin it. Generally speaking it needs to be easy for the potential buyer to locate. However for particularly delicate items that might otherwise tear, the clothing’s label may be a good idea.
  + Clothing must **NOT** be placed in clear plastic bags.

For toys / books / equipment etc

* + Attach using masking tape only.
  + Please do not use sticky tape or sticky labels as these will damage the items when the label is removed. However please bear in mind that as masking tape is deliberately not overly sticky a generous quantity should be used to ensure that the label does not accidently fall off.
  + Secure footwear in pairs.
  + If you are donating the proceeds of an item please write FOR NCT FUNDS clearly and give it Seller No 999.

1. **Packing Your Items**

* Please pack clothes and toys in separate boxes.
* Sort the clothes into sizes within each box as much as possible (if possible using elastic bands to tie each size’s hangers together helps us unpack as quickly as possible).
* Please label all your boxes (and any lids) with your seller number both front and back.
* Please check that all items are complete especially jigsaw puzzles, games and toys with lots of pieces.
* Clothing sells far better from the rails so wherever possible place items of clothing on coat hangers (many clothes shops are happy to give you a few if you ask them nicely!).

1. **Dropping Off Your Items**

* Please drop off your boxed goods at the leisure centre 8am-9am on the day of the sale.
* You will need to supply a ***C5*** (it really does make it so much easier to sort all the sellers tickets if everyone uses the same size envelope) **stamped** self addressed envelope with your seller’s number written clearly in the top left hand corner to the Sales Co-ordinator (this is to return the labels from your sold items, your registration cheque and your sales proceeds cheque).
* If a **stamped** self addressed envelope is not provided **when you check-in** (we use the envelope during the sale to put all your labels in) then we will provide one but **£2** will be deducted from your seller’s proceeds cheque.
* Please ensure that sufficient postage is put on the envelope otherwise Royal Mail will charge £1 admin plus the cost of the shortfall. The thickness of a C5 envelope with a lot of sold tickets (plus your deposit cheque and proceeds cheque) can exceed 5mm. We would therefore recommend that you put a ‘large letter’ stamp on your envelope.
* Please see the Sales Co-ordinator at the table by the door. They will check the following:
  + You have provided a **C5** SAE with your seller number in the corner.
  + Your telephone contact number is the best one for that day (occasionally there are issues on the day that can easily be resolved with a quick phone call).
  + You have signed and returned a disclaimer.
  + Whether you have an advert that you wish to place on the Noticeboard.
* The sales co-ordinator will then be able to advise you as to where to take your boxes
  + Clothes will need to be taken to the Clothes section in order that we can check the number of items does not exceed the limit
  + Pushchairs will need to be taken to the Large Equipment Co-ordinator so that they can check that instructions are included and security tag it.

1. **Noticeboard**

* The charge for advertising on this board is
  + A6/Postcard: £2
  + A5: £3
  + A4: £5
* This is a ‘For Sale’ board for items that you are unable to bring to the sale, eg car seats, electrical items, very bulky items, pushchairs without instructions.
* ‘Wanted’ adverts may also be placed.
* It is suggested that your advert has tear off strips with your contact details so that people can take them away from the sale easily.

1. **Collection of Items**

* Please return between 3.30pm – 3.45pm on the day of the sale to collect any unsold goods. Late arrivals will forfeit the deposit cheque.
* We ask that you do not collect your goods from the hall until all the tables and rails have been cleared – please check with an NCT helper.
* Please check through any unsold items quickly to double check that you only have your items in your box(es) and no-one else’s items have been placed in your box in error. Please pass any mi-placed items to an NCT helper.
* Always check the lost property table when leaving the hall – any unclaimed items will either be labelled for NCT funds for the next sale or donated to another charity.
* Please remove all your boxes including any empty ones as we are charged for any rubbish that needs to be disposed of by the Leisure Centre. Empty cardboard boxes not collected at the end of the sale will result in the deposit cheque being forfeited.
* If goods and boxes are not collected then the deposit cheque will be forfeit.

1. **After The Sale**

* A cheque for payment of the goods you have sold will be posted to you around 2-3 weeks after the sale. With this we will include your registration cheque.
* If you wish the cheque to be made out to a name other than that which is used in all other correspondence (eg married/maiden name) then please make this clear when registering. Cheques which require re-writing will be subject to a £2 admin fee.
* Sales are split 70% to the seller and 30% to the NCT.

**Sales Helpers**

The Nearly New Sales are run by a team of volunteers. A core team organises the event but many more people are needed on the day.

**Morning Helpers**

* + If you are able to help in the morning between 8am and 1pm then you can take advantage of our ‘Preview’ sale held sometime around 10am depending on how quickly the goods are laid out.
  + Helpers must commit to a minimum of 2 hours to take advantage of this incentive.
  + We will need to know well before the sale if you can help in order to allow us to plan teams and tasks.
  + Places for this incentive are limited.
  + Please email our Helper Coordinator via [nns\_helper@yahoo.co.uk](mailto:nns_helper@yahoo.co.uk) if you are able to help.

**All Day Helpers**

* + If you are able to commit to helping throughout the day then your share of your total sales will increase to 75%. There will be a helpers form that you need to sign **on the day** (as you can imagine, keeping track of who has turned up to help and remembering that info would be pretty tricky otherwise). If you do not sign this form then you will not be given the discount. Cheques will not be re-issued.
  + Places for this incentive are limited.
  + If you would like to be considered for this incentive then please contact our Helper Coordinator via [nns\_helper@yahoo.co.uk](mailto:nns_helper@yahoo.co.uk)
  + Our Helper Coordinator will advise the successful applicants at least a week prior to the sale.

1. **Advertising the Sale**

* Every effort is made to publicise this event as widely as possible to attract as many buyers as possible – the more we attract, the more items you are likely to sell.
* Attached with the email is a poster. Could you please print off and display copies in locations that are likely to attract interested buyers, eg your child’s school or nursery, local community boards, your car window etc.

Any queries regarding the sale should be sent to [havant\_nns@yahoo.co.uk](mailto:havant_nns@yahoo.co.uk) or please phone 0844 243 6157 (option 2 for Nearly New Sale). You can also find out more on Facebook - our new facebook page is NCT Havant & District.

**Please note that all items are entered into the sale at the seller’s own risk. Havant and District branch cannot accept responsibility for the loss or damage to items or labels.**

**Summary of the Process**

1. Register your interest
2. You will be allocated a seller number
3. Send off your registration cheque and signed disclaimer
4. Contact our Helper Coordinator if you are able to help out at the sale
5. Clearly label your items and attach labels securely
6. Clearly label your boxes/suitcases with your seller name and number
7. Place clothes and toys in separate boxes.
8. Write out your **C5** Stamped addressed envelope with seller number in the top left corner.
9. Create adverts for the Noticeboard if needed
10. Display as many posters as possible
11. Drop off your items between 8am and 9am
12. Collect your items between 3.30pm and 3.45pm
13. Wait for your proceeds cheque and registration cheque to arrive approx 2-3 weeks later

**Disclaimer – Havant and District NCT Nearly New Sale (Jul-12)**

Please sign and return together with your registration cheque.

I confirm that I have read and agree to all the terms and conditions set out in the enclosed seller’s pack and will not hold the NCT, including its helpers and volunteers, responsible for the loss of any items or for any errors made due to lost or poor labelling.

Please make out the seller’s proceeds cheque to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller No:

In case of any queries please provide a telephone number

(this will not be used for any purposes other than Nearly New Sale queries)

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| **Sellers Number:**  **Sellers Name:**  This side to be stuck to item. Right hand side to be left loose to be torn off when item is sold.  **Item:**  **Price:** | **SELLERS NUMBER:**    **Sellers Name:**  *<Insert distinctive logo here>*  **ITEM:**  **PRICE: £ \_\_ \_\_ \_\_ . \_\_ \_\_** |  | **Sellers Number:**  **Sellers Name:**  This side to be stuck to item. Right hand side to be left loose to be torn off when item is sold.  **Item:**  **Price:** | **SELLERS NUMBER:**    **Sellers Name:**  *<Insert distinctive logo here>*  **ITEM:**  **PRICE: £ \_\_ \_\_ \_\_ . \_\_ \_\_** |

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| **Sellers Number:**  **Sellers Name:**  This side to be stuck to item. Right hand side to be left loose to be torn off when item is sold.  **Item:**  **Price:** | **SELLERS NUMBER:**    **Sellers Name:**  *<Insert distinctive logo here>*  **ITEM:**  **PRICE: £ \_\_ \_\_ \_\_ . \_\_ \_\_** |  | **Sellers Number:**  **Sellers Name:**  This side to be stuck to item. Right hand side to be left loose to be torn off when item is sold.  **Item:**  **Price:** | **SELLERS NUMBER:**    **Sellers Name:**  *<Insert distinctive logo here>*  **ITEM:**  **PRICE: £ \_\_ \_\_ \_\_ . \_\_ \_\_** |

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