

Swindon Nearly New Sale

Guide to Selling **New for October 2011 – Please read carefully!**



1. Who is allowed to sell?

Both NCT members and non-members are welcome to sell at the sale. However you **MUST** register as a seller for THIS sale. Each seller's pack has its own unique number, which corresponds to a registered name. If you do not have the correct Seller's Registration Form for the Sale then you **will not be permitted to sell at this sale.**

2. I registered for the sale, but I don't want to sell. What can I do with the pack?

If you return your pack, at least 3 weeks before the sale, then your money will be refunded. Alternatively, if you know someone else who would like to sell, but doesn't have a pack, you can pass the pack on, **as long as the change is registered with the seller's contact, at least two weeks before the sale.** If you are unable to pass the pack on, please return it to us so that we can send it to someone else.

3. Why have I had to pay for the seller's pack and why do I need an SAE?

The charge is to cover the cost of producing and posting the card for labels. The coloured labels help with the post-sale sort. An SAE is required with your registration form to enable us to send you your cheque. We aim to post all cheques within 10 days of the sale. Can we remind you that cheques are only valid for 6 months, so please do not leave yours sitting around!

4. How do I get paid?

Cheques for the amount you have sold, less commission, will be sent within 2 weeks of the sale. **Please ensure you attach one DL SIZED stamped, self-addressed envelope to your forms to enable this to happen.** If an SAE is not attached, we will deduct £1.00 from the amount due to you to cover costs.

Items are sold on the following commission basis:

- 70% of the selling price to you
- 30% of the selling price to the NCT

Individual items sold for over £50.00 are charged a flat rate commission of £15.00.

5. What can I sell at the sale?

The NCT Nearly New Sale is for the sale of good quality baby and children's clothes, toys, books, equipment and maternity wear.

It is important that the items you choose to sell are of good quality and clean – ie. 'Nearly New'.

Please ensure that all games and toys have all their relevant pieces, and that all equipment is supplied with the correct fixtures and fittings. Please state if batteries are required. We check the quality of clothes and other items, and unsuitable items will be withdrawn from the sale, however, some items cannot be checked. **Please be honest: if an item is not fit for its purpose, please do not attempt to sell it.** We have a 'testing table' at this sale so that potential buyers can check items before they buy.

Where possible, **instructions** should be included – this is a legal requirement if you are selling **prams, pushchairs or buggies.** **If you are selling a pram, pushchair or buggy, please read question 9 carefully.** **If you are selling a cot, you will need to assemble it.** **Please ensure you are checked in by 9.30am.** We will only accept erected cots as we cannot be held responsible for items/parts being lost or mislaid.

Door bouncers – please attach the assembly instructions including a weight limit (if you've lost them, they may be available to download from the manufacturer). **Please note we will not be able to accept door bouncers without instructions.**

Second hand mattresses can now be sold providing they have a waterproof cover with no cracks, tears or holes. They must be clean and dry, firm (not soft) and not sagging. 'Ventilated' mattresses can't be sold as it is impossible to ensure the inside is kept clean.

Mains Powered Electrical Equipment Second hand electrical equipment must meet legal safety requirements and all electrical appliances you wish to sell must be tested and approved by a qualified electrician (PAT tested). **If you do not have proof of PAT testing then the item will be removed from sale.**

There are some items we are not allowed to sell for health and safety reasons. Please see question 7 below.

Items are more likely to sell if they are well presented, for example, if clothes are hung on hangers, if items are ready assembled, and if clothes in packs are clearly visible. We will only sell clothes appropriate for the season to reduce the amount of unsold clothes. If you are selling a baby sleeping bag, please put this on a hanger.

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. Moreover, we regret that we cannot accept items that are priced at over £125.

6. How much can I sell?

You can sell a maximum of 60 items – including up to 25 items of clothing (**if you have more than 25 items of clothing to sell, you can purchase more than one pack**). This includes all types of clothing, including maternity wear. Multi-part sets can be sold as one item – for example a three-part T-shirt, dungarees and jacket would class as one item, as do pyjamas.

You may, for example, sell 25 items of clothing and 35 items of other baby equipment and/or toys, or 15 items of clothing and 45 items of other baby equipment and/or toys.

Please limit soft toys to 2 items as they do not sell well.

Please do not try to sell more items than this. Anything over 25 items of clothing and over 60 items in total will NOT be accepted at the sale.

7. What cannot be sold?

For health and safety reasons the following items cannot be sold:

- Car seats or Car Booster seats (or car seats from Travel Systems)

Please note: Although you cannot sell a Travel System's car seat at the NCT sale, you may include a note with your Travel System, giving your name and phone number, offering the buyer the opportunity to buy the car seat from you privately at a later date. **The label cannot state that the car seat is included within the price. Car seats that are available for private purchase with a travel system are not allowed, under any circumstances, to be brought inside the hall.**

- Riding hats and crash helmets;
- Children's clothing with a drawstring around the neck;
- Certain prams, buggies and pushchairs (see question 9 below);
- Second-hand bottles and breast pumps;
- Plastic bottles, baby food and formula.
- Some bag-type slings

Please note: In general carrying your baby in a sling or baby carrier is safe, but some slings and positions are not. Bag-style slings that have a deep pouch, and an elasticised edge are relatively recent. There have been some serious concerns raised about their safety. 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**

8. But can I sell this?

We often receive questions about the following items, which may in fact be sold in a “nearly new” condition:

- Booster seats for chairs;
- Buggy boards
- Carry cots (without wheels);
- Baby Walkers **NEW**
- Sit in Activity Centres **NEW**
- Door Bouncers **NEW**
- Shoes **NEW**
- Mains Powered Electrical Equipment **NEW**

9. How do I sell my pram, buggy or pushchair?

There are very strict rules governing the sale of these items. If you are considering selling a pram, pushchair or buggy, please read this carefully.

- You must supply the full instructions, **in English.**
- The instructions must be headed **“Important, Keep For Future Reference”** and must include instructions relating to operation, assembly, use and maintenance.
- Your pram, buggy or pushchair must:
 - meet the requirements of the Wheeled Child Conveyances (Safety) regulations 1997
 - have a permanent label (usually on the frame or seat cover) stating compliance with British Standard 7409 or EN1888. The standard lays down requirements regarding the construction, performance and labelling for prams and pushchairs.
- A permanent notice on your pram, buggy or pushchair 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.”

We cannot accept any prams, buggies or pushchairs not meeting all of these conditions. An NCT member will check all prams, buggies and pushchairs brought to the sale and any not meeting the conditions will be refused.

If you are still unsure whether or not your pram, buggy or pushchair is suitable, please email nns@swindonnct.org.uk or call 0844 2436292, or bring it to the sale and we will check it for you and advise whether it may be sold.

10. How do I prepare for the sale?

First complete all sections on your Registration Form.

Your sellers' code/pack number will automatically be populated.

Please then complete the **Seller's Sheet**. Please list all items of clothing first – to a maximum of 25 – followed by other items. (If you have more than 25 items of clothing to sell, you can purchase more than one pack). Clothes need to be competitively priced in order to sell – this included maternity clothing.

All prices must be in multiples of 50p (if any item is priced differently we will round down to the nearest 50p).

Children's clothes are sold in the following sizes:

- Newborn;
- 0 - 3 months;
- 3 - 6 months;
- 6 - 9 months;
- 9 - 12 months;
- 12 - 18 months;
- 18 - 24 months;
- 2 - 3 years;
- 3 - 5 years

NB. We will no longer sell any clothes for the over 5s.

Size/age does not need to be completed for non-clothes items, although it would be helpful if you could indicate for which age an item is appropriate.

If you wish to donate an unsold item to charity, please put **yes or a large tick** in the appropriate column on this sheet **and** in the relevant box on the label. If you **do not** wish the item to be donated to charity please leave the box blank.

11. How do I price my items?

The price of sale items must be in multiples of 50p, and the price is set by you. The best guide to an appropriate price for an item is to ask yourself would you be prepared to pay that amount for that item? If the answer is no, then the price is too high. Please remember the price of goods on the high street, in the supermarkets and on-line: buyers are unlikely to pay £3 for a pair of branded jeans when they are able to buy jeans for £2 from the supermarket. Some guidance is given below, but a rule of thumb is to charge approximately 25% of the original price:

Clothing		Toys and Games	
Sleep suits/vests	50p - £1.50	Baby Gyms	£5 - £8
Swimwear	£1 - £2.50	Fluffy Toys	50p - £1.50
Trousers	£1 - £4	Jigsaws	50p - £3
Shoes	£1 - £2	Books	£1 - £3
Shorts and T-shirts	50p - £1.50	DVDs	£2 - £3
Cardigans and jumpers	£1.50 - £4	Ride on Toys	£3 - £10
	Equipment		
	Pushchair/Pram	£20 - £90	
	Double pushchair	£30 - £90	
	Cot	£10 - £40	
	Highchair	£10 - £30	
	Booster seats	£4 - £8	
	Safety gate	£5 - £10	

Obviously bundles can be priced based on the number of items.

12. How do I label my items?

Included within this pack are 7 sheets of labels, which you **must** use. We have introduced coloured labels to help with the sorting at the end of the sale. If you run out of labels (for example, if you spoil some of those included) please ensure that you use labels of the same colour.

We will not accept items that are not labelled with the correct colour labels.

Use no more than one label per item.

Please complete all the details on the labels. **Tip:** State if the item requires batteries. Sometimes part of the label comes astray (particularly if sellotape is used!) ***please ensure that all the details on the label match those on the Seller's sheet.***

If you wish to donate an unsold item to charity, please put a **large tick** in the relevant box.

Ideal ways to label your items include:

- ✓ Hole punch the label in the top corner and **attach using string**. This is perfect for larger items such as buggies, cots etc.
- ✓ Using crosses string (parcel style) to keep several items such as books together.
- ✓ For clothes tie the label through the care label, a belt loop, or buttonhole or use a safety pin.
- ✗ We prefer you not to use sellotape as it sticks to other items, damages items such as book covers and can be difficult to remove quickly during the sale. Masking tape is better but if you have to use sellotape, then make sure it will not damage the item when removed and only put it along the blank top of the label.

Please **do not** laminate your labels or use shiny card, as we need to mark the label of each sold item with a highlighter pen, and this is difficult to do when laminated.

When labelling your items, **please ensure that all parts of your item are firmly fastened together** – for example, if you are selling a Moses basket and a stand as one item, tie them together with string. Do not use two labels.

A label is our only record of whether an item has sold or not, so each label is extremely valuable to you. It is important that labels remain intact after they are removed at the tills, and that they do not stick to other labels, otherwise they can become lost. Remember, if we have no label, we cannot pay you!

13. What happens on the day?

9am – 10 am Please bring your **ready-labelled sale items, your Registration Form (including SAE)** and your **Seller's Sheet** to the large back doors of the Oasis Main Hall. ***Please ensure that you have the correct Registration Form for this sale, otherwise you will not be allowed to sell.*** We do not start checking in items from members of the public until 9am. If assembling a cot please ensure you are checked in by 9.30am. You do not need to pay for parking.

Your sale items will be checked in, and your Registration Form and Seller's Sheet retained. We do not return the Registration Forms, the Seller's Sheet or labels, so if you wish to retain a copy, please make one beforehand.

TOP TIP: To help ease those multiple trips back to your car: firstly, just bring your registration form and a handful of items to check in, then once registered, you will be able to return to your vehicle as many times as needed and place the rest of your items to the right of the check-in desks.

If you are selling a pram, buggy or pushchair, this will also be examined and checked in. Please check in your pram, buggy or pushchair before checking in any other items that you might be selling.

Do not enter the Main Hall, unless assembling a cot etc. The Sale is not open until 11am, and entry is through the main entrance of the Oasis.
Unfortunately, we cannot accept any goods after 10am.

IMPORTANT: Please park in designated parking bays only. If you have large items to drop off, there will be special areas made available. Please drop your large item off and then park your car in the main car park before unloading other items. Please show courtesy to other sellers and to staff and volunteers. If you need help with items, please ask a member of staff.

11am – 1pm Sale takes place.

3.45pm Please return to the side doors of the Oasis Main Hall to collect any unsold items. Don't forget to check lost property. **PLEASE NOTE: Return times have been staggered** and note which time to return, depending on your sellers' number, when we will have done our best to ensure that your items are ready:

Sellers' number	Time
500 - 550	3.45pm
551 - 600	3.55pm
601 - 650	4.05pm
651 - 700	4.15pm
701 - 750	4.25pm
751 – 775	4.35pm

Please do not return before 3.45pm, as your items will not be ready.

Any items not collected by 4.45pm will be donated to charity.

14. I don't want to take my unsold items home. Can I donate them all to charity?

Please put a LARGE tick in the 'donate to charity' box on your labels. All unsold items that are ticked are donated to charity at the end of the sale. The charities we invite to choose items of use to them (in order of priority) are:

- Swindon Pregnancy Crisis Centre
- The Harbour Project (Refugees)
- Phoenix Toy Library
- The Shaw Trust (Disabled and disadvantaged)

15. What happens if items get lost?

Unfortunately, some items do get misplaced. We have a lost property table for labels and sale items that have parted company. Please check this table when returning to collect unsold goods.

We would like to remind you that the NCT cannot be held responsible for any items lost or stolen, although every effort will be made to guard against this.

16. I am still unsure of what I should do. How can I get further information?

If you still have questions about how to sell at the Sale after reading this pack, please email nns@swindonnct.org.uk or call 0844 243 6292 and choose the option for nearly new sale. Please note it is easier and quicker for us to come back to you via email.

17. How do I get involved?

The success of the Sale depends on volunteers. If you are interested in helping and the chance to have a preview shop, please email volunteer@swindonnct.org.uk. Sellers volunteering for the full day will also only pay 20% commission instead of 30%. They also get to shop before members of the general public and grab the best bargains.

We also rely on volunteers to plan, publicise and run the sale, if you would like to get involved in the preparation for our next sale, please email volunteer@swindonnct.org.uk