



NEARLY NEW SALE - SELLERS INFORMATION PACK

The Durham NCT Spring Nearly New Sale is on Sunday 26th February 2012 at the Sports Hall, New College Durham, Framwellgate Moor, Durham, DH1 5ES. Preparing for the sale does take time so allow yourself plenty and prepare with a mountain of tickets, safety pins and masking tape! But take heart and think of the bargains that you will be able to buy with your proceeds and how you are helping the NCT at the same time!

Please read these instructions carefully – there are changes to the seller’s procedures, so even if you have sold before, please take the time to read them!

Please note that items not presented in accordance with these instructions may be rejected from the sale.

1. REGISTERING & YOUR SELLER NUMBER

The number of sellers is limited to 60. Places are allocated on a first come first served basis. To confirm your place and obtain a seller number please send a refundable £5 deposit and your full contact details including phone number and email address to:

*Helen Rodgers
5 Cheveley Court
Durham
DH1 2DR*

Cheques made payable to – NCT Durham

Your seller number will then be emailed to you.

The registration fee (£3) will be deducted from individuals’ proceeds before cheques are sent to sellers. This fee helps with administration costs incurred during the sale including the stamp and suitably sized envelope to return your seller cheque and accompanying letter in, as well as the hire of the venue. The £5 refundable deposit is to ensure that sellers actually turn up (this will be returned with your proceeds cheque). As places are always in great demand, we need to make sure that they are not wasted by no-shows.

The seller number is used to identify your items, your tickets and therefore your proceeds.

2. WHAT YOU CAN & CAN'T SELL

This is a Nearly New Sale, so items must be offered in a nearly new condition.

You **can** sell:

- Children’s clothes and accessories from newborn to age 10.
- Only 50 items (or bundles) of girls clothing per seller (total for all age categories). We will remove clothing before the sale if we believe a seller has tried to include more. There is no limit on boy’s or unisex clothing. Buyers are getting overwhelmed by the amount of girl’s clothes and give up looking resulting in lower sales, something none of us want.
- Seasonal clothing only i.e. suitable for spring / summer only. Winter items will be removed pre sale (unless we have spare space) and should be entered into our next sale.
- Toys, books and DVDs. Videos can be sold but buyers are not really interested in them.
- Maternity, baby and toddler equipment
- Maternity clothes
- Maternity/parenting books
- Baby bouncers as long as they have instructions inc. a weight limit

You can't sell:

- Any clothing with a draw-string neck
- Non branded soft toys eg teddies, stuffed animals, hand knitted toys – buyers just aren't interested
- Cosmetics
- Anything with an electric plug on it
- Cycle Helmets, Riding Hats or Crash Helmets
- Car seats, 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)
- Bikes with a seat height more than 635mm from the ground
- Bag style baby slings – Infantino sling rider, Premaxx baby bag, Munchkin cargo sling, Boppy carry in comfort, Lamaze close comfort, Wendy Bellissimo sling.
- Bottles, baby food and formula milk.
- Recalled items – please see <http://www.tradingstandards.gov.uk> or <http://recelledproducts.org> for a list of UK and European recalled products. Maclaren pushchairs – Volo, Triumph, Quest Sport, Quest Mod, Techno XT, Techno XLR, Twin Trimph, Twin Techno & Easy Traveller must be fitted with a hinge safety cover. Covers are available free of charge from <http://covers.maclaren.co.uk> but must be fitted before the sale. Any of these models without the cover will be removed from sale.

Please do not try to sell dirty, stained, broken, faulty, damaged or incomplete goods. Buyers will not even consider these items. This is a NEARLY NEW sale and items deemed unacceptable will be removed from the sale.

NOW FOR THE LEGAL BIT

Pushchair & Pram Criteria

Must meet the requirements of the Wheeled Child Conveyances (Safety) regulations 1997

- Must 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. Machines must also have a label headed 'Carelessness Causes Fire' which indicates that the fabric complies with flammability requirements.
- In addition, prams and buggies should be checked by sellers before entering into the sale for the following:
 - Brakes – these should work and be able to stop a loaded machine on a slope. The tyres should also be examined as these can affect the performance of the brakes.
 - Locking Devices – there should be two locking devices on each machine so that when the main lock is released, the secondary lock prevents the frame from collapsing.
 - Harness – a secure safety harness must be fitted.
 - General – general damage from wear and tear. Check to ensure that a child's fingers cannot be caught anywhere. The frame should be secure and free from sharp edges or exposed parts.

Toy Criteria

Children's toys if safe, complete and in good working order can be sold if they comply with the following:

- Second hand toys do not have to have a CE mark (this has been a requirement for new toys since 1990)
- Toys must meet the essential safety requirements found in Annex II of the Toy Safety directive (http://www.conformance.co.uk/directives/ce_toys.php). Details are given of requirements for physical, mechanical, chemical and electrical properties, flammability, hygiene and radioactivity.

Mattress Criteria

This applies to 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.
- Mattresses should be clean and dry, firm (not soft) and not sagging.
- 'Ventilated' mattresses (the type with holes) should not be sold as it is not possible to ensure that the inside is kept clean.

Pedal Cycle Criteria

A child's bicycle is any bike where the saddle height is less than 635mm from the ground with tyres fully inflated.

These are not covered by cycle legislation but by toy legislation and the same safety applies to general toys.

Upholstered Furniture Criteria including upholstered cots and highchairs

- Upholstered items include any with a covering fabric regardless of whether it covers a filling material
- Second hand furniture must comply with the same fire resistance checks as new furniture. Therefore all items must include a permanent label headed 'Carelessness Causes Fire' with information about the products ability to pass flammability tests.

Carrycot Criteria

- Carrycot 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 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.

3. WHAT'S NEW / HELP FOR NEWBIES / TIPS FOR SUCCESSFUL SELLING

- Wash and iron clothes (remember the maximum of 50 girls clothing items so choose your best to maximise your proceeds)
- Safety pin multiple clothes items together
- Hang as many items as possible on coat hangers (we do have some available on the day but it is quicker to put items out if they are already on hangers)
- Clean toys / equipment and check whether all parts are present
- Secure puzzle and games boxes, e.g. with masking tape or rubber bands
- Put toys with lots of parts in a sealed clear plastic bag
- Use masking tape to attach tickets to books as this doesn't affect the top surface
- Sort your clothing items into the following categories (it helps when putting them out before the sale):
Newborn / 0-3 months / 3-6 months / 6-12 months / 12-18 months / 18-24 months / 2-3 years / 3-4 years / 4-5 years / 5+ years
- Pricing is up to you but remember there is a lot of competition.
 - Ask yourself would I buy it? Do I ever want to see it again? How much would I pay?
 - A general guide is 1/4 to 1/3 of the brand new price, depending on the condition
 - Items must be priced in increments of 50p. If you want to charge less, please group together with other items to make up to 50p. The proceeds from any items priced less than 50p will ALL go to the NCT.

Each item (or bundle) you put in the sale must have a ticket printed on either paper or thin card (colour is up to you). All sellers must use the double ticket system (**NEW larger ticket template is included in this sellers pack**). The left side of each ticket is attached to the item to enable the right side to be torn off at the till when purchased – see example of how to complete a ticket below.

SELLER NO. – 999	SELLER NO. – 999
ITEM – M&S jigsaw	ITEM – M&S jigsaw
SIZE – 3+ years	SIZE – 3+ years
PRICE – £2.00	PRICE – £2.00

left side attached to item right side will be torn off at till

It cannot be stressed enough that tickets should be **SECURELY** attached to items as we do not have the facility to track down who is selling what if they fall off. Safety pins can be a good way to fix them to clothing items. **DO NOT USE NORMAL PINS AS THEY INJURE BUYERS AND VOLUNTEERS** (particularly at the tills), and **ONLY ATTACH THE TICKETS ON ONE SIDE** (not all of the way around). **ITEMS SHOWING TICKETS WITH ALTERED SELLER NUMBERS WILL BE REMOVED FROM THE SALE**

If you arrive at the sale without the correct tickets on your items, you will not be able to sell. We will have available blank tickets, safety pins and masking tape so that you can change to the approved version. If you decide not to change the tickets and leave the sale, you will be classed as a no-show and your deposit will not be returned to you. Sorry if this seems harsh but there is always someone trying to chance their arm and it is not fair on other sellers who have followed the guidelines.

PLEASE DO NOT USE STICKY LABELS FOR TICKETS – ANY ITEMS IDENTIFIED WITH SUCH WILL BE REMOVED BEFORE THE SALE.

They create a real headache at both the tills and more importantly when we are working out seller proceeds as they stick to other people's tickets!!

4. ADVERTISING THE SALE

Advertising the sale is up to sellers, after all if you want to sell your items the more buyers the better. This has found to be a very successful way to bring in more buyers at previous Nearly New Sales. Our sellers live in a large area which would be impossible for one person to cover, therefore you will find a flyer attached for you to print off and display in and around your area. Suggested places are doctors' surgeries, play groups, nurseries, Sure Start centres, baby clinics, community notice boards etc. Word of mouth is also a good way so tell everyone you meet!

5. WHAT HAPPENS ON THE DAY OF THE SALE

The sale itself is 2pm – 4pm. NCT members get in at 2pm with other buyers entry starting at 2.15pm. A good incentive to become a member as your membership fee could be easily covered with the bargains that could be bought at just one sale. Membership fees vary according to household income.

Sellers MUST bring their items into the sale room from 10.30am – 11.30pm and return to pick up any unsold items between 4.30pm and 5pm. Any items left/abandoned after the sale will be given to a local charity shop as soon after the sale as possible and their value deducted from the sellers' proceeds. All sellers are asked to help with the post sale sort of everyone's items as this speeds the whole process up dramatically (and we all have families to get home to)!

Please check the rejected area for anything removed prior to the sale or items with lost tickets – note though that we cannot guarantee all relevant items will be found until the post sale sort is complete

If you cannot come to collect unsold goods you MUST arrange for someone to come on your behalf.

6. MONEY MATTERS

- Your proceeds are calculated by adding up the amounts shown on tickets with your Seller's number on, which have been collected at the till.
- ***30% of the proceeds from your sold items will be donated to the NCT. This will be reduced to 25% for sellers volunteering for the whole of the sale.***
- You will be sent the balance of the proceeds by cheque, made payable to the name given at the time of initial registration unless otherwise agreed.

7. USEFUL CONTACTS & SMALL PRINT

Durham Nearly New Sale Co-ordinator - Helen Rodgers - durhamnns@yahoo.co.uk

NCT Membership - 08442437000

Branch website - www.durhamnct.org.uk

The NCT is not responsible for any loss or damage incurred as a result of buying or selling an item at the sale. The NCT cannot accept liability for your goods left at the sale. All items are left at your own risk.

I hope that these instructions answer all the questions you may have. Please contact me (preferably by email) if there is anything you need to know.

HAPPY SELLING!!

Helen Rodgers – (Durham NNS Co-ordinator)

SELLER NO. –	SELLER NO. –
ITEM –	ITEM –
SIZE / AGE –	SIZE / AGE –
PRICE –	PRICE –

SELLER NO. –	SELLER NO. –
ITEM –	ITEM –
SIZE / AGE –	SIZE / AGE –
PRICE –	PRICE –

SELLER NO. –	SELLER NO. –
ITEM –	ITEM –
SIZE / AGE –	SIZE / AGE –
PRICE –	PRICE –

SELLER NO. –	SELLER NO. –
ITEM –	ITEM –
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PRICE –	PRICE –

SELLER NO. –	SELLER NO. –
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SELLER NO. –	SELLER NO. –
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SELLER NO. –	SELLER NO. –
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SELLER NO. –	SELLER NO. –
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SELLER NO. –	SELLER NO. –
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SELLER NO. –	SELLER NO. –
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SIZE / AGE –	SIZE / AGE –
PRICE –	PRICE –

SELLER NO. –	SELLER NO. –
ITEM –	ITEM –
SIZE / AGE –	SIZE / AGE –
PRICE –	PRICE –

SELLER NO. –	SELLER NO. –
ITEM –	ITEM –
SIZE / AGE –	SIZE / AGE –
PRICE –	PRICE –

(Seller No.)	(Seller No.)
(Item)	(Item)
(Age)	(Age)
(Price)	(Price)

(Seller No.)	(Seller No.)
(Item)	(Item)
(Age)	(Age)
(Price)	(Price)

(Seller No.)	(Seller No.)
(Item)	(Item)
(Age)	(Age)
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(Seller No.)	(Seller No.)
(Item)	(Item)
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(Seller No.)	(Seller No.)
(Item)	(Item)
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(Seller No.)	(Seller No.)
(Item)	(Item)
(Age)	(Age)
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(Seller No.)	(Seller No.)
(Item)	(Item)
(Age)	(Age)
(Price)	(Price)