**Clapham Branch Nearly New Sale**

**Broomwood Methodist Church**

**155d Broomwood Road SW11 6BD**

This document aims to provide guidance and information to help make the Nearly New Sale a success - for you and for the branch. It also contains some instructions that all sellers must adhere to. **By entering your goods into the sale you are indicating that you have read, understood and accepted these instructions.**

If you have any questions please email Natalie: nearlynewsales@claphamnct.com

We are having three sales in 2014, spring, summer and autumn/winter. You may find it more successful to bear in mind the seasons when selecting clothes to sell and please bring along toys, books and equipment to all sales you take part in.

Saturday 8th March 2014

Saturday 21st June 2014

Saturday 27th September 2014

**All monies raised go towards continuing the services offered by our branch to local families such as our breastfeeding drop-in, baby and toddler playgroups and postnatal support groups.**

**Format of the Nearly New Sale**

There are two parts to the Clapham Nearly New Sale:

* **Table-top sale** where the seller pays to hire a table. The seller is then responsible for selling their own goods and retains all monies made on the day. Please note that **large equipment can not be sold on tables.**
* **Large equipment** sale where the seller leaves their goods with the NCT who then sells it on their behalf. The NCT retains 30% of the selling price of the goods.

Once we receive your cheque and booking form (last page of this document), we will send you an email confirming you have been successful in obtaining a table. If you only wish to sell large equipment please return the booking form with your items listed and we will send you a confirmation email. All sellers will be issued with a seller number which will be your table number for the sale and also your seller number for any large equipment you wish to sell.

**Help us to publicise the sale**

The more people we attract, the more buyers you will have, so please help us to publicise the sale. We will email posters closer to the date which we would kindly ask you to print off and display. Please put them up in your local doctor’s surgery/health visitor’s clinic, local shops, nurseries, pre-schools, displaying the poster in the back of your car …anywhere that you think they will attract the attention of mums and mums-to-be.

The Table-top sale

**General information for table top sellers**

* A table costs £30 to hire.
* All tables need to be booked and paid for in advance. Tables will be allocated strictly on a first come, first served basis.
* The tables will be approx 70cm deep and 180cm wide. You may also make use of the space under your table. As it is your table you can present it as you’d like.
* We do not provide any table cloths.
* We cannot provide clothes rails but you may bring a rail as long as it is no higher than the table (approx 1m high) and is about the same depth (approx 70cm). Remember that you will also need to provide your own hangers. We will charge you an additional £3 if you plan to set up a rail. Please indicate this on the booking form so that we can ensure that there is sufficient space.
* You will need to provide your own float as we will be unable to give you change.
* We will provide bags but feel free to recycle your old shopping bags.
* **It is a condition of having a table,that you agree to display an Estate Agent board outside your property for two to three weeks before the sale to directly promote the Nearly New Sale. Boards will be removed the Monday after the sale.** When you complete the booking form your name and address will be supplied to the Estate Agency so that this can be arranged. Please note that this information will not be used by the Estate Agency, or any other third party. These boards advertise the sale and the Estate Agency will make a donation for every board that is displayed. This will double the revenue we raise for our local NCT branch and contribute towards funding our breastfeeding cafe, playgroups and antenatal and postnatal teacher training.

**Tips for successful selling**

* This is a **Nearly New** sale and our customers are expecting to buy high quality goods. Items that have been used or worn by several babies, have bits missing, or are stained or torn are not ‘nearly new’. Make sure that all goods are in immaculate condition and clean. Only sell items you would buy yourself!
* Sales are more successful when the clothes on offer reflect the coming season.
* Second hand items from less expensive brands such as H&M, Tesco, George etc don’t seem to sell well as they are fairly cheap to buy new. As a general guide we would say that brands from Gap / John Lewis upwards sell best. When selecting your stock go for quality not quantity.
* Second hand sleep suits, vest, socks do not sell well as they can be bought so cheaply new from supermarkets. However, if you do have some to sell that are absolutely new or barely worn you may find that packing them into sets helps them to sell.
* Good presentation will help you to sell your items so wash and press any clothing before the sale, and thoroughly clean any equipment.
* You may find it useful to make a sign for your table to tell customers what you have on offer – for example ‘boy’s clothes up to age of 3 years / toys and books’.
* Be careful not to over package your items as buyers may want to take them out of bags to judge size and quality.
* Categorise your clothes into age groups and consider separating into nightwear, daywear and outdoor.
* Clearly label each item, marking the size and price.
* Price realistically according to brand and quality – over pricing can put people off. As a general rule of thumb we would suggest pricing items at a fifth of their original retails price.
* If a buyer is considering buying a bundle of items, why not negotiate on the total price.
* For equipment, if you still have the packaging and instructions make sure you include them.
* Sellers frequently over stock their stalls. If you have too much on your table it will be difficult for buyers to see what is on offer. Less is more!
* For safety reasons there are some items that cannot be sold at the Nearly New Sale. These include hand knitted clothing, items with a drawstring around the neck and any footwear apart from jelly shoes and wellingtons. Please make sure you look at the full list of excluded items at the end of this document.
* Please do not try to sell large equipment on your table. It will be removed before the sale starts and put into the large equipment room.
* In order to protect the reputation of the Nearly New Sale sellers who sell poor quality goods or damaged items will not be permitted to sell at future events.
* Remember that you, as the seller, are liable for any items sold.

**Information for the day of the sale**

Parking / drop off arrangements – there is both metered and unmetered parking in the surrounding streets but as with all London streets, parking close to the venue is expected to be limited so be prepared. All sellers must arrive and register between 8 - 9am. If you do not arrive by 9am we reserve the right to reassign your table.

* Please report to the NCT table in the main hall upon arrival to register, with your seller number, issued in your seller confirmation email. We will have a map showing the location of table numbers within the hall.
* Please do not bring young children with you during this set up time. The hall will be very busy and it is not a suitable or safe environment for children.
* All tables and/or rails must be ready by 9.20am as doors will open at 9.30am.
* You may use the space under your table to display your goods but please ensure that you do not obstruct the aisles.
* The sale opens at 9.30am. Please do not start selling to other stall holders before this time. It isn’t fair on the people who have queued for over an hour outside.
* The sale can be very hectic - like a busy January sale! You may find it helpful to bring a friend to help you serve customers.
* The sale ends at 12pm. Please do not pack up before the end of the sale. Admission is free from 11am and there are often last minute buyers who will want to make an offer for your remaining goods.
* Please vacate the hall by 1pm. Please ensure that you take all rubbish with you, leaving your table/areas AND the venue in a tidy condition at the end of the sale. Spare a thought for the volunteers who have donated their time to help run the sale and don’t leave everything for them to clean up!
* If you do have unsold goods at the end of the sale it will be your responsibility to remove them from the hall. We can happily suggest a number of charities that would be grateful for your unsold items but we can not arrange collection or delivery.

The large equipment sale

**What counts as large equipment?**

* All items with wheels such as buggies, scooters, bikes and ride on toys
* All out and about items eg baby bjorn baby carrier, buggy boards, buggy accessories such as cosy toes
* Cots and travel cots
* Highchairs, bumbos
* Playpens
* Stair-gates and fireguards
* Large toys such as train-sets and garages
* Bouncy chairs
* Activity mats

This is not an exhaustive list and other items not included on this list may also be considered as large equipment. The sale of large items is at our discretion.

**How does the large equipment sale work?**

You will need to return the attached form indicating that you wish to submit large equipment to the sale. Sellers bring their large equipment to the hall the night before the sale. It must be correctly labelled and priced. Unlike previous sales there is now no fee for selling large equipment but the NCT will take 30% of the sale price and the seller will receive 70%. We will do our best to sell the items for you but cannot guarantee a sale.

**General information and guidance**

* **Drop off arrangements**: All sellers must bring their large items to the Hall and register them between 8- 8.30pm the Friday night before the sale.
* **Labeling**: All items must be labeled as follows:

Use detachable labels (e.g. large cardboard luggage labels) secured with string or safety pins. The label should be marked with your seller number, brief description including the type/make of item, any special features etc and the price. On the reverse indicate whether instructions are or are not included and whether you (the seller) or the NCT representative has checked it for safety. Some sellers cut and paste catalogue/internet information. This is your chance to market the item so include any information you feel is relevant. You may also wish to add extra value - for example, if you are selling a cot bed, why not include the linens in a bundle and thereby provide someone with a complete set.

Example of a label:

Seller No: 23

BabyDan Travel Cot – Easy ‘N’ Lite

Instruction manual included

Checked for safety by seller

Seller No: 23

BabyDan Travel Cot – Easy ‘N’ Lite

Easy to put up and take down

Comes complete with carry bag

Wheels come through bag for easy transportation

Size when open – h80cm, w120cm, d60cm

Size when folded – h30cm, w30cm, d85cm

Suitable for babies up to 13.6kg

Great condition – hardly used

£30

* **Pricing:** Please price items in multiples of £1; please remember that 70% goes to you and 30% to the NCT, so try and make the maths as easy as possible!

We ask all sellers to specify a minimum price you are willing to sell the item for – this price will be kept confidential and only referred to by our volunteers in the event a buyer wishes to negotiate on price, which does, occasionally, happen and it’s proved difficult to contact sellers in the past. If you would rather take home any unsold items rather than reduce the price, leave the column blank on the registration form.

**NOTE –** Any item that is priced more than £10 that requires batteries will need to have a set in to confirm the item is in working order

* **Collection arrangements:** All sellers must collect their money and/or unsold items at 1pm from the large equipment room. You will need to check your registration sheet with the cashier’s desk to agree items sold and unsold and then both you and the cashier must sign the form.

**Regulations and exclusions – PLEASE READ CAREFULLY**

**Prams/pushchairs/buggies**

If you are selling prams/pushchairs/buggies we are obliged to draw your attention to the following:

Second-hand wheeled child conveyances (i.e. prams and pushchairs) must now conform to the following regulations with effect form 1st May 2003. They must conform to British Standard 7409 (or an equivalent European Standard) and must be permanently marked BS 7409:1996, together with the name or trademark of the manufacturer or importer

* There must be a permanent notice on the vehicle, which must state, "Children should be harnessed in at all times and should never be left unattended..."
* Instructions in English must be supplied with each vehicle. These are to be headed: IMPORTANT, KEEP FOR FUTURE REFERENCE and must include instructions relating to operation, assembly, use and maintenance.

If you have lost your original instructions, please check the manufacturer’s website or contact the manufacturer for a replacement copy. **We regret that any prams, buggies or pushchairs not meeting all of these conditions will not be permitted to be sold.**

**Travel systems**

Although you can sell a Travel System pram at a NNS, you cannot sell a Travel System's car seat. You may attach a note to the Travel System inviting enquiries from buyers to purchase the car seat privately at a later date or away from the NNS, but 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 inside the venue of the NNS under any circumstances.**

**Bag-Type Slings**

We regret we cannot accept "bag-type" slings (such as Infantino sling rider or Premaxx baby bag) at NNS, as these slings have been shown to be unsafe, and have been associated with baby deaths in the US. In "bag-style" slings, the deep pouch were the baby lies could put the baby in a potentially suffocating, curved position. In addition the fabric, which has an elasticised edge, may cover baby's face or the baby may turn in toward the carer's body, so that they have difficulty breathing. These bag slings also obstructs the baby from the parent's view, due to the high and gathered side panels.

Please note that the majority of baby carriers and slings are still safe to use, if they hold baby in proper alignment and fit snugly by design and instruction. These safe designs of sling include shallow pouch-style slings, ring slings, soft carriers and wrap slings.

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

**Excluded Items**

For safety reasons, the following items **cannot** be sold at the Nearly New Sale:

* Mains powered electrical equipment
* Car seats (including ‘travel system’ car seats)
* Bicycle and crash helmets
* Bicycle with saddles taller than 635mm when tyres are fully inflated
* Mattresses (excluding travel cot mattresses)
* Breast pumps
* Bottles
* Baby walkers (the sit in variety with wheels)
* Hand knitted clothing and hand knitted toys
* Any item with a drawstring around the neck
* Any footwear apart from jellies and wellies

**Disclaimer:**

Whilst every care will be taken with goods left for sale, the NCT cannot be held responsible for any money / items lost, damaged, stolen, or any monetary discrepancies that may arise and no payment will be made in respect of such items. The NCT cannot be held liable for loss, damage or injury arising out of goods purchased from stall holders.

**Important Information: Data Protection Act**

Clapham NCT branch will store sellers’ details on a database for the sole use of the Clapham branch, so that we can inform you of upcoming Sales etc. This information will NOT be passed on to any party outside of the branch. If you do NOT wish to have your details stored in this way, please notify nearlynewsales@claphamnct.com.

**Booking form**

Please complete, print and return to the address below:

|  |  |
| --- | --- |
| Date of sale: |  |
| Name: | Address & Email: | Telephone: |
|  |  |  |

I would like to **hire a table** at £30 £3 additional charge for bringing a clothes rail

 (Max dimensions: 1m high x 70cm wide)

I would like to **sell large items**

Please refer to the earlier guidance on large items. If you have more than four items please continue overleaf.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Large Item Description | Item Price | Min Price |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

Please return this form along with your **cheque (made payable to “Clapham NCT”**)**.** Please send to: **NCT NNS, The Glen, Rockfield Road, Oxted, Surrey, RH8 0EL**

In order to help us organize and advertise future sales we would be grateful if you could tick here if:

You are happy to be emailed information about future Nearly New Sales

You are able to help us advertise Nearly New Sales and would be happy to receive posters by email

You are interested in volunteering to help at a future Nearly New Sale

**Please note that by returning this form you are indicating that you have read, understood and accepted the instructions included in this information pack.**

**Thank you for your support of the Clapham Nearly New Sale**