**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 Jenny: nns.clapham@nct.org.uk

We are having three sales in 2016. 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 27 February 2016

Saturday 11th June 2016

Saturday 24th September 2016

**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 payment (online payment via NNS event listing on website) 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.
* Payment is made online using the link in the NNS event listing on the website.
* 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 longer than 1m. Remember that you will also need to provide your own hangers. 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 to shoppers on the door, 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 three weeks before the sale to directly promote the Nearly New Sale. Boards will be removed in the week following 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.

**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. 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. We allow volunteers to shop before the sale opens.
* 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 carriers, 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
* Baby walkers
* Baby baths

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 12.30pm 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.

**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 nns.clapham@nct.org.uk

**Regulations and exclusions – PLEASE READ CAREFULLY**

**A: Items that CANNOT BE SOLD at our NCT Nearly New Sale**

**A1. Recalled items**

Responsibility for recalled items will remain with the seller. Contact trading standards office <http://www.tradingstandards.uk/advice/advicerecall-list.cfm>

Or Rapex: <http://ec.europa.eu/consumers/consumers_safety/safety_products/rapex/index_en.htm>

**A2. Bag-Style Slings**

We regret we cannot accept bag-style slings. Bag style slings are those with a deep pouch and an elasticated edge. Whilst not all these products have not been recalled, they may cause breathing difficulties in young babies.

There are no restrictions on other baby carriers and slings.

**A3. Car seats, car booster seats, ‘Isofix’ bases or car seats from travel systems**

It is impossible to guarantee the safety of these products as they may have previously been in an accident and have invisible damage. Older seats do not give the same level of protection as new ones. For example new seats now provide side impact protection, whereas previous seats did not. Also seats can deteriorate over time due to use and constant exposure to the sun which can affect the performance of safety critical plastic components such as buckles.

(Sellers may offer the car seat of a travel system to its buyer for private sale unfacilitated by NCT).

**A4. Riding hats or crash helmets**

As with car seats, it is impossible to tell if these products have been damaged in an accident therefore safety cannot be guaranteed.

**A5. Bottles, baby food or formula milk**

Baby food cannot be sold for hygiene reasons. As an organisation which provides information on baby feeding, selling bottles, teats, foods labelled suitable for babies under 6 months or breastmilk substitutes including formula and follow-on formula would represent a conflict of interest. For further information please see the WHO code and Resolutions: [http://www.ibfan.org/issue-international\_codefull.html especially Resolution 58.32](http://www.ibfan.org/issue-international_codefull.html%20especially%20Resolution%2058.32)

**B: Items which MAY BE SOLD if they meet the following requirements**

**B1. Children’s Toys if safe, complete and in good working order**

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

**B2. 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) cannot be sold as it is not possible to ensure that the inside is kept clean

**B3. Pedal Cycles**

Children’s bicycles (where the saddle height is less than 635mm from the ground with tyres fully inflated) are not subject to cycle legislation. Instead they are covered by toy legislation so must meet usual safety requirements: no obvious damage, no sharp edges, no finger traps etc. Bicycles larger than this are subject to strict cycle safety requirements and offences are punishable by civil law. We do not sell bicycles larger than 635mm.

**B4. Prams & Buggies**

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 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 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 – look for 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

**B5. Upholstered furniture 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.

**B6. Clothing**

Clothing must be clean, ironed and in good condition o Regulations from 1976 specify that hoods of children’s outer garments (44cm chest measurement or less) must not be designed to be secured by means of a cord drawn through the material. This is to prevent strangulation.

**B7. Cosmetic products**

Cosmetics include soap, toothpaste, shampoo, deodorants, perfumes and make up and can only be sold if unopened, originally for sale in the UK and before their use by date. This conditions will ensure that the product meets comprehensive safety requirements for the sale of new cosmetics -please find guidance here: https://www.gov.uk/government/uploads/system/uploads/attachment\_d ata/file/39334/10-761-guide-to-cpsr.pdf

**B8. 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 o 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.

**B9. Mains Powered Electrical Equipment**

Second hand electrical equipment must meet legal safety requirements. If unsafe goods are sold and go on to cause injury or damage you may be liable for compensation. To safeguard against this please ensure that any electrical appliances have been tested and approved by a qualified electrician. This advice includes equipment that can also run on batteries

**B10. Breast Pumps**

Because of the difficulties of ensuring hygiene, second hand breast pumps may not be sold. Brand new manual, battery powered or tested and approved mains powered breast pumps may be sold, including the bottles.

**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.

**Clapham NCT Nearly New Sale Booking form**

Please complete and email this form to nns.clapham@nct.org.uk. Your table and seller number will only be confirmed upon payment and completion of this form.

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

I would like to **hire a table** at £30 I will bring a clothes rail

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

I would like to **sell large items**

Please refer to the earlier guidance on large items. Add more lines to the below table if you have more than 5 items of large equipment to sell.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Large Item Description | Item Price | Min Price |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

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**