

NCT Sellers Pack

Ticketed Sale

Previous sellers – please note that this is an updated sellers pack with changes.

Branch Name: Maidstone

Date of sale: Saturday 19th October 2019

Venue address: Invicta Grammar School, Huntsman Lane, Maidstone, ME14 5DS

Seller drop off time between: 10:00 – 11:30 (remember to bring your signed disclaimer and hand in at booking in desk)

Parking information: Parking to the rear of the school hall

Volunteer arrival times: All day Volunteers 09:00 – 17:00 (remember to bring lunch)

Morning Volunteers 09:00 – 13:00

Afternoon Volunteers 13:00 – 17:00 (arrive at 12:30 to shop)

Setup & Pack down (setup 10:30 – 12:30 & pack down 15:00 – 17:00)

Pack down only – 15:00 – 17:00

NCT Members admission time: 13:15 (with valid membership card)

Public admission time: 13:45

Last entry: 15:15

Collect unsold items time: 16:30 – 17:00 (remember to check lost label table and sign paperwork at collection desk before leaving) Please arrive through the front door of the school and wait for a volunteer to accompany you to your unsold items.

Branch email for enquiries: NNS.Maidstone@nct.org.uk



Thank you for signing up as a seller at our next NCT Nearly New Sale. Our sale is a great way of raising awareness and funds for the work of the charity.

What is a ticketed sale?

A ticketed sale is different from a table top sale as your items are not sold from one table but instead combined with other sellers' items and sorted into category. A ticketed sale is run solely by volunteers, a mix of sellers and non-sellers.

Sellers label items they wish to sell using Maidstone NCT Branch labels. The items are then combined with other sellers' items and sorted and displayed in categories, for example, all girls 6 – 9 month clothing will be displayed together. Buyers are given a large bag on entry and collect any items they wish to buy, much like a shop experience, and take them to the till area. On purchase the labels are cut in half, one half remains on the item with the buyer and the second half is collected by our till volunteers. These tickets will then be sorted into seller numbers and our committee will total the amount each seller has sold. At a later date, the sellers will receive their money minus NCT commission.

Maidstone Nearly New Sale

To ensure that the sale runs smoothly please read through this guidance. Please arrive to drop off/put out your items between 10am and 11:30am. You can collect your items from 4:30pm until 5pm the same day. Any uncollected items will be collected by a charity or disposed of. Please be aware that volunteers will not have room in their cars to transport left over items, therefore a fine may be imposed by us or the venue if goods have to be disposed of.

Goods at sales

We sell maternity goods, parenting goods, baby and children's clothes, toys, books and equipment up to age 11 years.

There are a few items we cannot sell, and some restrictions. These are listed in our Nearly New Sale Principles on our national website. All sellers MUST read and abide by our Nearly New Sale Principles.

<https://www.nct.org.uk/get-involved/fundraising-activities/nct-nearly-new-sales/sell-nearly-newsales>

We have a range of categories included in the sale, here are some of the types of things you might sell:

- Clothes ranging from premature baby to 11 years of age.
- Toys – Puzzles, pre-school, wooden toys, role play, construction, games, etc
- Fancy dress
- Uniforms
- Books – pregnancy, weaning, parenting, storybooks, dvds etc
- Bikes, trikes, scooters, garden toys, walkers, jumproos
- Prams
- Travel cots
- Nursery items
- Swimming items
- Shoes
- Maternity clothes
- Grobags
- Highchairs

Hints and Tips

Clothing tends to sell better if it is in the current season. E.g. winter coats do not always sell well in March.

This is a Nearly New Sale - if items are in poor condition they will put buyers off and we reserve the right to remove them from the Sale.

How much money will I keep?

For all the items that you sell you will take home 70% of the sale price. NCT takes a 30% commission which goes towards the charity’s national work and also to support local mums and dads, preparing them for birth and early parenthood.

There are opportunities to reduce the commission rate if you volunteer at the event.

- All day volunteers (9am-5pm) 20% commission
- Half day volunteers (9am-1pm or 1pm-5pm) or setup and pack down (10:30 – 12:30 returning 3:00 – 5:00) 25% commission

When you register as a seller you will be asked if you would like to register as a volunteer on the sale day, there are only 20 non-volunteer seller spaces available.

How should I prepare & price my items?

- Please price items in multiples of 50p. (50p, £1.00, £1.50, £2.00 etc.).
- The minimum price is 50p. Anything priced below 50p or other multiples (i.e. £2.20) will be considered a donation to the NCT.
- Pricing is up to you but bear in mind that if you price things highly they may not sell. Many high street outlets are selling clothing very cheaply now, even quality brands, so price your items competitively.
- Most sellers use the following guidelines:
 - Babygros – 50p to £1,
 - Cardigan/Jumpers - £1 to £3
 - Coats/Jackets - £2 to £5,
 - Dresses - £2 to £5
 - Trousers/Jeans - £1 to £4,
 - Shoes/Wellies - £1 to £3
 - Highchairs £5 upwards
 - Stairgates £5 upwards
 - Children’s bikes £5 upwards
 - Small slide £5
- Items can be sold as a small bundle. Babygros sometimes sell better when sold as a group of 5.

How should I label my items?

We use a two part label system to increase accuracy and speed up payment at the tills. At the checkout, half the label will be cut off and retained and half will remain attached to the item. Please use the labels provided to mark up your goods before the sale.

Both halves of the label should display the same information. Please attach just one half of the label to your items - the other half needs to be easily removed at the tills. Labels must not be put inside packaging. Labels need to be attached securely to items (not to hangers) using safety pins/tape/string. Please ensure the item is not damaged by the label attachment e.g. use masking tape for books.

For security reasons we do not sell items without a label attached. So no label = no sale and the item can only be returned to you if you pick it from the “lost labels” table at the end of the sale. We do not allow altered labels through the till as we cannot be sure if a buyer has altered the label – so if you make a mistake – please use a new label.

e.g.

This side is attached to the item.

Attach with safety-pin here	O		Seller 3		Seller 3	
			Item 11		Item 11	
	Age	2-3yrs	Age	2-3yrs		
	Description			Description		
	Boys jeans			Boys jeans		
Price	£	3.00	Price	£	3.00	

This side must be loose so it can be cut and removed at the tills.

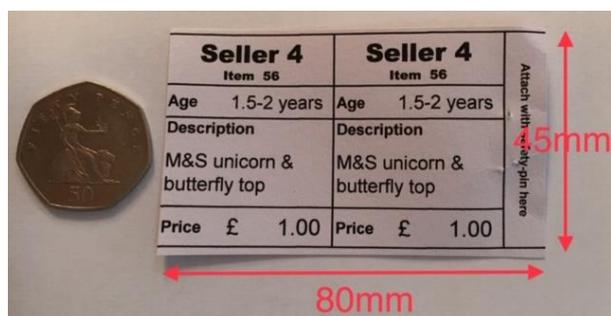
What type of labels do I have?

There are three ways to create your labels:

1. Receive your labels by email. Use the spreadsheet and input your ticket information onto the 'Details Sheet' tab (double check your seller number is in the yellow box at the top). This will then put all the information onto the 'Auto Populate' tab. You then print these onto a paper or card that is a minimum 160gsm and attach labels to items. This is thicker than normal paper so as not to rip but thinner than card to protect your printer. Amazon is one of the places you can source 160gsm paper/card. Please note that the 'Auto Populate' tab is designed to be printed in landscape orientation.
2. Receive your labels by email. Print the "Tickets for Handwriting" tab from the spreadsheet onto a paper or card that is a minimum 160gm. This is thicker than normal paper so as not to rip but thinner than card to protect your printer. You can then handwrite the labels and attach to items.
3. If you are unable to print your own labels, select the add on 'Print and Post' when registering as a seller, this will cost £3. A volunteer will then print out a set of blank labels and post them to you to handwrite and attach to items. Please note that as this is a volunteer job, postage will be made once a week. As such, this option will be made available up until Monday 7th October, after this date only the print at home option is available.

If you have used the spreadsheet to create your labels, please email your completed spreadsheet to NNS.Maidstone@nct.org.uk before the sale. This helps us know if we will have a large quantity of a certain category and if we will need to add tables during set up.

When printing the labels, please ensure you follow the instructions carefully. An A4 sheet should display 12 sets of labels printed in landscape orientation. If labels are smaller than 80mm x 45mm they may not be included in the sale, this is because smaller labels will slow both the till process and sorting process during the sale. If you are able to, printing on a chosen coloured card helps the volunteers during and after the sale because it is often easier to look for one colour than a number. Please see label example below for minimum size.



* minimum size of label

!! Please note that you must only use this spreadsheet once, every ticket is numbered. If you use this to label more than the 100 items allocated any duplicates that pass through the till that are not on your spreadsheet will not be part of your BACS payment and will be deemed a donation to the charity!!

If additional tickets are required please contact NNS.Maidstone@nct.org.uk to be sent a link to purchase these and an additional spreadsheet showing 101-150 or 151-200 numbered tickets will be sent to you.

I was a seller at the last sale and have unsold items

If you are a previous seller and you have retained your seller's number you will be able to include any unsold items as additional items to your new 100 items. This is because your £5 sellers registration from a previous sale has already paid for those items.

For example, if you have 50 unsold items already labelled they can be entered into the October 2019 sale in addition to the new 100 items. You will then be entering 150 items in total.

How should I package my items?

- Bring your items in boxes/bags with your seller number clearly marked on them. Due to limited storage space, please unpack your boxes on arrival and leave only one large labelled box for pack down. We will sort your unsold items back into this at the end of the sale.
- Clothing can be displayed on hangers or on tables. You must supply the hangers and these will be sold with the item so will not be returned to you. You can also bag items or place directly on the table. If selling a bundle of items please ensure they are firmly attached to each other and that the label states clearly what is included in the bundle.
- If your item contains detachable pieces, e.g. equipment or toys, then be sure they are attached firmly to the item so they cannot be lost.
- If you have the **original packaging and or instructions** please include them - where practical don't tape it shut as people who can't check the goods inside may be reluctant to buy it.

What happens when I arrive at the venue?

- Please park sensibly and be patient as there will be a lot of people arriving with lots of items.
- Please sign in at the seller registration desk.
- You will be given a map/advice on where to put your items/volunteers will put your items out for you.

What happens after the sale?

- After the sale your items will be sorted into the labelled box/bag you provided and will be available for you to collect between 4:30pm and 5pm. Make sure that you also check the lost labels table. Please check your box before you leave to ensure all items belong to you. Although volunteers make every effort to ensure things go back into the correct box, errors can happen.
- Please note that, whilst we do our best to provide reasonable security at sales, all items are left at the venue at the seller's risk. **NCT does not accept liability for any loss or damage caused to goods for sale.**
- We recommend you register for payment by BACS when you register, you will then receive a BACS payment within one month of the sale. Please ensure you put in the CORRECT bank details as this is a common error and will mean money will bounce, or if it is a valid account, we are unlikely to get the money back. If you do not put bank details, a cheque will be sent, but this may take longer.
- Please let us know if you have not received your money a month after the sale. If you have chosen to have your seller labels returned to you, these should be posted to you within a month.

Faulty items

Please ensure you check items before putting them into the sale. If an item is battery operated, we recommend you sell it with batteries so that buyers can see it works. If you have not used an item for a while, please check the battery compartment to ensure batteries have not corroded.

If we are contacted by a buyer (within 72 hours of sale) to say an item is faulty, we will contact you to check you are happy for us to refund the buyer. If we have already paid you for the item, we will, with your permission, put you in contact with the buyer, so you can arrange a refund.

Cancellation

If you need to cancel your seller space we will refund your seller fee up to 2 weeks before the sale. After this there is no refund offered as we would struggle to fill the seller space at this short notice.

Advertise - get buyers in to buy your goods!

Whilst we at NCT promote the sale, it is in all sellers' interests to maximise the number of buyers through the door. Please can we ask that you tell people about the sale, use our sale flyer to publicise the event (for example, at your place of work, in your car window, in your porch) and tell your friends on Facebook so that we can make this sale the most successful sale ever.

Event details to share -

<https://www.facebook.com/events/512098192903142/>

Cakes for the café

Could you bring cakes to be sold in the café? Homemade or shop bought is fine. Any left over will help to feed our wonderful volunteers. Please contact NNS.Maidstone@nct.org.uk if you can provide a cake donation so we can get an idea of what we have coming.

Volunteering

- The success of our Nearly New Sales depends entirely on our fantastic team of volunteers
- We always welcome new volunteers and there are a number of different roles available on the day and in the run up to the sale. To thank you for your efforts all volunteers are invited to join in the presale shopping (12:30 – 13:00) before the doors are open to the public
- To find out more about what volunteering involves, get in touch with us at NNS.Maidstone@nct.org.uk or sign up when you register as a seller
- Morning volunteers need to report to the drop off desk on arrival, afternoon volunteers or volunteers arriving during the sale need to report to the back room, if you are unsure of where this is please ask any volunteer on arrival.

NCT Nearly New Sales are very important to NCT and local mums and dads. We hope you have a truly positive experience and will choose to sell with us again.

If you have any questions about the sale after reading all the guidelines, please do not hesitate to email us. Please note that the sale is run entirely by volunteers, most with young children, so bear with us if we do not get back to you immediately.

If you have any other comments or suggestions about our NCT Nearly New Sales then please don't hesitate to contact the Nearly New Sale Coordinators

Email: Ann at NNS.Maidstone@nct.org.uk