**BASINGSTOKE NCT SELLER GUIDELINES**

PLEASE READ, EVEN IF YOU HAVE SOLD BEFORE

Most important points:

* + All items must have a label showing your seller number and price
  + Any loose parts must be securely attached
  + Items sold must be nearly new or of new quality
  + Check the lost property table when collecting your unsold items
  + NCT accepts no liability for lost or damaged items
  + You will be charged if you do not collect your unsold items on time

***WHO CAN SELL?***

Members and non-members can sell – we have a limit of 120 sellers and you MUST register to sell. We will send you a spreadsheet to complete, and your seller number (which may not be the same as before if you are a previous seller)

***WHAT CAN I SELL?***

All items must be of *NEARLY NEW* quality. This can include:

* + children's clothes up to age 8 (max 40 items March, max 30 items October)
  + children's shoes up to UK size adult 5/38
  + School Uniform clothes (Shirts/ Polo shirts/ branded tops/ skirts/ trousers etc)
  + maternity clothes
  + maternity/baby/child equipment (see exceptions below)
  + toys/books/DVDs/puzzles/videogames (all to be suitable for 8 years or below)
  + Door bouncers (with instructions inc weight limit), baby walkers, sit in activity centres
  + Large garden toys, bikes, buggies and prams and nursery equipment

***WHAT CAN'T I SELL?***

* + Any unsafe, broken or dirty items, or anything in the wrong season (March sale is Spring/Summer, October is Autumn/Winter)
  + Car seats/car booster seats whether new or not
  + Second hand mattresses of any kind except those included in travel cots
  + Any used breast pumps, only brand new manual ones can be sold
  + Any mains electrical items, including ride on toys with mains chargers.
  + Crash helmets or riding hats
  + Hand knitted toys
  + Any clothing with a drawstring round the neck
  + Plastic bottles or breast shields, baby food and milk (even if unopened)
  + Bikes with a saddle height more than 635mm above the ground with tyres fully inflated. We are not covered to sell these and could face fines/imprisonment.
  + Buggies/prams manufactured before 1995. All others must have all warning labels in place and a copy of the instructions (download from internet if lost)

***WHY DO I NEED TO USE YOUR LABELS, AND HOW DO I USE THEM?***

The label is the only way we have to pay you. By using our labels, we can be sure that we can easily identify them at the paytable, and we know who has sold what in case there are any questions from buyers. The spreadsheets help us plan how many tables/rails we need on the day.

You will get an email with a copy of the spreadsheet and your seller number. The first thing to do is enter your seller number on the first page – this then copies it onto all your labels. Start with your clothes – max 40 March, 30 October – and enter these onto the spreadsheet. Keep it short but useful – if the label falls off in the sale, for instance, we are more likely to work out what “pink M'Care skirt” is than just “skirt”.

All prices must be in multiples of 50p

* do not attach with pins except for safety pins
* do not use sellotape to attach labels on anything other than plastic, as it can damage the items. It can be used as a reinforcement for the label.

Join our Facebook group (Basingstoke NCT Nearly New Sales) to ask for hints and help on labelling, we often post pics on there at sale time.

Make sure that any loose parts are well secured – buyers will rummage through the tables and rails, check nothing is likely to work loose from your stuff.

If you have a 2-part item eg Moses basket and stand, or dolls house with bag of dolls, DO NOT use 2 labels. Tie them together well.

***DROPPING OFF ITEMS***

Please bring your items to Queen Mary's College Hall on the Saturday of the sale

Seller numbers 001 – 050 drop off between 09:00 – 09:30

Seller numbers 051 – 120 drop off between 09:30 – 10:00

Look out for volunteers who will show you where to park/help move your boxes. Sign in to acknowledge that you have read these guidelines, and are happy to leave your items with us.

***UNSOLD ITEMS***

We do not have facilities to take donations, you must collect your unsold items on time, or a fee of £5 will be deducted from your sale proceeds. In emergencies only, please call 07900564154 to advise us if you are late. We cannot guarantee to stay behind with your items, we have to leave the hall clear and locked up by 18:00.

***COLLECTING UNSOLD ITEMS***

Please arrive between 17:00 and 18:00 on the day of the sale to collect your items. If we are running late sorting the items, please DO NOT enter the hall until we have sorted all the items. Please have a quick look in your box to see if there is anything that you do not recognise as yours – mistakes can happen. Check all around your box to make sure you haven't left anything behind, particularly large single items. Finally, check the lost property table and sign out at the entrance.

***RECEIVING YOUR MONEY***

The NCT will take the following commission:

25% for items under £10

10% for items between £15 and £49.99

7.5% for items £50 and over

You will receive a cheque approximately 4 weeks after the sale. We have thousands of labels to be added up, which is why it takes so long. We do not send back the individual labels to save on postage. We will hold onto these for 1 month after the cheques have been posted.

**DISCLAIMER**

**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.**

**NOTES ON ITEM CATEGORIES**

***CLOTHING***

Max 40 items in March, 30 in October (Only due to space on clothing rails)

You can sell up to 4 pieces on one hanger as one item, or you can tie up to 3 hangers together as one item.

Only underwear, sleepsuits and accessories can be sold in clear bags – everything else must be on hangers.

If something is a single age, place it in the younger range (eg age 4 would go in 3-4 rather than 4-5). Far better to buy something too large than too small. Likewise H&M 2-4mths would go in 0-3 rather than 3-6 mths.

***TOYS***

Max 40 toys per seller. No cuddly toys except character toys eg cartoon characters or Build-A-Bears/Beanie Babies.

Please put jigsaw puzzle pieces in a bag inside the box, and secure the lid with an elastic band or string.

No essential parts should be missing – jigsaws MUST be complete. With toys and games, the label should state if something is missing, but it cannot be something that prevents you playing it properly. For instance, missing a couple of suitcases from a Playmobil set is fine if the buyer knows it.

***BOOKS***

No limit. Don't use sellotape – people don't want damaged books. If you have several cheap similar books, try selling as a bundle ties with string or elastic bands.

***CDs/DVDs/VIDEOGAMES***

Dvd's must be U or PG only, and CDs suitable for children. Games to be PEGI 3 or 7. Please check they work before you put them into the sale.

***PRAMS/BUGGIES/ BABY CARRIERS***

Must have a mark stating BS 7409:1996 to show that it conforms to current UK standards, together with the name of the manufacturer or importer. These are usually on a label on the frame or the seat.

A permanent notice on it 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.”

Instructions in English must be provided, headed “Important, Keep for future reference”. If you have lost these, contact the manufacturer or check their website – you can usually print replacements.