

Basingstoke NCT Nearly New Sale Seller Guidelines

October 2019 Update

Thank you for considering selling at a Basingstoke NCT Nearly New Sale. The following pack is designed to give you all the information you need to enable you to sell successfully at one of our sales. This information will be updated periodically, so please check the latest seller pack before each sale.

Q: Why sell at an NCT Nearly New Sale (NCT NNS) and where does the money go? The purpose of the NNS is to enable you to sell your unwanted items and support the NCT Charity. 20% of the money from each item sold at the Basingstoke NCT NNS goes to the NCT to support its charitable purposes, namely helping to support and campaign on the behalf of parents and parents to be, both in our local area and across the UK. Thus 80% goes back to the seller. One of the main ways the money is used is to help train more specialist workers (such as Antenatal Teachers, Breastfeeding Counsellors and Postnatal Leaders) so that we can help more and more parents have a positive experience of pregnancy, birth and early parenthood. These Specialist Workers provide support in person or via telephone help lines. The NCT receives no external funding for its help lines, so there are thousands of women throughout the UK who are grateful for the money raised by NNS.

Q: Who can sell?

Anyone - you do not have to be an NCT member to sell at an NCT Nearly New Sale. You need to register first via our NCT intrabiz page. We have a limit of 100 sellers and there is a £5 registration fee which is non-refundable. We can only run these sales with the support of volunteers, so we are asking every seller to volunteer at some point during the sale. If you volunteer for 3 hours or more at the sale, you will receive a £2.50 refund on your seller registration fee, after the sale.

Q: How does the sale work? Basingstoke NCT Nearly New Sales are sorted sales, where you price and label your items and bring them to the venue and then the volunteers sort and display them into type (i.e. toys, clothes by age, shoes, books etc.) so buyers can then easily find the items they are looking for. There is then a pay area so a buyer can make all their purchases in one go.

Q: Who runs the Nearly New Sales? Our nearly new sales are organised and run completely by volunteers some of whom are members of the Basingstoke NCT committee, some of a NNS subcommittee and others volunteer for the day of the sale. Volunteers are always required, so if you can help please contact us. We do encourage sellers to volunteer as this gives them a great insight into how the sale works, what does and does not sell well, and an opportunity to meet a lovely group of volunteers. Volunteers also have the opportunity to attend the presale.

Q: What can I sell?

You are welcome to include the following items of new/nearly new quality;

- Children's clothes up to age 8 (max 40 hung items March, max 30 hung items October)
- Children's shoes up to UK size adult 5/38
- School Uniform (Shirts/ Polo shirts/ branded tops/ skirts/ trousers, etc.)
- Maternity clothes (these are hung and are in addition to your clothing limit)
- 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 and nursery equipment

- Buggies, prams and baby carriers with instructions and warning labels intact (see exceptions below)

Q: What can't I sell?

- Any unsafe, broken or dirty items, or any clothing in the wrong season
- Car seats/car booster seats whether new or not
- 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 clothing
- 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)
- Cot bumpers of any kind – even ones labelled as breathable
- Bumbo baby seats
- Any mothercare sleeping bag which has been recalled due to overheating. Please check https://help.mothercare.com/resources/mothercare/products/sleep_bag_aug19_recall.pdf for further information

Q: Why do I need to use your labels?

The label is the only way we have to pay you. Using our new barcode system, we can scan labels at the pay point and can instantly know how much a buyer needs to pay and what items have been sold. The spreadsheets provided in advance of the sale, help us to plan how many tables/rails we need on the day, enable us to process purchases on the day and to process payment to sellers post sale.

Q: How do I use the Spreadsheet?

You will get an email with a copy of the spreadsheet and your colour coded seller number. There is an Item List tab where you need to enter all of the items you are selling. Describe your item simply and clearly for example; Mothercare Pink Cord Trousers. The spreadsheet won't allow you to enter more items than allowed, for example you won't be able to enter more than 30 items of clothing onto the spreadsheet for the October sale. Once you have entered all of your items, simply select the 'Generate Labels' button and the labels with barcodes will be generated ready for you to print.

Q: How do I price my Items?

All prices must be in multiples of 50p.

Q: How do I attach my labels?

Labels can be attached to your items with string, elastic bands or safety pins. Please 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.

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

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

Join our Facebook group, Basingstoke NCT Nearly New Sales – maternity/baby/child sale, to ask for hints and help on labelling.

Q: When do I drop off my items?

Please bring your items to Queen Mary's College Hall on the Friday evening before the sale. We have 2 seller drop off times, and you will be allocated one, when you receive your Seller spreadsheet.

The two drop off times are 19:30-20:00 & 20:00-20:30, if you are unable to make drop off on Friday evening, please contact the Nearly New Sale Team at nns.basingstoke@nct.org.uk.

Q: Do I need to sign in when I drop off?

Please sign in at reception to acknowledge that you have read these guidelines, and are happy to leave your items with us.

Q: When do I collect unsold items?

All unsold items must be collected between 15:30 and 16:00 on the day of the sale. You must collect your unsold items on time otherwise they may not be returned. In emergencies only, please call 07788 661327 to advise us if you are late. If we are running late sorting the items, please do not enter the hall until we have sorted all the items.

Q: Do I need to check my items or sign out before I leave?

Please have a quick look in your box to see if there is anything that you do not recognise as yours as 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 reception.

Q: How much commission will I be charged?

The NCT will deduct 20% commission from your proceeds.

Q: When will I receive payment?

Payment is made via BACS transfer and we aim to make payment within two weeks of the sale. An email confirmation will be sent to you to tell you when the transfer will be made, and funds will normally be available on the following Tuesday.

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

There is a maximum of 30 hung items in October and 40 hung items in April. Our October sale is for autumn/winter clothing and our April sale for spring/summer clothing.

Please hang your items and order them by age/sex so they can be hung speedily during set up. If something is a single age, place it in the younger range. For example age 4 would go in 3-4 rather than 4-5. Likewise H&M 2-4mths would go in 0-3 rather than 3-6mths. 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 submitted on hangers including swimwear. Maternity, school uniform, fancy dress and sleeping bags are also sold hung on rails, and are in addition to your sale limit of hung children's clothing.

TOYS

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

Please check all jigsaws and games are complete. Place puzzle pieces and loose game parts 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, so please make them aware on the label. We reserve the right to withhold payment for an item if it is found to be faulty.

BOOKS

No limit. If you have several similar books, try selling as a bundle tied with string or elastic bands. Please do not use sellotape to label books as it can cause damage on removal.

CDs/DVDs/VIDEOGAMES

DVD's must be U or PG only, and CDs suitable for children 8 years or below. 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 as you can usually print replacements.

If you have any queries regarding the seller guidelines or any questions not answered in this document, please contact us at NNS.Basingstoke@nct.org.uk