**KNAPHILL, BROOKWOOD & CHOBHAM NCT NEARLY NEW SALE**

**SELLER'S GUIDELINES AND REGISTRATION FORM**

Thank you for your interest in selling at our Nearly New Sale. This leaflet should give you the information you need to prepare for the sale. We appreciate you may have sold at our sales but **we are implementing new processes at a new venue** so this document contains some very important information. You are now required to register ONLINE for the sale, so you no longer need to return any paperwork, but you will need to do a full registration before being confirmed with a place.

If you have any further questions, please contact Andrea by e-mail at [NNS.knaphill@nct.org.uk](mailto:NNS.knaphill@nct.org.uk)

**Changes to previous sales:**

* NEW ONLINE REGISTRATION SYSTEM
* NEW VENUE
* NEW FLAT RATE COMMISION – (SEE BELOW)

**Registration Procedure:**

|  |  |
| --- | --- |
| **Contacts for Registration Queries** | By email to [NNS.knaphill@nct.org.uk](mailto:NNS.knaphill@nct.org.uk) |
| **Post-Registration Pack** | This pack contains details of how to prepare for your sale.  **Your seller labels and a label for your box/bag will be emailed to you once we receive your online registration.**  **PLEASE DO NOT ALTER YOUR SELLER CODE AS OUR ACCOUNTING SYSTEMS ARE SET TO WORK WITH ONLY THESE CODES** |
| **Fees** | ALL sellers will be charged a commission based fee, which will be subtracted from the amount you sell when you receive your BACS payment/cheque. This commission goes to the NCT charity.  Commission rates for everyone are 25% but we will deduct £5 from sellers who are not able to volunteer on the day.  Please note that if you have opted to be paid by BACS your account details are secure and you will receive your payment quicker than if you have opted to receive by cheque. |

**Preparing your items for Sale:**

|  |  |  |
| --- | --- | --- |
| **What Can I Sell?** | **YES** | **NO**  **(can be sold via the noticeboard)** |
|  | **Clothes** – Babies and children’s up to the age of 5 yrs, maternity, school-wear, swim-wear, night-wear, fleeces – these sell best when supplied on hangers and must be clean, ironed where applicable and in good condition.  **Growbags** – on a hanger.  **Toys, DVDs, CDs, Books**, **Games, Puzzles**  **Equipment** e.g. stair-gates, cots / cribs / Moses baskets, high chairs, baths, baby slings (harness style that strap on to parents are fine), mobiles, hard travel cot mattresses and waterproof (pvc cover) mattresses; bike seats; activity centres, potty, baby baths etc  **Shoes** – including boots, slippers, trainers, jellies - these must be in good/as new condition  **YOU MAY BRING UP TO 60 ITEMS – ALL OF WHICH MUST BE LABELLED WITH ONE OF THE SUPPLIED LABELS** | **Clothes** – that are not nearly new or are out of season (i.e. summer clothes at a Winter sale), those with drawstrings at the neck.  **Toys** – hand knitted, soft-toys (they do not sell very well)  **VHS Videos**  **Equipment** – Car Seats (including booster seats), feeding bottles, dummies/soothers, second-hand breast pumps, Cross-body shawl style baby slings, and riding or bike helmets;  **Any Bikes with saddle height over 63cm when tyres inflated or Scooters with brakes**  **Baby food or formula milk**  **Electrical appliances** - with a plug (even if they can also run on batteries) as these cannot be tested by us.  **If you have a query about an item, please contact us.** |
| **Private Sales** | For any large items (garden toys, play houses or large furniture) and items that the NCT cannot sell (Car seats) can be sold privately via our notice board.  The cost of this is on our website, and an example of an advert can also be downloaded in the related documents section of the NNS page. | |
| **Quality of Goods** | Please thoroughly inspect the goods you put out for sale with great care and **do not include anything you would not buy yourself.**  **Toys should be complete** with all accessories, jigsaws must be complete and books not torn. Any loose parts should be attached securely or the whole toy should be placed in a clear plastic bag.  Please check that CDs and DVDs work prior to the sale.  **Batteries** must be included where appropriate – all toys will be checked before the sale, and any that cannot be tested to ensure they work will be rejected.  **Clothes** must be clean, with no stains or rips, holes or button missing etc.  **Equipment** has to be clean and new looking  High quality goods always sell well, but people have to be able to find them easily.  **ALL ITEMS WILL BE CHECKED AND THOSE NOT SUITABLE FOR REASONS ABOVE WILL BE REMOVED FROM THE SALE - Please note poor quality detracts from the reputation of our sale.** | |
| **Safety Declaration** | It would be extremely negligent for us to sell unsafe baby chairs and high chairs so please do not put any unfit item into the sale – e.g. high chair without a strap or harness or baby chair with frayed or split fabric. The safety declaration at the bottom of this letter states that all items you are selling conform to British Safety Standards. It also gives us a contact number for you in case there are questions regarding any of your items either during or after the sale.  There are additional rules relating to prams, pushchairs and buggies as follows:   * Wheeled child conveyances MUST have fully functioning brakes, conform to British Standard 7409 and be permanently marked BS7409:1996 together with the name or trademark of the manufacturer or importer. * Must have a label headed ‘Carelessness Causes Fire’ which indicates the fabric complies with flammability requirements * 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.   **Anyone selling a pram, pushchair or stroller must complete an additional safety form at the Sale to ensure that we have a record of these items which have been sold.**  Also any of the following Maclaren models - Volo, Triumph, Quest Sport, Quest Mod, Techno XT, TechnoXLR, Twin Triumph, Twin Techno and Easy Traveller –must be fitted with a hinge safety cover. Covers are available, free of charge, from the Maclaren website, [http://covers. maclaren. co.uk/](http://covers.maclaren.co.uk/) but must be fitted before the sale. Any of these pushchairs without the hinge cover will be removed from sale. | |

|  |  |
| --- | --- |
| **How do I price my items?** | Please restrict your prices to **multiples of 10p**. e.g. 50p, £1.40, £2.10. No item should be less than 50p or more than £200.00, but cheaper items can be pinned together, e.g. two books for 50p.  **PLEASE NOTE - Any item priced ending in 5p, will be rounded down at the till, as we don’t have the change for the buyers.**  As a general guide:   * Toys sell well provided they are realistically priced. * Boxed toys will sell better than unpackaged items * Equipment also sells well, at about 25 – 50% of the original price depending on condition, how current the item is, and how many similar items are available at the sale. * Travel Cots, Stair gates and Highchairs usually sell well. * Items with instructions/guarantees and boxes tend to sell better * Clothes need to be reasonably priced especially as new clothes can be bought cheaply at supermarkets and other shops.   **BE REALISTIC WITH YOUR PRICING – REMEMBER BUYERS CAN PICK UP BARGAINS ON EBAY, CHARITY SHOPS AND ALSO SUPERMARKETS** |
| **Labelling my items** | **Labels will be emailed to you once you have registered online. We are only able to accept items with the labels that we have supplied.**  **PLEASE ONLY USE PAPER TO PRINT YOUR LABELS ON AND NOT STICKERS!!**  Each two-part label is ONE ticket – please do not tear your tickets in half – each item brought to the sale MUST have a two-part ticket attached or it will be rejected for selling. The **left** portion of each ticket should be the part attached to each item with a safety pin or a generous amount of sticky tape. Please **DO NOT attach the right part**, as this is removed at the till and used by the code checkers/accounts people.  **PLEASE ENSURE THAT YOUR LABELS ARE SECURELY ATTATCHED (USE A SAFETY PIN FOR ATTATCHING TO FABRIC AND BE GENEROUS WITH YOUR STICKY TAPE) AS WE CANNOT SELL ITEMS WITHOUT LABELS.**  **PLEASE ATTACH THE LABELS TO THE ITEMS AND NOT THE HANGERS – IF ITEMS BECOME SEPARATED FROM THE HANGER IT IS NOT EASY TO PUT THEM BACK TOGETHER.**  Labels will now all be done on an excel worksheet. This means you will NOT have to write each label, merely type and print. Instructions for the labelling system on the 1st page of the label document.  **Any labels not done correctly will be removed from the sale** |
| **Example Label** | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | ITEM (attach this side) | |  |  |  | **NCT** (do not attach this side) | | | | |  |  |  |  |  |  |  |  |  | | **Seller No.** | XX | / | 59 |  | Seller No. | XX | / | 59 | |  |  |  |  |  |  |  |  |  | | **Category:** | Clothes 6-12 months | | | | Price: | £4.00 | | | | **Description:** | 3xnext tops - still in shop!! HARDLY WORN 9-12 mths | | | |  |  |  |  | |  |  |  |  |  | | **Price:** | £4.00 |  |  |  |  |  |  |  | | Knaphill & District NCT NNS | | | | | Knaphill NCT NNS | | | | |

**The day of the sale:**

|  |  |
| --- | --- |
| **Registration – when and where?** | Please park in the car park opposite the hall when you first arrive and bring your items to the hall. Check-in with the NCT member (wearing an NCT t-shit) at a table inside the entrance. You will be given a name label and an NCT apron which must be worn to show you are a sale volunteer. On arrival all items that you are selling are to be placed in the main hall. We will ask you to move your car once you have unloaded your items to keep the spaces free for buyers.  **You need to arrive at the right time for your assigned slot:**   * **Helpers arrive between 8:15 am – 8:30 am** * **Non helpers dropping items off arrive between 8:30 am – 8:45 am**   If in doubt then please ask one of the organisers who will be in conspicuous NCT t-shirts.  **ALL SELLERS ARE REQUIRED TO VOLUNTEER OR HAVE SOMEONE VOLUNTEER ON THEIR BEHALF OTHERWISE THEY WILL BE CHARGED £5** |
| **What do I bring with me?** | 1. Your labelled items to sell 2. Your Box/Bag labelled with your seller code – **PLEASE ENSURE YOU HAVE ONE BOX/BAG LABELLED SO WE CAN CLEAR UNSOLD ITEMS AWAY** |
| **Preview Sale** | Providing the hall is ready, the Preview Sale will begin at **9.45am** and will end at **10.15am**. If you are helping on the day you are welcome to come and buy at the preview sale.  **Please do not reserve/bagsie items before the preview sale begins as this is unfair to other volunteers.**  Please be prompt – all doors will be locked between 9:45 and 10:15am.  The doors will then open to NCT members with their membership cards at 10:15am, and to the rest of the public at 10:30am |
| **Helping at the Sale** | As a registered seller you will have been asked to help us on the day. We appreciate that it is not easy for everyone (please try not to bring your children with you when you help) but as this is a volunteer-run event we do need your help for the sale to run smoothly. The more people that help, the quicker everything is set-up and finished, especially clear-up. If you are unable to help on the day we will deduct £5 from your sales. |
| **Collecting my things after the sale** | At the end of the sale (noon), all items are grouped together in your Seller Box.  If you are not helping, please pick up your items between 12:30/12.45pm.  **Please have a quick look around in case any items are missed!**  PLEASE LEAVE VIA THE FRONT DOOR, AND SIGN-OUT ON THE WAY.  If you do not collect your items, they will be left outside the hall at your own risk. |
| **Missing or Wrong Items** | If you mistakenly collect items belonging to other sellers or have any missing items, please contact the Nearly New Sales team at [NNS.knaphill@nct.org.uk](mailto:NNS.knaphill@nct.org.uk)  If we collect missing items but they are not claimed and collected within two weeks of the sale date, they will be given to charity.  Please note that all sellers must come back to the hall to check for unsold items. |

**After the Sale:**

|  |  |
| --- | --- |
| **Queries** | For any post sale queries please email [NNS.knaphill@nct.org.uk](mailto:NNS.knaphill@nct.org.uk) |
| **Payment** | If you have provided us with your bank details your takings will be sent straight to your bank account within two weeks from the sale date. If you have asked to be paid by cheque, these will usually be posted within a maximum of three weeks after the sale.  Commission rates 25% for all sellers, but if you have not volunteered on the day we will subtract £5 from your sale takings.  This commission goes to the NCT charity.  **Cheques will be made payable to the name specified when you registered online.**  Please note that, in some circumstances there may be a delay in cheques being sent out. If you have not received your cheque three weeks after the sale, then please email [NNS.knaphill@nct.org.uk](mailto:NNS.knaphill@nct.org.uk) |

**DISCLAIMER**

**While we will do what we can to take care with goods at the sale, the NCT cannot be held responsible for labels which come off items, any items lost, damaged or stolen or for any monetary discrepancies which arise. Unfortunately sometimes items are stolen or broken and the NCT will not be able to reimburse your or replace items if this happens. All items are left at your own risk.**

**Please be vigilant and if you see anyone acting suspiciously during the sale then please report this to a volunteer.**

If you have any comments regarding the organisation of the sale or would like to help organise the next sale, then please contact us at [NNS.knaphill@nct.org.uk](mailto:NNS.knaphill@nct.org.uk)

Thank you in advance for your help. If you have any additional queries, please let me know.

Andrea Lucas

Knaphill, Brookwood and Chobham NCT