



# Tottenham NCT Nearly New Sale Sellers' Guide

Saturday 14 July 2018

Lancasterian Primary School  
Kings Road, Tottenham, N17 8NN



**Thank you for registering to be a seller at the Tottenham NCT Nearly New Sale.** A Nearly New Sale is a great way to sell toys, clothes and equipment your children have grown out of and is a vital fundraising event for the branch, as well as a good way to meet other local parents.

This guide, and the label template, should give you all the information you need as a seller. But if you have any questions, please don't hesitate to contact the Nearly New Sale team at [NNS.Tottenham@nct.org.uk](mailto:NNS.Tottenham@nct.org.uk). We will try to respond to you as quickly as possible but please bear with us if it takes a little time – we are all volunteers!

**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.**

*Nearly New Sale team*

## How does a ticketed sale work?

Ticketed sales allow buyers to find easily what they are looking for as clothes, toys and equipment are grouped according to size, age and style (for example, all the baby baths are in one place). Sellers find they sell more of their items at these sales.

You can enter as many or as few items as you like (although if you have more than 100 items, please let us know as you will need additional seller numbers). **We have a registration fee of £3, but this will be refunded if you volunteer to help run the sale** (for at least a couple of hours on the day). You decide the price, label your items (before you arrive at the sale, so you will require a printer) and (preferably) help to set them out. After the sale, you will receive the proceeds from the sale of your items, minus a small commission to the NCT – so you can support your local charity at the same time as having a clearout!

Commission is set at:

- **25% for sellers who volunteer to help out for a couple of hours on the**
- **30% for all other sellers**

## Volunteering

Ticketed sales give the best return to the charity and achieve higher sales prices but they also require a lot of volunteers.

As a seller, we really hope you will volunteer to help on the day of the sale (or beforehand). In return, volunteers will be able to shop at the sale earlier than other shoppers and will be charged a lower rate of commission. You do not need to be an NCT member to volunteer.

Among other things, we will need help to:

- sort items before and after the sale
- collect rails from storage and return them
- set out the rails and tables and clear everything away after the sale
- work on the tills at the sale
- contribute cakes and other food to the cafe.

If you'd like to volunteer, please email [nearlynewsale@tottenhamnct.org.uk](mailto:nearlynewsale@tottenhamnct.org.uk) with 'Volunteer' in the email subject line.

## What can I sell?

You can sell baby and children's wear up to 5 years, maternity clothes, nursery equipment, books, toys, games, DVDs, and CDs. Items need to be good quality and in working order with no broken parts, sharp edges or tears.

Items that cannot be sold can be found on the main NCT website at:

<https://babble.nct.org.uk/sites/default/files/resources/Nearly%20New%20Sale%20Principles%20March%202018.pdf>

However, the most notable excluded items (due to safety and hygiene risks) are:

- Bednest cribs, even with a modification kit.

- Baby Positioner pillows, nests or anti-roll products.
- Bag style baby slings – these have a deep pouch and an elasticated edge.
- Baby hammocks.
- Baby Bottle propping devices / Baby Bottle Holders
- Cot bumpers.
- Car seats, car booster seats, related bases or car seats from travel systems.
- Riding helmets or crash helmets.
- Baby food and formula milk, second-hand bottles.
- Mattresses that are not waterproof, firm, flat, have holes, tears or are sagging.
- Second hand breast pumps.
- No clothes secured by means of a cord drawn through the material.
- No Bumbos unless with a safety strap - please contact info@dcukltd.com to get a safety strap

**Any items falling into the above categories, or any dirty/worn-out/incomplete goods will be placed in the “Unsellable Item” box before the sale commences. It is at the discretion of the Nearly New Sale team to determine if an item is unsellable.**

#### **How should I prepare my items?**

- Clothes must be washed and in good condition.
- Games, toys and equipment must be clean, complete and in working order. They should include instructions (these can often be printed from the internet if you do not have the original).
- Multi-part items must be securely fastened together.
- All items must be clearly labelled as indicated in our labelling and pricing guide (see end of this document for full instructions).
- We **strongly advise that clothes are displayed on clothes hangers** as shoppers are able to view these much more easily. This is especially the case in the newborn, 0-3 mths, and 3-6 mths categories where there are usually a lot of items for sale. There will be a small number of spare hangers available on the day but please bring your own if possible.
- Smaller items or items that are not on hangers will be placed on table tops. **These usually sell better when a number of items are bundled together.**

*Please note that we cannot return individual hangers, but you can reclaim as many as you brought from the "hanger recycling" box after the sale.*

#### **When can I bring my items and set up?**

- The venue will be open for sellers to set up from **9.00am on the day but please arrive no later than 10.00am**. *Sellers who arrive after this time may be refused entry (at the discretion of the sale coordinator).* Items must be submitted and displayed for sale by **10.30am**.
- Please contact the Nearly New Sale team if you require parking.
- Before you set up please ensure that you register with the team on arrival at the hall, so that we can check that we have correct details for each seller.
- Those who have volunteered to help during the sale will also be allocated roles at registration.

- You are responsible for displaying your items. Items of a similar nature are grouped together in the hall – there will be signs indicating what goes where. Clothes are displayed on tables and rails by age range.
- If you feel you have a lot to display please arrive in good time to set up.
- At **10.30am** volunteers will be permitted to start shopping, and at **10.45am** anyone in the queue with a valid NCT membership card will be admitted to the sale.
- The sale opens at **11am** and closes at **12.30pm**. Tills will close at **1pm**.

### **When can I collect my money and unsold items?**

- Unsold items can be collected after the sale finishes between **1pm and 1.45pm**. Please also check the lost labels/unsellable items box for any of your other items.
- **Items that are not collected by 2pm will be offered for sale to volunteers at a reduced rate (all proceeds to NCT) before being donated to another charity.**
- If you would like to donate your unsold items to charity please let us know beforehand.
- Sellers will receive the sale value of their sold items MINUS the NCT commission (25% for volunteers and 30% for everyone else) within 2 weeks of the sale. The refunded registration fee (for volunteers) will also be included in this total.

You can always try again by entering unsold items in to our next Nearly New Sale. Collect and store them, just keep the labels on and you can request the same seller number next time.

### **How to label and price your items**

#### **Labelling**

- Every item must have a label.
- Labels must be securely attached with safety pins or string. **NO PINS OR STICKY LABELS.** (Items where the tags are lost will be placed in the “Unsellable Item” box and will be considered to be donated to the NCT if not claimed by the seller after the sale)
- Items labelled/attached in any other way will not be accepted but will be placed immediately into the “Unsellable Item” box before the sale commences

Please see the new Excel label template included in the sellers’ guide email.

You may either use this template to create your labels or use it as a guide to making your own. If you create your own labels it is *ESSENTIAL that you allocate item numbers* as well as your seller number (even if you are handwriting your labels) as the till spreadsheets require both.

However **we strongly recommend you use the guide** as:

- Clearly labelled items are more likely to sell.
- You will have a record of your items to check your proceeds against (we will not be returning labels from sold items).
- We will be using Excel spreadsheets at the tills so incorrect labelling may lead to you losing money on sold items if we are unable to correctly allocate it to your seller number.

#### **Pricing**

- It is up to you to decide how to price your items. You should be guided by their condition and brand. Prices should be similar to those in second-hand / charity shops.
- For equipment and toys, it is best to charge less than 40% of the shop price.
- Clothes sell for much less than the shop price, around 20% to 25%.
- Prices must be in multiples of **50p (eg: £1.50 not £1.55)**.

### Sizing

<u>Age</u>	<u>Height (cm)</u>	<u>Age</u>	<u>Height (cm)</u>
Newborn	55	18-24 months	92
0-3 months	60/62	2-3 years	98
3-6 months	68/70	3-4 years	104
6-9 months	74	4-5 years	110
9-12 months	76/80	5-6 years	116
12-18 months	86		