

REDDITCH AND BROMSGROVE NCT BRANCH NEARLY NEW SALE

**Saturday 13th October 2018
11:30am to 1pm
Woodfield Academy, Redditch**

Sellers Pack

Sellers registration opens 1st September 2018 and closes 6th October 2018

Thank you for considering selling at a Redditch and Bromsgrove 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.

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. 30% of the money from each item sold at an 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 70% 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 hundreds of women throughout the UK who are grateful for the money raised by NNS.

Do I have to be a member of the NCT to sell?

You do not have to be an NCT member to sell at NCT Nearly New Sales. However, if you are a member, you can obtain early entry to the actual sale 15 minutes before the general public.

How does the sale work?

The Redditch NCT Nearly New Sales are the type where you price and label your items and bring them to the venue and then the volunteers sort and display them into type (ie toys, clothes by age, shoes, books etc) so buyers can then easily find the items they are looking for.

Who runs the Nearly New Sales?

Our nearly new sales are organised and run completely by volunteers some of whom are members of Redditch NCT committee, some of a NNS sub committee and others volunteer for the day of the sale. Lots of Volunteers are always required so if you are able to help please email us.

We do encourage sellers to volunteer as this gives them a great insight in how the sale works, what does and does not sell well and an opportunity to meet a lovely group of volunteers. Volunteers also receive a higher sales percentage and have the opportunity to attend the Presale.

If you have any queries after reading this pack please contact us by email

- Email : nns.redditch@nct.org.uk

Please ensure that you read the Sellers' Guidelines and follow the labelling and listing instructions carefully. For the sale to run efficiently it is vital that these guidelines are followed.

Please help advertise the sale by sharing our facebook posts – more advertising = more people buying = more money for you....

Thank you

To new sellers this all may seem a little daunting but as any previous seller will tell you this is a relatively simple process.

However please do not under estimate the time it takes for you to sort out what you are going to sell!

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1 - REGISTERING FOR THE SALE

Please note that the sale registration will automatically open 1 weeks prior to a sale and closes 1 week prior to the sale or earlier if our limit of sellers is reached.

If you have any problems then please contact us at nns.redditch@nct.org.uk

We will be uploading a separate, fully illustrated, set of instructions on how to register to our Nearly New Sale page on the NCT website –

<https://www.nct.org.uk/branches/redditch> then go to related documents – Registration Step by Step

In order to register fully as a seller, you need to do all of the following:

1. If you are a new seller you need to go to: <http://nct.grokbox.co.uk> and register on the system ensuring that you select **Redditch** Branch. *Please note that some Company Firewalls will not allow the verification email to be sent to you so it is recommended that you use your private email address ie yahoo, gmail, Hotmail etc..*
2. Once registered and for existing registered sellers you will need to login into Grokbox and on the Manage Sales tab and Click "Register for a Sale" and select the appropriate sale, following the online instructions which will also take you to the NCT Intrabiz site to pay your deposit and enter your bank details (these are required to pay your commission via BACS after the sale)
3. Once we have received confirmation that you have paid your deposit and registered fully on Grokbox then we can then verify you as a confirmed seller.

Please note that until your registration is verified you cannot start creating labels.

We have limited number of sellers that we can accept so if you change your mind or are unable to sell after registering please log back into Grokbox and Deregister as a seller thus opening up your space for another seller..

2 - SELLER'S GUIDELINES

Top Sellers Mistake

Not reading these sellers guidelines and following the instructions!

Limits on items

Due to the fact that we have so many clothes at our sale and our rails are fit to bursting we feel that this is very off putting to buyers as they cannot easily search through the items and this results in lower sales than anticipated. Hence we have decided to place a limit on the number of clothes on hangers for the under 5 years old to 60 items excluding, coats, fancy dress and swimwear. We have now operated this limit for several sales and it has made a marked improvement on shoppers experience and thus sales.

Increasing your percentage by volunteering to help

25% of the money from each item sold at an NCT NNS goes to the NCT to support its charitable purposes both locally and Nationally.

However, if you would like to volunteer to help at the sale, you will get an increased percentage.

If you volunteer from 8am – 2.30pm (6 ½ hours) you will receive 80% of the selling price and access to the volunteer pre sale 5 minutes early

If you volunteer for 8am – 1pm or 10am – 2:30pm (4 hours minimum) you will receive 80% of the selling price. Please note that we have limited spaces for these slots.

During your seller registration process you can select to volunteer and will be sent a separate email with a link to select your time slot or alternatively please email nns.redditch@nct.org.uk and we will send you the link to register.

In order to receive the increased rates you need to work for at least the minimum hours stated and ensure that you sign in and out on the volunteers sheet.

PLEASE NOTE: All volunteers have access to the Volunteer Pre Sale, however, those who volunteer for the full day (8 – 2:30) will gain access 5 minutes earlier.

Admin Fee

To assist in covering our costs for advertising, venue and the maintenance of the Grokbox system we will be deducting a £2.00 Admin charge from all sellers payments.

Updates by Email and Facebook

Please keep an eye out for update emails from us. Also keep informed by liking our Redditch NCT Facebook page where you will see the latest updates and info.

Selling Advice

On analysis from previous sales it is apparent that those sellers selling a variety of goods and pricing low sold the higher percentage of their items.

Putting packs of vests/grow suits/ etc together sell better than individual items as buyers see these as better value.

Don't underestimate how long it will take to sort, label and pack your items – start early. You can quickly create and print your labels at any point, you do not have to wait until you have done them all thus enabling you to sort and pack them in batches.

3 – CHECK THAT YOUR ITEMS CAN BE SOLD AT OUR SALE

We Sell:-

- Clothing - babies' and children's clothes up to the age of 10 years. See Limits on page 2.
- Maternity Clothing – but limited to 5 items per seller.
- Toys, Books, puzzles, games etc. must be complete and in good condition.
- Pushchairs, prams & buggies providing they conform to BS 7409 or EN1888 with the permanent notices and instructions.
- Good quality shoes, slippers, wellingtons, etc
- Nursery Equipment, linens, cots, travel cots, high chairs, etc.
- Activity centres and baby walkers
- Bumbo's – ONLY if they have the restraint straps

We cannot sell the following in our sale:

Recalled items as per Trading Standards website.
Car seats, travel systems or booster seats
Second hand mattresses from cots, cribs or Moses baskets
Pedal cycles, riding hats or crash helmets
Bottles, baby food and formula milk
Mains powered electrical items (unless they have an up-to-date pat sticker)
Items with a drawstring round the neck
Hand knitted toys or clothes
Worn underwear
Computer games & videos
Breast pumps
Cot bumpers or sleep positioners

Do not include the following brands of slings:

infantino sling rider, premaxx baby bag, munchkin cargo sling, boppy carry in comfort, lamaze close comfort and wendy bellissimo sling

Items with batteries

Please ensure that any item you sell that requires batteries does still work and does not have leaking batteries.

Seasons - Please try to sell appropriate items for the season: ie please refrain from selling summer clothes at the Autumn sale or hats, scarves and gloves at the Spring sale.

Clothes should be - Washed and Ironed, in excellent condition with no missing buttons, marked or stained.

Toys and Equipment – Must be clean and not looking dusty or grubby, in full working order and complete (ensure that you check all puzzles and games)

Acceptable condition and Quality

NCT sales have an excellent reputation for high quality clothes, toys and equipment so we ask that you only put in items that are in an excellent condition. Any item that does not meet this criteria will be removed from the sale. The decision of the NNS volunteer responsible for quality control on the day is final.

4 – PREPARE YOUR LABELS

Every item presented for sale needs an easily detachable bar coded label. These are prepared and printed via our online system. These labels will be removed at the till and scanned.

You will only be able to create your labels once you have paid your deposit and had your registration verified.

To create your labels log in at <http://nct.grokbox.co.uk> and click on the 'Create Labels' tab. Select the appropriate sale date, click the edit icon and enter the Description, Age range and price for each item.

If you have sold before and have items that you wish to submit again you can go to the old sale list and move items to this sale list by simply pressing the move button next to the required item.

When you are ready scroll to the very bottom and click on the required 'Generate Labels' button, you can choose to print them all or just the new and edited ones, thus allowing you to do them in batches. This will generate an Adobe pdf file containing your labels, which you can print out.

- **THE LABELS SHOULD BE PRINTED ON PLAIN WHITE PAPER / THIN CARD.**

To avoid your items being rejected by our scanners please

- Only print on white paper
- Do not use recycled paper or poor quality paper as the scanners will have trouble scanning your items
- Please print in black ink
- Do not laminate the labels or cover with sellotape.
- It is recommended that you DO NOT use an inkjet printer as they inevitable do not produce a clear enough bar code to be scanned. If you do not have access to a Laser printer then please contact us as we may be able to assist in printing of your labels if contacted in sufficient time before the sale.
- Please ensure that you only print on one side of the paper, as the labels are removed at the tills if you have printed on both sides we will not know which item to scan and thus a customer could be undercharged and you underpaid.

PRICING

- Pricing is up to the individual, but a rough guide is approx 25% of the original purchase price. (Think about how much you would pay for the item if someone else was selling it...?) If in doubt, or you really don't want to end up taking the item home, price low.
- The minimum price for any item is 50p and items must be priced in multiples of 50p.
- If you want to sell very small items (i.e. socks) at a lower price, please bundle a few together in a bag and price in 50p increments.

5 – ATTACH LABELS AND PACKING ITEMS

We need to ensure that labels are easily and quickly removed at the tills whilst keeping them intact so that they can be scanned successfully and you can receive your correct commission.

The best way to attach labels to clothes is by using a tagging gun. (We can supply these for £5 plus p&p – please email: nns.redditch@nct.org.uk for more details) If you do not have a TAGGING GUN YOU MAY USE STRING OR THREAD. If you use a hole punch on your labels, do not put the hole near the barcode.

The best way to attach labels to toys and books is by MASKING TAPE, STRING OR THREAD. When you print the labels and cut them up retain the wide margin on the left or right which will give you a large area to secure down without obscuring or damaging the bar code.

PLEASE DO NOT USE

- SELLOTAPE
- PARCEL TAPE
- SAFETY PINS
- PINS

PLEASE DO NOT

- COVER THE BAR CODE WITH TAPE OR DAMAGE IT IN ANY WAY
- HIDE LABELS INSIDE CLOTHES – They must be clearly visible
- PUT LABELS INSIDE BAGS

PACKING

- Clothing sets or items with two or more parts (e.g. toys) should be securely fastened together and clearly labelled as a set (even if in bags).
- **0 – 3 years Clothing, must be on hangers Small sets of items ie vest, tights etc should be pre-packed in clear polythene bags.** Please ensure labels are fixed to the outside of polythene bags. Please do not attach labels to hangers, as clothes will be taken off the hangers at the till.
- **3 years – 10 years clothing will only be accepted on hangers.** Please do not attach labels to hangers, as clothes will be taken off the hangers at the till.
- Please pack similar items together:
This will really help us to speed up the unpacking and sorting process before the sale and give us more time to present your items well.
 - Clothes should be divided into separate sexes and put in order of age. Each group can be tied together with an elastic band around the hangers.
 - Please separate the different types of items in separate boxes or layers within your box (ie books, puzzles, toys and clothes on top)
- Pack your labelled goods into boxes, preferably ones that stack together. Please do not use suitcases as our storage space during the sale is limited.
 - Each box should have the Sellers A4 label attached to the sides (see below).

6 - ON THE DAY OF THE SALE

BOOKING IN

- We will be setting up the hall on the Friday afternoon between 5- 7pm and sellers are welcome to come and assist and may bring in their items, please note these are left entirely at the sellers own risk.
- Please deliver your goods to the Sale venue on the day of the Sale between **8am and 9am WITHOUT EXCEPTION.** There is a large car park at the rear of the hall accessed via the school driveway.
- Please come straight to the seller's desk and sign in before giving in your boxes of items.
- Your items will be checked in and quality checked before being displayed in the sale. Any unsuitable items will be immediately rejected and put to one side.

COLLECTING YOUR UNSOLD ITEMS

Please arrive at the hall at 1.30pm to help pack up your unsold items. Seller's numbers will be placed around the hall, and items must be put in a pile by the corresponding number. Once all items are sorted, each seller will be responsible for checking through their pile of items and packing them into their own boxes. If you find an item that does not belong to you, please give it immediately to a volunteer. They will be wearing an NCT apron/t-shirt. Please take all empty boxes and rubbish home with you.

By helping to sort through items at the end of the sale, our day will finish much earlier, and will therefore cost less in terms of the venue hire. The chance of items being wrongly packed will also be greatly reduced.

At this sale, clothes will be taken off hangers at the till. Please count up approximately how many hangers you are putting in to the sale, and collect spare hangers at the end. We hope this will help you for future sales.

Check the lost labels table for items that may belong to you.

Any items remaining after 2.30 p.m. will be disposed of and a **£5 fee** to cover time and transport will be deducted from the seller's final cheque.

Help – The Help & Support Tab in the Grokbox should answer many of your queries however if ALSO after reading this pack you have any other queries please do not hesitate to contact us by email – nns.redditch@nct.org.uk

ALTHOUGH WE WILL ENDEAVOUR TO TAKE CARE OF YOUR GOODS, REDDITCH NCT OFFER NO RESPONSIBILITY FOR ANY ITEMS LOST, STOLEN OR DAMAGED.

Please print, complete and secure the below label to all of the boxes holding your goods with quality sticky tape. Please ensure your Grokbox Seller code is clear and legible either typed in at least 72 font size or thick black marker.

REDDITCH NCT SELLERS DISCLAIMER

I understand and agree that:

- The NCT will not accept any responsibility for any goods that are lost / stolen/ damaged during the sale.
- I have read the Sellers Pack and will adhere to these instructions and will ensure that I only sell allowed items and these will be in Nearly New condition.
- I will ensure all my items are priced in multiples of 50p and only the bar coded labels, prepared via the registration system, will be used in accordance with the instructions in the sellers pack.
- I will ensure that labels are ONLY secured with masking tape, Tagging Gun or thread and understand that Sellotape MUST NOT be used to secure labels.
- The NCT reserves the right to withdraw any items where the label has not been created or affixed in the appropriate allowable manner as clearly stated in the sellers pack.
- The NCT reserves the right to withdraw any of my items that the volunteers deem unsuitable, damaged or poor quality from the sale. I understand that these items will be kept on one side for me to collect at the end of the sale.
- I will pack my items in boxes and ensure that the Sellers label, as found in the sellers pack, is affixed clearly to the boxes.
- I will delivery my goods between 8am – 9am and will return at 1:30pm to help sort and collect my goods.
- Any items I leave behind after the sale will be donated to charity and I will not be able to get them back.

Your registration will only be verified once the payment of the £5 deposit has been made via the NCT Intrabiz system and you have then registered for the actual sale on Grokbox.

Sellers Label for Packing Boxes

GROKBOX SELLER'S REFERENCE
(ie RED103DW)

NAME OF SELLER