

## NCT Haslemere and Midhurst NEARLY NEW SALE



**Sunday 15<sup>th</sup> September 2019**

**10.30am-12pm**

**(early entry for members and mums-to-be at 10.15)**

**Royal School – HINDHEAD site GU26 6BW**



### **Seller's Instructions – please read carefully!**

Thank you for registering to sell at the Nearly New Sale. Please keep your unique seller number safe. This is your number now for the sale and any subsequent sales you wish to register for (but please make sure you officially register with us for each sale via the online registration system).

Your support is greatly valued. These Sales are a mainstay of the NCT's fund-raising efforts, which enable it to continue to support and campaign on behalf of all parents and parents-to-be, as well as providing funding or the training of local antenatal postnatal and breastfeeding counsellors.

Whilst we at NCT **promote the sale**, it is in all sellers' interests to maximise the number of buyers through the door. Please can we ask that you tell people about the sale, use our sale flyer / poster (available at [nct.org.uk/branches/haslemere-midhurst](http://nct.org.uk/branches/haslemere-midhurst)) to publicise the event (for example, at your place of work, in your car window, in your porch) and tell your friends on Facebook (or share our branch page/event) so that we can make this sale the most successful sale ever.

If you wish to **volunteer on the day** too, but didn't select this option when registering, please get in touch: [coordinator.haslemereandmidhurst@nct.org.uk](mailto:coordinator.haslemereandmidhurst@nct.org.uk) or send us a message via the facebook page/ nearly new sale page. Our volunteers are able to take advantage of our Pre-Sale immediately before the main sale and have their registration fee refunded (subject to a minimum 3 hours volunteering).

Good luck at the sale.

Best regards,

Sophie Greeff

Nearly New Sale

## Before the Sale

- *Read these instructions carefully* to see what items you can and cannot sell at the NCT sale.
- Print off the sheet of labels and complete.
- **The left-hand side of the label should be affixed to your item; the right-hand side of the ticket will be removed at the tills.**
- See SECTION 3 for full details on how to fill in the labels and attach them to your items for sale and SECTION 2 for how to prepare and pack your items for the sale.

## Drop off at the Sale

- From **7.30am-8.30am** on the morning of the Sale, please come to the main entrance of the school to register and drop off your items, you will be told where to take your items depending on their type (please see section 2 below for how to sort your items).
- You will be asked to sign a register confirming having read and agreement to the Nearly New Sale Principles, see Section 4.

## Pick up from the Sale

- From **1.15pm to 1.45pm**, please return to pick up your unsold items from both halls, see Section 5.
- **All items not collected by 1.45pm will be donated to charity.** *Please note there will be a £5 administration fee for this service.*

## After the Sale

- We aim to pay you by BACs within 4 weeks of the Sale (cheque payment may take longer) see Section 6.
- **Your payment will be for the value of items sold for you less 30%, which is the fund-raising contribution for NCT** to support its charitable objectives by supporting parents and parents to be in your local area and across the UK, **and *if applicable*, the £5 administration fee for uncollected items.**

## 1. DECIDING WHAT ITEMS TO SELL

1. There are a few items we cannot sell, and some restrictions. These are listed in our Nearly New Sale Principles on our national website (Under Related Documents Purple Tab at the bottom of the page), which **all sellers MUST read and abide by** <https://babble.nct.org.uk/sites/default/files/resources/Nearly%20New%20Sale%20Principles%20March%202018.pdf>
2. **Quality** - All items need to be NEARLY NEW quality, i.e. not worn out, stained, grubby, missing buttons, holes, dented etc. If something is incomplete it must be clearly marked with details of what is missing. Battery operated toys must have **working batteries included**. Books must not be torn/grubby. *The simplest guide is not to try to sell anything that you would not be happy to buy yourself.*
3. *If a buyer later complains after the sale that an item is faulty, we will ask for photographs and then contact you to check you are happy for us to refund the buyer. If we have already paid you for the item, we will, with your permission, put you in contact with the buyer, so you can arrange a refund. If there were a number of quality complaints in relation to a seller we may refuse to accept that seller at future events.*
4. **Large Items** – if you selected the option to advertise a large item when registering you can display the details on our Sale Notice Board (you may advertise multiple items, but are limited to the size of a single A4 sheet). *Please email if you wish to add this option after registration.*
5. To maintain the quality of the sale, we quality control check. Any items considered unsuitable will be rejected and marked with 'R' on the label for you to collect after the sale.

## 2. PREPARING YOUR ITEMS FOR SALE

1. Presentation is important to the sale of your items, so wash and iron any clothes, and thoroughly clean equipment. Original packaging and instructions in English also help.
2. **All clothing must be on hangers**, with the exception of smaller items which should be packed and sealed in clear bags e.g. vests, sleep suits, babygro's, hats, socks, tights, underwear, pyjamas, leggings and swimwear. We have limited table space available for items in bags, so any clothing which should be on hangers may be rejected and marked 'R' on the label for you to collect after the sale. Please note clothes are sold with their hanger, however, any hangers not wanted by buyers, will be bagged up and available from the Clothes Sale Room for sellers to take at the end of the sale.
3. Please ensure that any items with multiple parts are securely attached together.
4. Pricing guidelines: You can choose how much to charge, but to help ensure a sale, price items realistically, a general guide is around 20-50% of the new price, varying by brand / condition.
  - **We do not accept items priced less than 50p**, so you may wish to consider bundling several small items such as vests, books in order to charge a multiple of 50p for the bundle.
  - **Price only in multiples of 50p**, i.e. 50p, £1, £1.50, £2 etc.

Examples of previous pricing for items are:

<u>Clothing</u>		<u>Toys</u>	
Baby gros	50p-£1	Activity centres	£3-£5
Blouses & shirts	£1-£2	Baby gyms	£5
Cardigan & jumpers	£1.50-£3	Ride-on toys	£4-£6
Dresses	£2-£5	Dolls pushchair	£3-£4
Jackets	£4-£6	Books, may need to bundle	50p-£1
Pram suits	£4-£6	Jigsaws	£1-£2.50
Short & t-shirts	50p-£1.50		
Socks & underwear (5 pairs)	£1-£1.50	<u>Equipment</u>	
Wellies	£2-£2.50	Booster seats	£4
Swimwear	£1-£3.50	Highchairs	£10+
Trousers	£2-£4	Pushchairs	£30+
		Travel cots	£10+

### 5. **Bagging up / Delivery of items**

As we have 2 sale rooms (Clothes / Shoes and Toys / Equipment), **items will need to be dropped at the correct location and therefore need to be packaged for drop-off together as either clothes/shoes OR toys/ equipment**

In addition items of clothing of the same gender and age group should be bagged or boxed together and preferably labelled, to enable sale volunteers to display them more quickly  
Please bag together by gender and under the following ranges:

0-6mths, 6-12mths, 12-24mths, 2-3yrs, 3-4yrs, 4-5years, 5-7yrs, 7-10yrs

If you drop items off in large bags / boxes and wish to retrieve these after the sale, you must securely label them with your Seller Number. After the sale we will try to match bags / boxes with corresponding unsold items and where possible pack items back into bags / boxes.

## 3. LABELLING

Please download your labels from <https://www.nct.org.uk/branches/haslemere-midhurst>  
(Related Documents purple tab)

**Each item for sale MUST have a two-part label.** Any items not labelled will be given to charity as we have no way of identifying the seller.

Please print them out on plain or coloured paper (your choice!) Affix them CAREFULLY to you items in a way that will not cause damage. ATTACH THE SMALL SIDE TO YOU ITEM ONLY

### 1. **Completing the labels**

SELLER ID and PRICE must be written on **both** parts of the label

CLOTHING - gender, brief description e.g blue dress, brand and size (in years/months not cm)

EQUIPMENT / TOYS - brief description e.g. booster sea, high chair etc. For Toys/Books/DVDs, write name / title and an approx age. DVDs should be for this region, if not clearly state this.

PRICE – minimum of 50p, in multiples of 50p only

Please print **clearly and legibly**, paying special attention to the price to make sure it's not ambiguous. Failure to do this may result in your item being withdrawn from the sale. If you change an item's price, please use a new label so we can be sure that the price paid is the price you set. Please try to make your labels unique (coloured paper, highlighter, pictures, stickers, coloured pen etc) it makes sorting your clothes at the end of the sale and the count much easier!

Should you wish to donate the proceeds of an item to NCT, clearly mark FOR NCT on the label.

## 2. **Attaching the label**

**Only the SMALL side of each ticket should be attached to the item**, as the larger side will be removed at the till.

- Clothing – attach securely with a **safety pin** (NOT a haberdashery pin), or punch a small hole on the left hand side of the ticket and use string / wool to attach to a button hole or label (tagging guns can also be used), we recommend reinforcing the hole with tape
- Toys/Equipment – attach with sellotape on the left hand side or with string, as above.

*Any items where haberdashery pins have been used to attach labels will be rejected.*

**Although every reasonable 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.**

## 4. **TERMS AND CONDITIONS OF OFFERING YOUR ITEMS FOR SALE**

1. Whilst we go to great lengths to preserve the honesty and reputation of the Sale, the NCT cannot be held responsible for goods damaged, lost or stolen whilst at the Sale venue and when stored at the venue and no refunds will be given. All items are left at the owner's risk.
2. Sellers must adhere to Nearly New Sale Principles. The NCT will not be held responsible for any loss or damage arising from goods sold or purchased.
3. Incomplete, damaged, soiled, or wrongly labelled goods will be rejected.
4. Your proceeds of sale comprise the value of your sold goods minus 30% commission (goes to the NCT) and any costs incurred as a result of not collecting your items.

## 5. **COLLECTING UNSOLD ITEMS AFTER THE SALE**

1. Sellers must **collect unsold items between 1.10pm and 1.30pm**. Unsold items and any rejected items will be in a pile marked with the Seller's Number. **You need to check both the Sports and Main Halls** if your items included both clothes/shoes and toys/equipment.
2. Uncollected items will be donated to charity and a £5 fee will be deducted from the seller's profits.

3. Items with lost tickets/ unlabelled items will be grouped together in each Hall, so please check through these tables before you leave, we have no way of tracing owners of items without labels, so any uncollected items will be donated to charity immediately after the sale.
4. Please note we are unable to return the labels of sold items, and so you are advised to keep your own records of the items that you put forward for sale.

***Please check through your unsold items before taking to check if any incorrect items have been included in error, as this can happen occasionally, and if so, bring this to the attention of one of the volunteers. If when you do get home you find someone else's items have found their way into yours, please email us at [coordinator.haslemereandmidhurst@nct.org.uk](mailto:coordinator.haslemereandmidhurst@nct.org.uk) or message us on facebook***

## 6. RECEIVING PAYMENT AFTER THE SALE

1. Our aim is to pay you via BACs transfer within 4 weeks of the Sale. This will be for the value of the items we have sold, less any deductions as follows:
  - a) 30% of the value of sales, which is the fund-raising contribution for the NCT
  - b) £5 fee for **not** collecting unsold items after the sale, if applicable
2. If you have selected to be paid by cheque (£1 administration fee at registration) your payment will be sent to you after the sale.
3. It is not our policy to return the sold labels.

If you have any questions about the Nearly New Sale not answered here, please email [coordinator.haslemereandmidhurst@nct.org.uk](mailto:coordinator.haslemereandmidhurst@nct.org.uk) and one of our volunteers will email you back.