



Sevenoaks and Tonbridge Branch
Nearly New Sales

BABY AND CHILDREN’S SEASONAL CLOTHES * TOYS * BOOKS * EQUIPMENT * MATERNITY WEAR

SELLERS’ INSTRUCTIONS

Sunday 26th April 2015

10.00a.m. – 12.00p.m.

***Hugh Christie College,
White Cottage Road,
Tonbridge TN10 4PU***

Contents

How do I become a seller? 2

What if I can no longer sell? Is there a cancellation procedure?..... 2

How much should I charge for my items? 2

How does the labelling system work? **[UPDATED SPRING 2015]** 2

How new is “nearly new”? 2

What if I am selling a pram or buggy? 2

How will my items be displayed?..... 3

What sells well? 3

Is there anything I’m not allowed to sell? 3

Items too large/not allowed to sell at the sale 3

What happens on the day? **[UPDATED SPRING 2015]** 3

Parking 3

When can I collect my box? 3

Disclaimer **[UPDATED SPRING 2015]** 4

When do I get my cheque?..... 4

Further Information 4

Seller Login 4

Volunteering..... 4

Commission 4

Checklist **[UPDATED SPRING 2015]** 4

Many thanks for your co-operation.

All proceeds are in aid of the National Childbirth Trust.

The National Childbirth Trust offers information and support in pregnancy, childbirth and early parenthood. It aims to give every parent the chance to make informed choices. We try to make sure our services, activities, and membership are fully accessible to everyone.

Registered office: Oldham Terrace, London W3 6NH. Registered charity # 801395.

How do I become a seller?

We are using a totally automated registration and sales system for this sale. This means you will need to create your account, (please select Sevenoaks and Tonbridge as your Home Branch), register for the sale, then create and print your tickets. If you have already sold before using this system you can register and create your tickets using the same account created.

Please click [here](#) for a Quick User Guide to create your account/register/create tickets.

Registration opens **February 2015**. A non-refundable registration fee of £2.70 is payable via PayPal (using either a debit/credit card or PayPal account) upon registration.

What if I can no longer sell? Is there a cancellation procedure?

Please let us know as soon as possible before the sale if you are no longer able to sell, by emailing nctnns@hotmail.co.uk.

We do have waiting lists for the sales and, if given enough notice, we will be able to give another potential seller the chance to take your place. You may not be accepted as a seller at a future sale if you do not show up on the day and have not let us know in advance.

Even in unforeseen circumstances, such as sudden illness, please email us on the day so that we know not to expect you.

How much should I charge for my items?

You choose your own prices. If the item sells, you receive 75% of the ticket price and 25% goes to the NCT. We suggest up to 25%-30% of cost new, depending on age and condition.

PLEASE PRICE IN MULTIPLES OF 50p e.g. 50p, £1.00, £1.50 etc

How does the labelling system work?

You will create and print your labels online. Items can be added, amended or deleted up until the evening before the sale. No hand written tickets will be accepted at the sale. Printed barcode tickets only. **There is a maximum amount of 75 items per seller.**

Please ensure labels cannot come loose during the sale by attaching them with safety pins, string, elastic bands or sellotape. If sellotape is used please ensure it does not cover the barcode. Please do not put the label inside bags as they will not scan.

How new is “nearly new”?

Please only bring along items to sell which are in very good condition. Consider if you would buy the item yourself and if not then don't include it! Clothes should not be faded, stained or look well worn and should be appropriate to the season. Toys, books and equipment must not have peeling paint, sharp edges or have missing parts. We reserve the right to remove items of inferior quality, which will be returned to your box at the end of the sale.

Carrycot stands must have a guardrail or a means of stopping the cot from falling off the stand, have a suitable base and be a maximum of 432mm above floor level. The frame must be stable and not distorted or modified so that the carrycot can be effectively retained in position on the stand. Please label them including the size of cot and weight loadings that it can sustain, and attach instructions for use.

Please clean all items beforehand. If selling a battery-operated item, please include working batteries so that the buyer can be sure it works.

What if I am selling a pram or buggy?

If you are selling a pram or buggy we will have a dedicated person looking after this section at the sale. In order to help you sell your item please make time to speak to them as buyers like to know how old the pram/buggy is, how much it would cost new, how to put it up and down, what accessories it comes with and whether there is any possibility of making an offer. This is particularly important if the buyer is a first time parent. Please add this information to the pram/buggy and attach it to your item. You will stand a better chance of selling the item if the buyer knows all they can about it.

How will my items be displayed?

The venue will be divided into different areas e.g. clothing, shoes, toys, nursery equipment, books, etc. We can display clothing on hangers on rails and in clear plastic bags on tables. Please provide your own hangers which will be sold with your item and therefore not returned to you at the end of the sale. Smaller items such as socks and vests should be presented in clear plastic bags with labels on the outside and shoes should be tied together securely. We accept clothing and toys for children up to 11 years old.

What sells well?

The following items always sell well: prams/buggies, ride-ons and other outdoor toys, seasonal toys and clothes (particularly 18 month – 3 year clothes), books, stair gates, sleeping bags and travel cots.

Is there anything I'm not allowed to sell?

We cannot sell the following items:

- car seats
- mattresses
- bag-style slings
- any mains powered electrical equipment (i.e. nothing with a plug!)
- riding hats and crash helmets
- handmade toys
- bottles
- baby food/formula milk
- used manual breast pumps and feeding equipment (i.e. bottles).
- any recalled items
 - Please check www.tradingstandards.gov.uk or <http://recalledproducts.org/> for a list of UK and European recalled products.
 - We cannot sell Maclaren pushchairs: Volo, Triumph, Quest Sport, Quest Mod, Techno XT, Techno XLR, Twin Triumph, Twin Techno and Easy Travelle (unless they have been fitted with the manufacturer provided hinge safety cover available free from <http://covers.maclaren.co.uk/>).
 - We are also unable to sell prams/buggies without the British Standard sticker BS7409 (i.e. not those manufactured before 1996). They must bear the name and trademark of the manufacturer or importer.

Items too large/not allowed to sell at the sale

We have a noticeboard at each sale where you can advertise items which cannot be brought to the sale. The price to advertise on the noticeboard is £1.00 per item. Please note this is not part of the NCT sale and therefore all negotiations are between yourself and the buyer.

What happens on the day?

Please deliver all your items to the venue **between 8.00am and 8.30am**. All sellers are expected to set out their items in the appropriate areas. Please check that we have your correct details on our sellers register when you sign in at the door and provide a stamped self-addressed envelope (“SSAE”) for us to send your cheque. Please also supply a large box or even a suitcase, marked clearly with your seller number, for us to place your unsold items in at the end. Please be aware that unsold items get lost when the box is not big enough, so even if you are feeling optimistic about how much you will sell, please still bring as large a box as possible. Please also note that we cannot accept any responsibility for damage caused to suitcases.

Parking

There is limited parking.

When can I collect my box?

If you are not staying to help during the sale please ensure that you return promptly to collect your unsold items **between 1.00pm and 1.15pm**.

Please do not leave with your box until:

- All unsold items have been returned to the sellers' boxes
- You have checked your own box to see that there are no items belonging to other people
- You have looked next to your box/around the hall for any unsold items
- You have checked the lost property table, as we do not keep lost property

Please note: All unsold items must be collected by 1.15pm. We do not have the facilities to store or dispose of unsold items. Large items and/or large quantities of items left will result in a £10.00 fine to cover removal costs. This will be deducted from your seller's cheque.

Disclaimer

Please click [here](#) to see the Disclaimer document.

When do I get my cheque?

All sellers will be paid by cheque usually within a calendar month of the sale.

Further Information

Information is available on the website or by emailing nctnns@hotmail.co.uk.

Seller Login

This is the link to access your account <http://nct.grokbox.co.uk/login.php>.

Volunteering

If you would like to volunteer to help out at the sale, please do let us know by emailing nctnns@hotmail.co.uk. The big benefit you get from this (as well as the warm, fuzzy feeling from helping out a charitable organisation) is the extra half to three-quarters of an hour you get to shop at the sale before NCT members are admitted plus reduced commission. **Please note: The reduced commission is only applicable if you stay for the full duration of the sale, including the set down.**

We are also looking for volunteers to become part of the NNS team to help organise the sale. You can help as little or as much as you can. Please email to find out information. Again, you will get a reduced commission.

Commission

There are various commission structures as detailed below:

NNS Team	15%
Volunteers on the day	20%
Sellers	25%

Checklist

- 1) Complete your online registration www.nct.org.uk/branches/sevenoaks-tonbridge/nearly-new-sales
- 2) Create and print your labels and price your items in multiples of 50p. Maximum amount of items is 75 per seller.
- 3) Sign in at the sale and hand in your stamped self-addressed envelope (SSAE). Also bring a large box/suitcase marked with your seller number. Collect your unsold items when everything has been packed away and check all the items in your box are yours. All unsold items must be collected by 1.15pm. We do not have the facilities to store or dispose of unsold items. Large items and/or large quantities of items left will result in a £10.00 fine to cover removal costs. This will be deducted from your seller's cheque.
- 4) Set out your items by 8.30am and do not return for your items before 1.00pm. Please abide by these timings as we have 100 sellers to organise and process!
- 5) If you can't make it to the sale please let us know by emailing nctnns@hotmail.co.uk.