**SELLERS PACK**

**Date: Sunday 7th May 2017**

**Venue: St Bernadette’s Parish Centre**

 **Rosetta Road**

 **Belfast BT6 0LS**

**Drop-off items: 10 - 11am Sunday 7th May 2017**

**NCT Member & volunteer admission: 12.45pm**

**Public admission: 1 - 3pm**

**Collect unsold items: 4 - 4.30pm Sunday 7th May 2017**

**Registration opens: Monday April 3rd 2017**

**Registration fee: £5 (non-refundable)**



Thank you for signing up to sell at our next NCT Nearly New Sale. Our sale is a great way of raising awareness and funds for the excellent work of NCT - our last sale raised over £4,000.

**To ensure that the sale runs smoothly please read through the simple guidelines in this pack**. Please arrive to drop of your items on Sunday 7th May 2017 between 10 - 11am. You should collect your unsold items between 4 - 4.30pm on the day of the sale. Please do not mark any items for charity/donate as there will not be a charity collection; **all unsold items must be collected**.

If you have any questions or need more information, then please contact the Nearly New Sale team on NNS.Belfast@nct.org.uk. The sale is run entirely by volunteers so don’t worry if you don’t hear from us straight away, we will get back to you.

**What can I sell?**

Clean, good quality and correctly labelled items such as baby & children’s clothes, children’s toys & equipment and books can all be sold. Clothing is seasonal so please only include the relevant clothing for autumn/winter or spring/summer. You can sell a **maximum of 40 items of clothing** (a bundle counts as one item). Please see below for items which are accepted at NCT Nearly New Sales.

The following items can be sold, provided they meet the requirements:

* Children’s Toys (if safe, complete and in good working order)
* Clean, dry and firm second-hand mattresses (must have a waterproof cover with no tears, crack or holes). ‘Ventilated’ mattresses should not be sold
* Children’s pedal cycles (saddle height less than 635mm)
* Prams & Buggies which meet the Wheeled Child Conveyances (safety) Regulations and must have a permanent label stating compliance with BS 7409 or EN1888. **Please supply instructions**
* Upholstered furniture, including cots and highchairs, with the permanent label “Carelessness Causes Fire”
* Cosmetics if unopened, originally for sale in the UK and before their use by date
* Carrycot stands labelled with size and weight loadings. Must have a guard rail, suitable base and be a maximum height of 432mm. **Please supply instructions**.
* Mains powered electrical equipment where tested and approved by a qualified electrician
* Brand new, breast pumps (electrically tested where necessary) with bottles.

This is a Nearly New Sale - if items are in poor condition they will put buyers off and we reserve the right not to include them in the sale and return them to your box.

**What cannot be sold?**

It is your responsibility to ensure that goods you are selling are safe and fit for purpose. In order to protect NCT, you (the seller) and our customers, we have created a list of items that WILL NOT be accepted for sale at any NCT Nearly New Sale:

* Bednest Bedside Crib
* Recalled items (see information about recalls on RAPEX: <http://ec.europa.eu/consumers/dyna/rapex/rapex_archives_en.cfm> )
* Bag style baby slings
* Car seats, car booster seats, ’Isofix’ bases or car seats from travel systems
* Riding hats or crash helmets
* Children’s outer garments with a draw-string hood
* Bottles, baby food & formula milk
* Second-hand breast pumps

**How should I prepare & price my items?**

* **Please price items in multiples of 50p** (£1.00, £1.50, £2.00 etc.)
* The minimum price is 50p. Anything priced below 50p will be considered a donation to the NCT.
* Pricing is up to you but bear in mind that if you price things highly they may not sell. Many high-street outlets are selling clothing very cheaply now, even quality brands, so price your items competitively.
* As a very rough guide items sell between one third and one half of their original price depending on condition. Most sellers use the following guidelines:
	+ Babygros – 50p to £1 Cardigan/Jumpers - £1 to £3
	+ Coats/Jackets - £2 to £5 Dresses - £2 to £5
	+ Trousers/Jeans - £1 to £4 Shoes/Wellies - £1 to £3

**How should I label my items?**

We use a two part label system to increase accuracy and speed up payment at the tills. At the checkout, half the ticket will be cut off and retained and half will remain attached to the item. Please use the labels provided to mark up your goods before the sale.

Both halves of the label should display the same information. Please attach just one half of the label to your items - the other half needs to be easily removed at the tills. Labels need to be attached securely to items (not to hangars) using safety pins or tape. For security reasons we do not sell items without a label attached. So **no label = no sale** and the item can only be returned to you if you pick it from the “lost labels” table at the end of the sale.

E.g.

|  |  |
| --- | --- |
| Seller name and number:  | Seller name and number: |
|  |  |
| Item:  | Item:  |
|  |  |
| Age/Size: | Age/Size:  |
|  |  |
| Price:  | Price:  |

**How should I package my items?**

* + Bring your items in a box with your seller number and name clearly marked on it.
	+ We recommend that all clothing is put on hangers as it is easier to display than in bags. If selling a bundle of items, please ensure they are firmly attached to each other and that the price tag states clearly what is included in the bundle.
	+ If your item contains detachable pieces, eg. equipment or toys, then be sure they are attached firmly to the item so they cannot be lost.
	+ If you have the **original packaging** **and or instructions,** please include them - but don't tape it shut as people who can't check the goods inside may be reluctant to buy it.

**How much money can I keep?**

For all the items that you sell you will take home 70% of the sale price. NCT takes a 30% commission which goes towards the charity’s work supporting local mums and dads, preparing them for birth and early parenthood.

**What happens after the sale?**

* + After the sale, your items will be sorted into the labelled box you have provided and will be available for you to collect between 4 - 4.30pm. Make sure that you also check the lost labels table.
	+ We are unable to store items or donate to a charity so all sellers must return to collect unsold items.
	+ Please note that, whilst we do our best to provide reasonable security at sales, all items are left at the venue at the seller’s risk. NCT accepts no liability for any loss or damage caused to goods for sale.
	+ You will receive a BACS payment within 1 month of the sale. Please let us know if you wish to have your sold item labels posted to you.

**Volunteering**

* + The success of our Nearly New Sales depends entirely on our fantastic team of volunteers
	+ We always welcome new members of the team and there are a number of different roles available. To thank you for your efforts all volunteers are invited to join in the pre-sale shopping before the doors are open to the public.
	+ To volunteer or to find out more about what volunteering involves please email NNS.Belfast@nct.org.uk
	+ A café will be open at the sale so if you would like to donate home baked or bought products (no nuts please) please also email NNS.Belfast@nct.org.uk