



SELLERS PACK

Date: 2nd May 2020

Venue: Marshalls Park Academy, Pettits Lane, Romford RM1 4EH

Arrival: 08:30

Sellers and helpers pre-sale: 09:30

NCT Members admission: 10:00

Public admission: 10:15

Sale closes: 12:00

Sellers who don't volunteer on the day, please come back at 12pm to help collect any unsold items. Please be aware that you may not have all of your items ready to go, until all items have been removed from tables and rails. Any items that are left by sellers will be charged at £1 per item, deducted from sales income.

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.

To ensure that the sale runs smoothly please read through the simple guidelines in this leaflet. Please arrive with your items at 08:30. You will need to place your items on the appropriate tables / rails (e.g. toys, clothing 0-3 months, baby equipment). Please be aware that we do not supply hangers for clothing. **Please make sure you register when you arrive.**

You will be given a specific role during the morning e.g. packer, table tidier etc (if you are a helper). You must take home any unsold items after the sale. Any uncollected items will be charged at £1 per item, deducted from your sales income and then either auctioned off online for NCT, donated to other charities or disposed of. Please be aware that volunteers will not have room in their cars to transport left over items. Please ensure you label each item clearly, if items do not have a label or a price on the label then they cannot be sold.

If you have any questions or need any more information then please contact the Nearly New Sale team via NNS.Havering@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?

This is a Nearly New Sale – if items are in poor condition, they will put buyers off and we reserve the right to remove them from the sale.

Please ensure you check items before putting them into the sale. If an item is battery operated, we recommend you sell it with batteries so that buyers can see it works. If you have not used an item for a while please check the battery compartment to ensure batteries have not corroded.

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.

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) and adult pedal cycles that comply with the safety checklist (refer to section A.2.4.3 of Appendix 2)
- Prams & Buggies which meet the checklist criteria (refer to Section A.2.4.4 of Appendix 2)
- 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. Without an in date PAT test, electrical items can't be sold.
- Brand new, breast pumps (electrically tested where necessary) with bottles.

1. Things sellers MUST consider when selling the following:

- **Cosmetic products** - these are only suitable for selling if **unopened, originally for sale in the UK and before their use by date.**
- **Second Hand Slings (not bag-style slings, which have a deep pouch and an elasticated edge) - please include instructions where possible and put this disclaimer on the sling.**

“This sling/carrier is second-hand and the purchaser should check the sling thoroughly and satisfy themselves that it is safe, before use. If this sling is being sold without the manufacturers’ instructions, we recommend you contact the manufacturer and obtain the correct instructions for this sling to ensure you are using it correctly and safely.”

Due to limitations with space, there is a strict limit of 50 items of clothing per seller. Following recent feedback from registered sellers, we have changed the previously restricted 50 other non-clothing items to unlimited. However please be considerate in the number of items you bring with you, as they will be displayed on the floor if there's no space left on the tables and you are required to collect them all if unsold.

How much money can I keep?

If you have registered to stay and volunteer on the day, for all the items that you sell you will take home 80% of the sale price. NCT takes a 20% commission which goes towards the charity's work supporting local mums and dads, preparing them for birth and early parenthood.

If you volunteer the afternoon before the sale to help set up, the NCT will take 25% commission. If you have chosen not to volunteer, the NCT will take 30% commission.

What cannot be sold?

NCT Nearly New Sales act as an agent between buyers and sellers. NCT does not take any responsibility for the goods sold. NCT cannot be held responsible for any loss or damage to items at the venue. Items are left at owners' risk.

All items brought to the sale must be:

- **Clean.**
- **Good quality including safety instructions where possible.**
- **In working order with no broken parts, sharp edges or tears.**
- **Safe, fit for their intended purpose and as described.**
- **Where possible, please include product instructions or where to find them on the internet.**
- **All electrical items (anything with a plug) must be Portable Appliance Tested (PAT) by a qualified electrician. NCT does not endorse the testing or the product.**

- **Batteries in products to show they work, (Poundland cheap batteries)**
- **Recalled items – please do not bring any item that has been recalled by the manufacturer. Here is a link to recent recalls, but please be aware this list is not exhaustive.** <http://www.tradingstandards.uk/advice/advice-recall-list.cfm>.

MUST not sell – please ensure you do not sell the below items at an NCT Nearly New Sale due to risk of safety and hygiene.

- **Bednest cribs, even with a modification kit.**

Please read [this IMPORTANT SAFETY WARNING](#) if you own a Bednest crib

- **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 Bumbo floor seats.**
- **Soft toys**

Any Maclaren buggies prior to 2009 need a safety hinge - please contact Maclaren <http://www.shopmaclarenbaby.com> to obtain this, to enable you to sell your buggy.

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.
- 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
 - Highchairs £5 upwards, Stairgates £5 upwards,
 - Children's bikes £5 upwards, Small slides £5
- Bundles of clothes sell very well, for example 3 shirts sold together.

How should I label my items?

You will receive your yellow clothing labels in the post, which will come in two halves. Both halves should be completed clearly. Labels for clothing and for other items will be clearly marked and will be different colours. Please ensure you use the correct labels for your items. Coloured labels are for clothing and white labels for other items. A printable template for your white labels will be emailed to you for you to print as many as you wish.

(Attach this part of the label to clothing)	Price	Seller number:
	Seller #	Name:
		Size:
		Description:
		Price: <input type="text"/>

EXAMPLE

Labels need to be attached securely to items (not to hangers). **Please attach the left hand side of the label only (up to dotted line).** For security reasons we do not sell items without the proper 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.

How should I package my items?

- Bring your items in a box or large bags, 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, e.g. 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.

What happens when I arrive at the venue?

- Please park sensibly and be patient as there will be a lot of people arriving with Lots of items.
- Please sign in at the seller registration desk.
- Please help place your items out for the sale. There will be volunteers to help.

What happens after the sale?

- **After the sale every seller must return at 12pm to help sort unsold items, they will be sorted into the labelled box you have provided. Make sure that you also check the lost labels table.**
- 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.
- Sold item labels can be posted to you upon request and upon production of a stamped self-addressed envelope.
- Your money will be paid via BACS. Due to changes in our banking arrangements we are no longer able to write cheques so if you require payment by cheque there will be a £1 administration charge to facilitate this. Check your labels and payment sheets carefully and let us know as soon as possible if you think there are any mistakes.

Cancellation

If you need to cancel your seller space we do not refund your seller fee. If you cannot use your space for any reason, **please let us know as soon as possible** as we have a waiting list for sellers.

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 presale shopping before the doors are open to the public.
- To find out more about what volunteering involves, get in touch with the branch on Branch.Havering@nct.org.uk.

Advertise - get buyers in to buy your goods!

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 to publicise the event (for example, at your place of work, in your car window, in your porch, please send me an email (nns.havering@nct.org.uk) and I can post out some flyers to you) and tell your friends on Facebook (<https://www.facebook.com/events/633786560793805/>) or find us at our branch page HaveringNCT on Facebook and share our posts so that we can make this sale the most successful sale ever.