



National Childbirth Trust
Mendip Branch

Nearly New Sale Guidance



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NEARLY NEW SALE SELLERS' GUIDANCE

Introduction

Over the last year we have had increasing demand from parents wishing to sell at our tabletop sales. The current format of the sales limits the number of sellers to the number of tables that can be fitted comfortably into the venue. There is an alternative way of running sales which involves sellers pooling all their clothes and then helping run the whole sale. This format will also favour those who don't have the storage space to save up for a whole table.

These sales are run successfully in other NCT branches and we will be using this format for sales in the Autumn and beyond. Registration can be made from now on. This document has been prepared to outline how the new sales will work.

It also serves as the instructions for preparing for the sale. Preparing for the sale does take time so allow yourself plenty and prepare with a mountain of labels and safety pins! But take heart and think of the bargains that you will be able to buy with your proceeds and how you are helping the NCT at the same time!

Unfortunately, this format of sales does slightly restrict the sale of some goods, for legal reasons.

A notice board will be available to sellers taking part in the main sale, for advertising items for private sale, whether due to their size, the owners transport problems or other reasons.

These sales continue to be about helping parents to recycle second hand baby and children related goods. I hope that the new format will allow more families to become involved and feel the benefit.

Please read these instructions carefully – there are changes to the seller's procedures, so even if you have sold before, please take the time to read them!

Please note that items not presented in accordance with these instructions will be rejected from the sale.

The instructions are divided into the following sections:

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If you have any questions regarding selling, please contact Rebecca Johnson on 01749 676382 or graham.becca.sam@btinternet.com.

1. REGISTERING AND YOUR SELLER'S REFERENCE NUMBER

The number of sellers allowed at each sale is limited to 4000 tickets, with each seller registering for between 16 and 80 items. Places on the Sellers' Register are allocated on a first come, first served basis.

In order to confirm your place, you must either

- a. send the registration form together with a cheque for £2.50 made payable to "The National Childbirth Trust" to the Nearly New Sales Co-ordinator. This deposit will cover the printing of the guidance and labels plus the associated postage of sending these items to you. It is refundable to the extent that the NCT commission exceeds £15.
- b. Or send the registration form by email to graham.becca.sam@btinternet.com and receive your tickets and pack electronically. No registration fee for email registrations.

Your labels will be pre-numbered and will have your unique Seller's Reference number.

If you have sold at previous Nearly New Sales, we will endeavour to give you the same numbers in order to save you having to relabel unsold items.

2. WHAT YOU CAN AND CAN'T SELL

You can sell:

- A maximum of 80 items
- Clothes and accessories from newborn to age 5.
- Toys, books, CD's, DVD's and videos
- Maternity, baby and toddler equipment
- Maternity clothes
- Maternity/parenting books

We **do not** sell the following items at the sale:

Handknitted toys	Anything with an electric plug on it
Any clothing with a draw-string neck	Breast pumps
Cot mattresses	Baby bouncers and baby walkers
Fireguards	Car seats, even if part of a travel system
Cycle Helmets	Prams which do not meet the criteria below

If any of the above items are offered, they will not be entered into the sale.

Pushchair and pram criteria

We only sell pushchairs and prams meeting all the following criteria. All prams will be checked on delivery to the sale. If yours does not meet the criteria, you will be asked to take it away.

- Functioning fold/unfold mechanism
- Permanently marked BS 4709:1996
- Has manufacturer's trademark

- Has permanently marked safety notice clearly visible (see A below)
- Manufacturer’s instructions in English for operation, assembly, use and maintenance (see B below)
- No car seat attached (see C below)

A The safety notice referred to above is as follows:

“The child should be harnessed in at all times and should never be left unattended. The child should be clear of moving parts while making adjustments. This vehicle requires regular maintenance by the user. Overloading, incorrect folding and the use of non-approved accessories may damage or break this vehicle. Read instructions.”

B If you have lost your original instructions, you may supply a photocopy or a print-out from the internet.

C If you have a travel system which includes a car seat and you want to sell the whole system, you will have to make a private arrangement with the potential buyer. For example, you could attach an additional label with the details of the car seat and your contact details. The label must also state “The sale of the car seat will be a private arrangement, for which the NCT will not be responsible”

3. ADVICE ON PREPARING YOUR ITEMS

- Wash and iron clothes
- Put clothes on hangers if possible. Clothes that are presented on hangers sell more easily
- Safety pin multiple clothes items together
- Clean toys and check whether all parts are present (see page 5 also)
- Secure CD, video, DVD, puzzle and games boxes, eg with sellotape or rubber bands
- Put toys with lots of parts in a sealed clear plastic bag
- Clean equipment and check whether all parts are present (see page 5 also)

4. SORTING

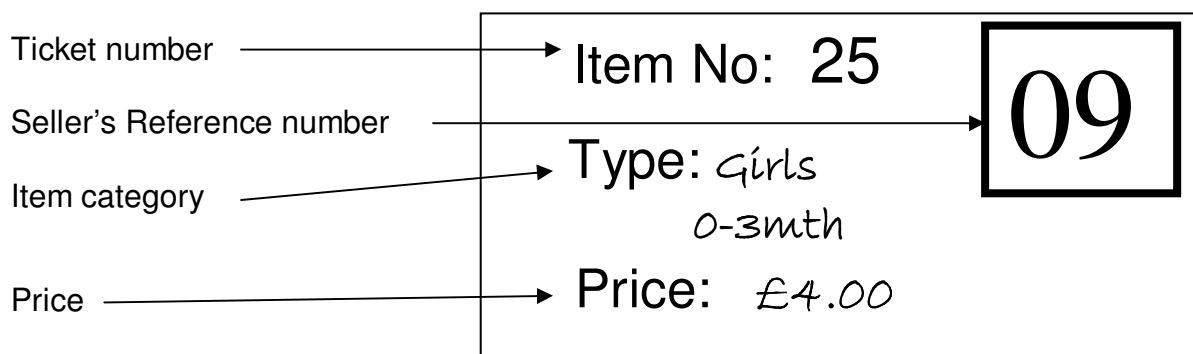
Sort your items into the following categories:

Girls 0-3 months	Boys 0-3 months	Unisex 0-3 months
Girls 3-6 months	Boys 3-6 months	Unisex 3-6 months
Girls 6-9 months	Boys 6-9 months	Unisex 6-9 months
Girls 9-12 months	Boys 9-12 months	Unisex 9-12 months
Girls 12-18 months	Boys 12-18 months	Unisex 12-18 months
Girls 18-24 months	Boys 18-24 months	Unisex 18-24 months
Girls 2-3 yrs	Boys 2-3 yrs	Unisex 2-3 yrs
Girls 3-5 yrs	Boys 3-5 yrs	Unisex 3-5 yrs
Shoes	Equipment and Other Accessories	Books, DVDs, CDs, Videos
Reusable nappies and potty training equipment	Bedding, baby and toddler sleeping bags and sleepover beds	Toys
Maternity clothes and aids	Maternity/parenting books	Children’s books/videos

5. LABELLING

- Each item you put in the sale must have a label. Use only the labels supplied.
- Labels must be attached to clothes by a safety pin
- If the label will not come off the item easily or in one piece, you won't get the money from that item, as the labels are used to calculate your proceeds
- Write clearly! If the price is not clear eg £1 or £7, the lower price will be given at the till

Two identical labels will be used per item. One retained by the customer, one kept at the tills and used for calculating your proceeds.



You may like to put additional information on the label, but this is optional, for example: Clothes size for maternity or a brief description of the item, such as "Next top and dungarees", "ELC shape sorter"

6. PRICING

- You can choose how much to charge
- A general guide is 1/4 to 1/3 of the brand new price, depending on condition
- Do not charge less than £1.00
- Price only in round pounds or 50s, ie £1, £1.50, £2.00 etc We only have limited change
- Group clothing items (using safety pins and bags if necessary) to make the best use of your tickets or why not even make up starter kits, potty training kits, bedding kits etc

7. BOXING

Once sorted and labelled, then use separate boxes or carrier bags for each category listed in 4, in order to ensure that your items can be swiftly dropped off, Only very large toys or equipment can be left loose.

8. DELIVERY TO THE SALE

Boxes/bags are to be delivered to the sale on the morning of the sale (from 9:30am – 10:15am for the Glastonbury sales and 8:30am – 9:15am for the Draycott sales).

You will only be allowed to deliver boxes if your name is on the Sellers' Register. You must give your name to the Greeter as you arrive and confirm whether you are going to stay as a volunteer or leave.

Then take your goods and distribute them between the appropriate tables/racks and return the empty boxes/bags to the designated storage point.

Volunteers will be given a badge and an initial task when entering. A rota will be prepared once it becomes clear how many volunteers are available.

9. COLLECTING YOUR UNSOLD ITEMS

- Please mark all items that you wish to donate to charity if unsold, by circling the seller number in red.
- You must return and collect any unsold items of yours between on the day of the sale (1:00 – 2:00pm for sales in Glastonbury, 12 - 1.00pm for sales in Draycott). All items not collected will be donated to charity.
- We cannot accept phone enquiries to check if you have unsold items
- If you cannot come to pick up items, you must arrange for someone to come on your behalf or your unsold items will be donated to charity.
- If the re-sort of items is not quite complete please stay and help as you will get your items quicker that way.
- There will be an area in the hall with 'lost ticket' items and things that have become unattached. Please check through these before you leave, as these items will be donated to charity after the sale.

10. NOTICE BOARD

A notice board will be available to sellers who are taking part in the main sale, for advertising goods that cannot be brought to the sale itself.

This is a private sale notice board and each advert will be charged at £1 per entry.

1 entry equals 1 A6 (postcard) size posting. This means that the seller can choose between listing multiple items on one posting or adding a small picture of the item being offered.

All postings should include a name and contact number for enquiries. No responsibility will be taken by the NCT for the security of these details.

11. MONEY MATTERS

- A £2.50 deposit is payable on postal registrations. This is refundable to the extent the NCT commission (before any other deductions) exceeds £15.
- Notices added to the noticeboard must be no bigger than a postcard (A6) and should be paid for on arrival, at a rate of £1 per posting.
- Your proceeds are calculated by adding up the amounts shown on labels with your Seller's Reference Number on, which have been collected at the till.

- 30% of the proceeds from your sold items is charged as commission by the NCT (or 15% commission for those who volunteer for the whole event).
- There is a maximum commission of £10 per item (or £5 per item for those who volunteer for the whole event).
- Sellers can loan their clothing rails to the sale for a reduction in commission of £2 for each short rail, £3 for each long rail, to the extent that these reductions do not reduce the net commission payable to the NCT to less than £12.
- You will be paid the balance of the proceeds by cheque, made payable to the name given at the time of registering.
- Cheques and labels will be posted within 14 days following the sale.

11. USEFUL CONTACTS

- Amy Smith – Nearly New sale co-ordinator (Glastonbury Sales) – 57 Benedict Street, Glastonbury, BA6 9NB (Telephone: 01458 835781)
- Rebecca Johnson – Nearly New sale co-ordinator (Draycott Sales) - 3 New Buildings, Long Lane, Dinder, WELLS, Somerset, BA5 3PQ (Telephone 01749 676382, email graham.becca.sam@btinternet.com)
- NCT website – Join online plus other NCT sales and events nationwide – www.nct.org.uk

12. DISCLAIMER

The NCT is not responsible for any loss or damage incurred as a result of buying or selling any item at the sale.

We will take every precaution to look after your goods. However, all items are left at the sellers' own risk and we cannot accept any responsibility for any items lost or damaged. Consult your own household insurance if you are worried.

Sellers will be asked to sign and hand in a disclaimer on the day before we accept their goods.

We will not pass your personal details onto any other organisation. We will keep a record of your name and the contact details that you provide us with. We may contact you in the future with information regarding other NCT sales or events.

I hope that these instructions answer all the questions you may have. Please call me if there is anything else you need to know. Happy selling!!

Amy Smith and Rebecca Johnson – Nearly New Sales Co-ordinators