



Tring and District NCT Nearly New Sale Sellers' Guide

Next sale: **Saturday, 13 March 2010**
10.30 am - 12.00 noon

Tring School, Mortimer Hill, Tring, HP23 5JD

Registration deadline for sellers: 19 February 2010
Member priority deadline: 05 February 2010

If you wish to participate in the sale, please read these instructions carefully, and then complete the application form on www.nct.org.uk/in-your-area/tring to register.

1 Seller Registration

Before you can sell you must have been allocated a Seller's Number. Note that even if you have sold before you must re-register and you may be allocated a new Seller's Number. Due to administration constraints we are unable to accommodate requests for specific seller numbers. However, if you sold at the previous sale, and have a Seller's Number between 1 and 100, you must apply by 05 February 2010 if you wish to retain your number. After 05 February, numbers will be re-allocated to other sellers.

The registration deadline for Sellers is 19 February 2010. NCT Members that apply before 05 February will receive priority. If all Seller places have been allocated before the deadline, registration will close early. It is therefore recommended that you apply sooner rather than later to avoid disappointment.

To register and receive your Seller's Number, download the application form from www.nct.org.uk/in-your-area/tring. If you do not have internet access, please call 08442 436 301 to request an application form, or email tringnct@googlemail.com.

There is a registration fee of £3.00 for each seller, or £5.00 if yellow labels are also required (see section 6a for details).

To register, send the completed application form, a cheque for £3 or £5 payable to Tring and District NCT, and a Stamped Addressed Envelope (minimum sized envelope DL with a "large" postage stamp) to: Lorna Paver, NCT, Dellswood, Cross Oak Rd, Berkhamsted, Herts, HP4 3NA.

2 Commission and Payment

The charity will take 25% of the sale proceeds. Sellers will receive 75%.

Proceeds from the sale will be paid to you by cheque within 1 month of the sale. If you have not received your cheque within 1 month, please call us on 08442 436 301. We will return the labels from the items sold in the stamp addressed envelope provided so that you can check these against your records (which is why you need to use a “large” postage stamp). Cheques are made payable to the person named on the envelope.

3 Quality and quantity

Please note that these are “nearly new” sales, and items below standard will be put to one side and returned to you after the sale. All items put in the sale must be in good condition. Goods are not considered “nearly new” if they are bobbly, stained, torn, dirty, broken or incomplete. We reserve the right to return goods to you and deduct the sales value from your revenue if the buyer finds a fault with the item after the sale.

The Tring and District NCT branch reserves the right (at its sole discretion) to refuse registration to any seller who repeatedly contravenes the guidelines for sellers, such as by repeatedly attempting to sell items that are not of a standard appropriate to a nearly new sale.

Sellers should ensure that all items are clean and intact, and that “working items” such as battery operated toys and videos do actually work. Toys should have no sharp edges, no easily detachable parts, no toxic paint, or operate at less than 24V. There must be no pirated copies of videos etc.

Sellers should also ensure that their items have not been recalled at any time. Lists and reports of recalled items can be found on the internet. As one example, the following website has a list of toys recalled in 2007 due to potential health hazards to children:

<http://www.mindfulmum.co.uk/2009/07/mattel-toy-recall-2007-polly-pocket-batman-barbie-sarge/>

We ask you to be extra vigilant as safety is our prime concern.

Prams and pushchairs: We must comply with the law in respect of the sale of these items. This means that if you wish to sell a “wheeled child conveyance” then it must conform to British Standard 7409 (or an equivalent European standard) and must be permanently marked BS 7409:1966, together with the name or trademark of the manufacturer or importer. Instructions in English must be supplied with each vehicle, headed “IMPORTANT: KEEP FOR FUTURE REFERENCE” and must include instructions relating to operation, assembly, use and maintenance. In addition, a permanent notice on the vehicle must state:

“Children 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 or the use of non-approved accessories may damage or break this vehicle. Read the instructions.”

Due to space limitations, please submit no more than **50 toys or items of nursery equipment**, and a maximum of **30 clothing items**.

Stair gates, fireguards, bed guards and baby equipment with moving parts must all have their correct fittings and instructions. Wherever possible, please provide the instructions for



other items as supplied when new.

4 Categories and age bands

The following items **are acceptable** for sale in the following categories:

- Large toys (such as slides, prams, push-alongs)
- Toys for under 3s
- Toys for 3s
- Nursery equipment
- Baby toys
- Books
- Videos
- Jigsaw puzzles
- Soft toys
- Maternity wear
- Clothes
- 0-3 months
- 3-6 months
- 6-9 months
- 9-12 months
- 12-24 months
- 2/3 years
- 3/4 years
- 4/5 years
- 6/7 years
- Coats
- Soft shoes (wellies, slippers, **NOT** fitted shoes)

5 Non acceptable items

We regret that we are not allowed to sell the following items:

- Riding hats or crash helmets
- Fitted shoes
- Car seats (including infant carriers even if sold as part of a travel system)
- Mattresses
- Baby bouncers, walkers and activity centres
- Breast pumps, feeding bottles or baby food
- Any mains powered items of electrical equipment (including toys)
- Hand knitted toys
- Toiletries
- Anything with a drawstring

Our volunteers will remove any of the above items from the sale and they will be returned to you at the end of the sale. Please ensure you look in the 'removed from sale' box when you collect your items in case labels are missing, lost, or items were not labelled correctly.

6 Preparation of items for sale

a Labels

All items for sale must be labelled using the yellow perforated labels supplied by the Tring & District NCT branch. If you have requested additional labels, or are a new seller, 100 perforated labels will be sent to you upon receipt of your registration cheque and seller's envelope. Both parts of each label must be completed for each item for sale with the following information:

- Seller's number
- Seller's name
- Price
- Age/category/description

Please ensure that both your seller's number AND your name are on the label as this significantly helps with the post-sale processing (and means you will get your money sooner!).

Please ensure that only the top part of the label is securely fixed to the item. The lower part will be removed at the till if the item is purchased. This lower part will be returned to you with your proceeds cheque. The top part will remain with the sold item. **Only items with the yellow tickets will be accepted for sale.** In the case of clothing, please attach labels with a safety pin or tight stitching (no sticky tape). For toys and equipment, please use a small amount of sticky tape, ideally masking or Scotch tape, as this is easier to remove and less likely to damage the items on removal.

Please don't put more than one label on each item. If you wish to put an outfit together on one coat hanger (eg top and trousers) then please ensure that the separate items are fastened together securely, such as with safety pins, and there is just one label per outfit.

Items to be sold together (e.g. a Moses basket with stand) should be securely joined together to avoid them being separated as buyers inspect the goods. Ideally, you should label all separate parts with your seller number and name, and give clear indication on any 'supporting' items that they are only to be sold with the main item.

Unlabelled items (or where the label has become detached) cannot be sold and will be withdrawn. They will be placed in a box for you to check when you collect your unsold items. Any remaining items at the end of the sale will be taken to a local charity shop after 1 month.

b Age/category/description

We will provide clothes rails and/or tables for the age bands/categories described in Section 4 above, so please label, sort and deliver your items for sale accordingly.

c Display

All clothing items should be freshly washed and ironed. Clothes will be hung on rails so please ensure you bring them on hangers.

d Pricing

It is up to you to decide how much to sell each item for. Please price in multiples of 10 pence only, eg £2.00, £4.40, £5.50.



Toys sell very well, but be realistic with your pricing. Toys and puzzles in boxes will sell at a higher price than those without. Loose parts should be attached securely or the entire toy placed in a clear plastic bag. Cuddly toys and teddy bears don't generally sell well.

Nursery equipment also sells well, at about 25 - 50% of the usual price. Items sell better and for more if the instructions and guarantees are included, and remember that stair gates, fireguards bed guards and baby equipment with moving parts **must** have their correct fittings and instructions. Please note the items we can't sell in section 5.

Clothing is perhaps the hardest to price. It must be in good condition and will sell better if it is well presented and "in season". Hand-knitted items do not sell well. We have found that clothes are becoming far harder to sell, so you will need to be realistic when you price an item, and ask yourself: would I buy it; how much would I pay; do I ever want to see it again?

7 Delivery of items for sale

Please bring items to the hall for sale at 9.00 am. You must vacate the hall by 9.15am as we cannot accept items for sale after this time.

Please report on arrival to the seller's co-ordinator, so that you can be checked off our list of sellers.

We will clearly label clothes rails and tables according to the age bands/categories detailed above, and request that **you** place each item for sale in the appropriate place by 9.15am and remove any boxes/bags you have brought your goods in. This will make it easier for our helpers to check each item before the sale starts.

8 Collection of unsold goods

Unsold items must be collected between 12.30 and 12.45pm. You may not be allowed into the hall before this time, but please arrive promptly to enable us to vacate the hall by 1.00 pm.

Please check through your goods before you leave to ensure that you do not have anyone else's things, and remember to look in the "Unlabelled Items Box" in case any of your items have lost their labels.

9 Disclaimer

The NCT cannot be held responsible, or expected to make up the value, for any items lost, stolen or damaged at the sale, although we will make every effort to prevent this.

Please note the following disclaimer will be displayed at all tills at the sale: "The National Childbirth Trust ('NCT') cannot be held liable for any loss or damage arising from the goods purchased. The goods for sale are second hand goods and will not be to the standard of new items. Customers should inspect all goods, as we are unable to accept return items. The NCT cannot be held responsible for any items left unattended at the venue following purchase. Such items are left at the purchaser's own risk."

10 Help on the day

The sale is run by volunteers. We welcome all offers of help, and helpers get the first pick of items on sale. In particular, we welcome sellers who are willing to help out at the end of the sale from midday, when the unsold items need to be redistributed and the tables and rails dismantled. Call us on 08442 436 301 to find out more about helping and what it involves.

11 Advertising

We do put posters up, but we rely greatly on our sellers to help publicise the sales as word of mouth is the best advertising for us. If you are able to display some posters or distribute some flyers, please call 08442 436 301, or make a note on your application form, and we will send you some flyers and posters.

You can help us to publicise the sales - especially at any baby and toddler groups you may attend, and tell any new and expectant parents about all the fantastic bargains!

Thank you for supporting the NCT

Checklist

Do you know your Seller's number?

Have you confirmed that you wish to sell by sending a correctly priced stamped addressed envelope and cheque for £3.00 or £5.00?

Have you received your pack of perforated yellow labels?

Do you know what you can and cannot sell?

Do you know how many items you can sell?

Have you checked that nursery equipment, toys, videos, books are complete, working, clean as appropriate, and clothes are clean?

Have you used the perforated tickets and are your labels clear and contain all the required information on both parts?

Are the top part of your labels fastened with safety pins or stitches on clothes and masking/Scotch tape on everything else?

Do you know where to take things and when?

Have you made arrangements for collection of any unsold items?

Are you unsure about anything? Ring 08442 436 301.