

## GUIDELINES FOR THE HERTS NORTH NCT CLOTHING SALE

**Date:** Saturday 13 March 2010  
**Venue:** Kingshott School, Stevenage Road, St Ippolyts, Hitchin SG4 7JX  
**Open 10am for NCT members / 10.30am general public - closes 12 Noon**

Kingshott School is situated on Stevenage Road (A602) between Hitchin and the Wymondley bypass.

### INTRODUCTION

The following rules have proved to be the best compromise for an efficient system for sellers, buyers and the organisers of our Nearly New Sales. They are designed to ensure the maximum success for everyone involved. If you have sold before please note that there are **IMPORTANT CHANGES** in these guidelines. These include changes to the **sellers' numbers & ticket colours for all sellers**, and the age range of the items that can be sold.

### DISCLAIMERS

Please read the following instructions carefully. By submitting items for sale you are agreeing to all the conditions set out. If you have any questions, please contact Claire Eyre or Bek Whiteside or your town contact **BEFORE** the sale on telephone number: 07005 807022, email [nctnearlynew@hotmail.co.uk](mailto:nctnearlynew@hotmail.co.uk)

**We try very hard to ensure that nothing goes missing at the sales. However, the NCT will not be held responsible for any items offered for sale which are lost, broken or stolen on the day of the sale. No compensatory payments will be made. All Goods are sold as seen.**

**Any unsold items that are not collected after the sale will be disposed of and you will be banned from selling at further NCT Sales. Any proceeds that remain uncollected after 2 weeks from the sale date will be deemed to have been donated to the NCT.**

### GENERAL POINTS

To ensure that only good quality items are included in the sale, all boxes of goods will be checked by the NNS team **BEFORE** they are included in the sale. It is only by ensuring that the standard of items for sale is high that we are able to maintain a good reputation and attract large numbers of buyers. Please consider whether you would buy an item yourself before putting it in the sale. For example a food stain on the neck of a t-shirt no matter how small and regardless of the good quality/brand of the t-shirt is unacceptable and will be rejected.

Due to increasing postage and administration costs we are trying to send as much information as possible via email. However the labels and disclaimer will still be posted as we are aware that not everyone has a printer. Also the new labels that we are using cannot be downloaded. **Labels will be posted within a week of registration.**

If you have any suggestions for further improvements regarding the NNS please contact a member of the NNS team or your local town contact.

### HOW DOES THE SALE WORK?

- You have now pre-registered with the Herts North NCT NNS team and have been allocated a **seller number for this sale only**.
- All items for sale need to be labelled, priced and collated by you, as detailed in these guidelines.
- Items need to be taken to the pre-sale sort at Kingshott School on Friday 12<sup>th</sup> March between 5.00-7.00pm **only**.  
Follow directions on arrival at the school. You need to bring a completed registration/disclaimer form (page 5)
- Items are sorted by volunteers and put on rails ready for the sale on the Saturday morning.
- During the sale, purchasers take their chosen items to the tills where the labels are removed and the items paid for.
- Labels are then sorted into each seller's envelope and the proceeds for each seller are calculated.  
NCT percentage of 30% and a fixed £2.00 to cover the cost of the sellers pack is subtracted.
- Sellers collect their unsold items and proceeds from Kingshott School on the Saturday afternoon at **3.30pm promptly**.

### WHAT CAN I SELL?

**All items for sale should be clean; of good nearly new quality and in working order (if applicable).** Additionally, only sell items that are currently fashionable. This is how we ensure that our sales have a good reputation and attract high

numbers of buyers. The **upper age limit for children's clothes is now 10 yrs.**

**You can submit a total of 60 items only, with a maximum of 20 hanging items in the 0-6 month range.**  
**A bag containing for example 3 sleep suits counts as one item.**

The maximum of 20 hanging items in the 0-6 month range will be strictly enforced. If more than 20 items are included the first 20 will be taken and the remaining items returned.

**We accept:**

- Baby and children's SPRING and SUMMER clothing including fleeces, hats, coats, slippers, padders, shoes, trainers, wellies, swimsuits and **Fancy Dress**. T shirts are accepted for both winter and summer sales.
- Books on childbirth/child development.
- Maternity wear.
- Nursery equipment - potties, prams, bouncy chairs, bumbos, baby carriers, bath supports, bed linen, sleeping bags, cots and Moses baskets
- ONLY the following baby toys are acceptable for this sale: Baby gyms, playnests, mobiles and car seat toys. All other toys must be submitted to the Toy Sale in November.

Any items not in bags **MUST** be on hangers, as they sell much better when displayed this way.

NOTE: duvets / blankets / sheets only accepted if bagged up.

**PUSHCHAIRS**

You can sell your buggy, pushchair or pram at this sale if it was purchased from 1996 onwards and is permanently marked BS7409:1996. You also need to have the original instructions attached. **These items must be pre-registered before the sale.**

To register your pram, pushchair or buggy, please contact Justine Youngman on 01438 233884.

**LARGE ITEMS**

If you have items which are too large to bring to the sale you can sell them on our FOR SALE NOTICEBOARD located in the hall for £2 per item. Please see a member of the NNS team for details.

**EXPENSIVE ITEMS (Over £10)**

Please place an extra label on item with your name, seller number, contact phone number and town on it, i.e. two labels. This second label will remain on the item once sold in case of query after the sale. For items over £30 the maximum commission that will be deducted will be £10 per item.

**ITEMS NOT ACCEPTED AT THIS SALE**

- WINTER clothing
- Maternity underwear – unless new and packaged
- Soiled/torn/very well-worn items or old fashioned items
- For health and safety reasons we can not accept electrical items, (e.g. bottle warmers); Car seats; Breast pumps; baby bottles, Cot mattresses/bumpers; Fire guards; DOOR bouncers; Baby Walkers; Bike helmets & seats; and any item of children's clothing with a neck drawstring and hand knitted items.

**Any item not compliant with these guidelines will be rejected.** NCT sorters will use their discretion to remove such items from the sale and a reject label will be attached. It is a criminal offence to sell second-hand goods that are faulty.  
**If in doubt, leave them out!!**

**LABELLING ITEMS**

The labels are in 2 parts and the top half of the label will remain on the item after sale. This is to protect both the seller and buyer and create accountability. **These are the only labels to be used. Items without these labels will be rejected.** *Your labels will arrive about a week after you have registered.*

The labels are coloured according to seller number, the colour you have is the only colour you may use. **Please return any unused labels.** Colours change every sale so they will be of no use to you, whereas we can reissue them.

You will be issued with 65 labels, only in exceptional circumstances will extra labels be issued.

Label clothes according to the following gender and age categories: if unsure check the clothing tags

Boys / Girls

Babies: 0-3 months, 3-6 months, 6-9 months, 9-12 months, 12-18 months, 18-24 months

Children: 2-3 years, 3-4 years, 4-5 years, 5-6 years, 6-7 years, 7-8 years and 8-10 years

Maternity School Uniform

Dance wear Fancy Dress Uniforms – Rainbows, Brownies, Beavers, Cubs

- Both parts of the label must be completed. The bottom part of the label will be removed when the item is sold.
- Write the price, a brief description of the item, the size, your name and your seller number on **both** parts of the label.
- Attach the top part of the label onto the garment using a **safety pin** so that it is easily viewed when your item is on the rail. Items submitted with dressmaker pins, sellotape, staples or thread will *not* be accepted.
- If not in bags please put your clothes on **coat hangers**.
- For items like socks that cannot be displayed on hangers, put them in clear polythene bags using the same labels. Complete the label and attach the **top half only** to the outside of the bag using sellotape. Sleepsuits/vests bodysuits etc. sell well bagged in sets of 2-3. **Please ensure that the sellotape is only on the top half of the label so that the bottom half can be easily removed at the till. DO NOT MIX SIZES IN BAGGED ITEMS.**
- Luggage labels can be used for large equipment. Please place 2 labels on these items as described for expensive items.

Please note: WE CANNOT GUARANTEE THE SUPPLY OF COAT HANGERS although you may be able to obtain some from the town contact as listed at the end of these guidelines.

### **COLLATING ITEMS**

**Bagged items:** If possible bring your bagged items in a laundry basket. You must place a label **inside the bottom of the basket**, you will find the label at the bottom of your registration/disclaimer forms.

**Hanging Items:** Lay your items in **cardboard fruit trays** (obtainable from supermarkets) with the hangers facing in the same direction (hook to the left as you look down on the hangers).

**Please label the end of your tray(s)** with your surname and seller number in large capital letters preferably in the correct colour for your label or if not on white paper. If not labelled we cannot return your tray(s)

After the sale your unsold items will be re-sorted into your tray ready for collection.

### **PRICES**

When pricing think (unsentimentally!) about what you would pay for a second hand item, especially now clothing is so cheap in the supermarkets. Be realistic and ask yourself if you ever want to see it again. **Make all prices divisible by 50p.**

**Prices not divisible by 50p will be rounded down and YOU WILL LOSE OUT.**

**Items priced under 50p will be REJECTED**

### **COMMISSION**

NCT commission of 30% will be deducted from the proceeds of items under £33. For items over £33 the maximum commission that will be deducted will be £10 per item. A £2.00 registration fee will be deducted from your proceeds to cover administration costs.

We have a prize draw for those who have read their guidelines, please email [nctnearlynew@hotmail.co.uk](mailto:nctnearlynew@hotmail.co.uk) to enter.

### **DONATED ITEMS**

Put a D on the bottom of the label if you wish to donate your item to the NCT if it has not sold at the sale. These items, if they do not sell, will be donated to local charities. **Items cannot be donated retrospectively.** You must indicate prior to the sale any items which you wish to donate. It is not possible for the Nearly New Sale team members to take unsold items home and store them or to arrange further charity pick-ups.

### **COLLECTION OF UNSOLD ITEMS & PROCEEDS**

You can collect your unsold items and proceeds from Kingshott School at **3.30pm on Saturday 13 March.**

Items that are not collected by this time will be disposed of and £5 will be deducted from your proceeds to cover additional administration, as the nearly new sale team members do not have facilities for storage of uncollected items.

You must check your proceeds at the time of collection, as mistakes cannot be rectified later. Any money not collected within two weeks of the sale will be deemed to have been donated to the NCT. **For security reasons if you would like**

**someone else to collect your proceeds you MUST indicate this on the disclaimer form when dropping off items.**

Please also note that if we do not have enough volunteers to help us after the sale, we will not be able to have the proceeds available for collection by sellers on the day of the sale. If this is the case then sellers must still collect their unsold items as usual, and proceeds will be forwarded to you at a later date.

### **VOLUNTEERS**

We would appreciate as much help as possible at the sale particularly on Saturday afternoon. If you can spare an hour or two please volunteer online at <http://www.nct-hertsnorth.org.uk/NNS/volunteer.html> or contact Linda Thymark on 01462 813825. Please remember if you can help for two hours or more you will be able to shop for bargains early before the sale commences.

### **TOWN CONTACTS**

Area	Contact Details
Letchworth and Baldock	<i>vacant</i>
Hitchin	Debbie Platt
Fairfield Park and Stotfold	Bek Whiteside
Stevenage	Justine Youngman
Villages	Please contact Hitchin or Stevenage town reps for coat hangers

### **DATES OF FORTHCOMING SALES**

Our next sale is a **CLOTHING** sale on 18<sup>th</sup> September 2010 and a **TOY** sale on 15<sup>th</sup> November, both to be held at Kingshott School

For more information check the website for registration dates or contact [nctnearlynew@hotmail.co.uk](mailto:nctnearlynew@hotmail.co.uk)

Register online at [www.nct-hertsnorth.org.uk](http://www.nct-hertsnorth.org.uk) at the appropriate dates only.

### **CHECKLIST**

- Have you read the guidelines and got a supply of NCT labels?
- Have you discarded old fashioned, soiled, torn or well-worn items?
- Have you checked your total number of items is 60 or less?
- Have you labelled items correctly with prices divisible by 50p?
- Have you written your name and number clearly at the END of your fruit tray / INSIDE your laundry basket?
- Have you pre-registered any buggies/prams by contacting Justine Youngman on 01438 233884?
- Have you offered your help at the sale? Go to [www.nct-hertsnorth.org.uk/NNS/volunteer.html](http://www.nct-hertsnorth.org.uk/NNS/volunteer.html) to volunteer online or phone Linda Thymark 01462 813825
- Have you noted the time (**3.30pm prompt**) & venue for collecting your proceeds and unsold items on Saturday?

### **PLEASE NOTE - IMPORTANT**

We now have a limit to the number of sellers we accept at each sale.

IF FOR ANY REASON YOU ARE NO LONGER ABLE TO SELL, PLEASE INFORM US ON **07005 807022** OR BY EMAIL AT [nctnearlynew@hotmail.co.uk](mailto:nctnearlynew@hotmail.co.uk) BEFORE FRIDAY 5<sup>th</sup> March 2010, FAILURE TO DO THIS WILL RESULT IN YOU NOT BEING ABLE TO SELL AT FUTURE SALES AS SELLER'S PACKS COST THE CHARITY SUBSTANTIAL AMOUNTS OF MONEY TO PRODUCE, AND YOU WILL BE PREVENTING ANOTHER SELLER FROM TAKING YOUR PLACE.

NNS Committee, Herts North Branch NCT

# REGISTRATION/DISCLAIMER FORM – NNS CLOTHES SALE 13 MARCH 2010

**\*\*PLEASE READ CAREFULLY\*\***

**\*\*YOU MUST COMPLETE THIS FORM TO SELL YOUR ITEMS AND DROP OFF AT THE PRE-SALE SORT ON FRIDAY 12 March 2010\*\***

We try very hard to ensure that nothing goes missing at the sales. However, the NCT will not be held responsible for any items offered for sale which are lost, broken or stolen on the day of the sale. No compensatory payments will be made. All Goods are sold as seen. Any unsold items that are not collected after the sale will be donated to local charities and £5 will be deducted from your proceeds to cover additional administration costs. Any proceeds that remain uncollected after 2 weeks from the sale date will be deemed to have been donated to the NCT.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SELLER NUMBER: \_\_\_\_\_

**PLEASE NOTE: A £2.00 REGISTRATION FEE WILL BE DEDUCTED FROM YOUR PROCEEDS TO COVER ADMINISTRATION COSTS.**

COLOUR OF LABELS USED: WHITE / PINK / YELLOW / BLUE / GREEN (Please circle as appropriate)

I AM INTERESTED IN:	1. Joining the Nearly New Sale Team	YES/NO
	2. Helping at this sale and/or future sales	YES/NO
	3. Joining the Herts North Branch Committee	YES/NO

(Please tick)

- I confirm that I have read and understood the current guidelines
- I will collect all unsold goods and my proceeds promptly at 3.30pm on Saturday Afternoon.
- I authorize \_\_\_\_\_ to collect my proceeds/unsold items.

Contact phone number for person collecting \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Please hand this form in at the volunteers' signing in desk on the Friday evening, and thank you for selling with us.**

\*\*\*\*\*

**LAUNDRY BASKET LABEL - Please detach and affix to the INSIDE of your basket.**

Name: \_\_\_\_\_

Seller Number: \_\_\_\_\_

Address: \_\_\_\_\_

Tel Number: \_\_\_\_\_

**COLOUR OF LABELS USED: WHITE / PINK / YELLOW / BLUE / GREEN**  
(Please circle as appropriate)