

# NCT Reading Branch



## Sellers Information Pack

Sale Date:	Saturday 18 <sup>th</sup> April 2020
Venue:	The Wren School, 61-63 Bath Road, Reading, RG30 2BB
Drop off items for sale:	4:00pm-5:30pm on Friday 17 <sup>th</sup> April OR 8:00am-9:00am on Saturday 18 <sup>th</sup> April
Collect any unsold items:	2:30pm-3:00pm on Saturday 18 <sup>th</sup> April
Sale time:	11am – 12:30pm

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## **What makes our NCT sale different from other sales?**

- We are not just another baby market or table top sale!
- The sale is completely organised and run by volunteers
- 100% of the profit goes towards the NCT, the UK's largest charity for parents
- There are no stalls or stall holders. Instead, items are quality checked and then arranged like a pop-up shop, so similar items are grouped together. This allows our buyers to easily browse for bargains
- Local sellers enter individually priced items into the sale, so buyers know the exact cost and don't need to be good at haggling to get the best deal
- Buyers are given large shopping bags to use as they enter the hall
- Buyers can pay by debit card or cash at the tills by the exit, when they have finished shopping
- After shopping, buyers can relax in our café and enjoy home-made cakes and hot drinks

## The Seven Steps to Selling at our Sale

1. Register to be a seller on the Intrabiz website and pay the £4.00 administration charge online

[Register to be a seller using this link](#)

2. Register on the Grokbox website (or log into the website if you have used it before)

[Register or log in to Grokbox with this link](#)

Please then allow up to 24 hours for your Intrabiz payment to be manually verified by a Nearly New Sale Co-ordinator. You can then start creating your sale labels.

3. List your items onto Grokbox ensuring Age/Size, Description and Price are entered correctly. Print your labels and attach them securely to your items.
4. Box up your items in a clearly labelled box, with your name, seller number and contact info on it. If your box has a lid, keep this at home.
5. Drop off your boxed items at The Wren School between 4.00-5.30pm on Friday 17<sup>th</sup> April, (or from 8.00-9.00am on Saturday 18<sup>th</sup> April if you are also volunteering to help run the sale).
6. Come back to The Wren School between 2.30pm – 3.00pm on 18<sup>th</sup> April to collect any unsold items. Alternatively, you can let us know if you wish to donate any unsold items to charity.
7. Your earnings from the sale, minus the NCT commission, will be transferred to your bank account within two weeks of the sale.

## ANY QUESTIONS?

If you have any questions or need any more information then please contact the Nearly New Sale team on [NNS.Reading@nct.org.uk](mailto:NNS.Reading@nct.org.uk) or via our Facebook page [NCTNearlyNewSaleReading](#)

The sale is run entirely by volunteers who have young children and jobs too, so please don't worry if you don't hear from us immediately – we will get back to you!

## What can I sell?

- ✓ Baby & children's clothes
- ✓ Baby & children's shoes
- ✓ Maternity/nursing clothes
- ✓ Baby & children's toys (must be complete and in good working order, ideally with instructions)
- ✓ Baby and children's battery-operated toys (must be sold with working batteries)
- ✓ Nursery furniture and equipment
- ✓ Books, puzzles & games
- ✓ Children's outdoor toys
- ✓ Children's fancy dress clothes
- ✓ Highchairs
- ✓ Slings and baby carriers
- ✓ Prams & Buggies – Maclaren buggies prior to 2009 need a safety hinge (contact Maclaren to obtain this prior to selling)
- ✓ Upholstered furniture, including cots and highchairs, with the permanent label "Carelessness Causes Fire"
- ✓ Children's pedal bicycles (saddle height less than 635mm)
- ✓ Clean, dry and firm mattresses (which must have a waterproof cover with no damage)
- ✓ 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
- ✓ Brand new, unused, breast pumps
- ✓ Brand new, unused, feeding bottles and teats
- ✓ Brand new nursing bras and underwear
- ✓ Cloth nappies
- ✓ Sleeping bags/Grobags

All items offered for sale must be:

- Clean
- Brand New or Nearly New quality (In full working order with no broken parts, sharp edges or tears)
- Include safety instructions where possible

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

## NCT Nearly New Sale Principles

All sellers MUST read the Principles for NCT Nearly New Sales. These are on our NCT website:

<https://babble.nct.org.uk/sites/default/files/resources/Nearly%20New%20Sale%20Principles%20March%202018.pdf>

## Items that cannot be sold

Although we can accept clothes for children up to the age of 8, items for 0-3 years sell best

When thinking about what to sell, consider the coming season. Christmas jumpers may not sell well in April!

Brand new, and unworn items sell especially well. Handmade and knitted items are not very popular.

NCT has strict safety and hygiene rules, so please don't try and sell anything from the restricted list.

## SORRY, BUT NO THANKS

NCT does not allow any of the following items to be sold at any of its sales:

- × Car seats, car booster seats, 'Isofix' bases or car seats from travel systems
- × Bednest cribs – even with a modification kit
- × Baby hammocks
- × Sleep positioners, nests and anti-roll products
- × Mattresses that are not waterproof, firm, flat, have holes, tears or are sagging
- × Riding hats or crash helmets
- × Baby food & formula milk
- × Baby bottle propping devices
- × Cot bumpers
- × Second-hand breast pumps
- × Second hand nursing bras and underwear
- × Bumbo floor seats
- × Water filled toys
- × Food products
- × Any item of clothing with a drawstring around the neck
- × Bag style baby slings
- × Items that have been withdrawn from sale by the manufacturers

Sorry, but Reading branch also has the following restrictions:

- × No electricals with a plug socket (because we have no means of ensuring they are tested and safe)



It is your responsibility to ensure that everything you sell is safe and fit for purpose.

## How many items can I sell?

Each seller can register up to 150 items for sale, BUT a maximum of 75 can be clothing.

For example, you could sell 75 items of clothing (including coats, dresses, trousers, tights, babygrows, t-shirts), 10 pairs of shoes, 10 pieces of baby equipment, 20 toys, 15 books, 18 games, one sling and one pushchair.

- Pricing is totally up to you, but bear in the mind the quality and brand of the item.
- The minimum price is 50p.
- Please price items in multiples of 50p. (£1.00, £1.50, £2.00 etc.)

Set your prices kindly, and consider that the cheaper they are, the more likely they are to sell. Even brand new good quality designer brands won't sell if you are asking too much for them.

As a very rough guide, items tend to sell for around a quarter to one third of their original price, depending on condition and brand. Most sellers use the following guidelines:

Sleepsuits	50p - £2
Long sleeved vest sets	50p- £2
Sleeping Bags/Grobags	£1 - £5
T-Shirts	50p - £2
Coats/Jackets	£2 - £5
Cardigan/Jumpers	£1 - £3
Trousers/Jeans	£1 - £3
Dresses	£2 - £5
Shoes/wellies	£1 - £5
Baby Gyms	£5 - £8
Soft Toys	50p - £1.50
Jigsaws	50p - £3
Books	£1 - £3
DVDs	£1 -£2
Ride on Toys	£5 - £10
Stroller pushchairs	£10-30
Travel system prams	£30 - £150
Cots	£10 - £40
Travel cots	£5-£20
Highchairs	£10 - £25
Safety gates	£5 - £10
Maternity clothes	£2-£10
Nursing tops	£2-£5
Bikes	£5 - £20
Slings	£5 - £35

## **Slings – please attach the following disclaimer to your sling**

“This sling 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 manufacturer’s instructions, we recommend you contact the manufacturer and obtain the correct instructions for this sling to ensure you are using it correctly and safely.”

## **How much will it cost to be a seller, and how much money will I keep?**

Reading branch charges a flat rate, non-refundable administration charge of £4.00 to all sellers. This helps to cover our administration costs for the hire of the venue, creating publicity flyers and the charges for the online labelling system. \*

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.

Payments will be made directly into your bank account via bank transfer, no later than 2 weeks after the sale.

\*Please be aware that you will not be able to obtain a refund of this charge if you do not attend the sale.



## Volunteering to help at the sale

For each sale, we rely on volunteers to help our sales run smoothly. As a thank you for their time and commitment, we offer volunteers a specially reduced commission rate of just 20%, so volunteers take home 80% of the sale price.

Volunteers also benefit from an opportunity to shop ahead of the crowds, in our volunteers' only priority shopping time. We also provide our volunteers with complimentary breakfast pastries and hot drinks.

If you would like to volunteer, then we ask you to commit to being available to help from 8.30am – 3pm on Saturday 18<sup>th</sup> April.

You don't have to be a member of the NCT to get involved – you don't even have to be a seller. Anyone is welcome to help!

- If you are pregnant we will ensure that you are given a role which allows you to sit down and/or take suitable breaks
- If you have a young immobile baby, feel free to bring them along in a sling or baby carrier

There are various roles available, which we randomly allocate on the day once everyone has arrived. Full training is provided.

If you would just like to be a volunteer at this sale, (but don't want to be a seller) please register using this link:

[REGISTER AS A VOLUNTEER WITH THIS LINK](#)

## Registering for the sale using the online seller registration system

Reading branch uses an online registration process for all sellers and volunteers. This system has worked really successfully for the last few years and enables you to register and pay your administration charge, and create your sales labels easily.

### THE TWO PART PROCESS

1. Register on the Intrabiz website and pay the £4.00 administration charge online

To register as a seller (including the option to volunteer too if desired): [Use this link](#)

2. Register on the Grokbox website. [Register or log in to Grokbox with this link](#)

Please then allow up to 24 hours for your Intrabiz payment to be manually verified by a Nearly New Sale Coordinator before you can then start creating your sale labels.

## Using GrokBox – our online labelling system

There is a barcode system embedded within Grokbox which, when a label is created online, will automatically assign a barcode for each item. This is to ensure we can keep track of items once they have been sold.

- If you are a new seller you will need to register for the individual sale on Grokbox (there is no fee for this, its just a requirement in order to list your items and print your labels.
- If you are a returning seller, log-in with your existing Grokbox log in details

Please note that you will not be able to create labels in Grokbox until your payment from the Intrabiz system has been manually verified by an NCT Nearly New Sale Co-ordinator volunteer. We will do this as quickly as possible, but ask you to remember that we are all working parents with young children, so there may be a delay of up to 24 hours.

## How to create labels

- 1 Click on the Create Labels tab. You will see a highlighted list that corresponds to this sale



- 2 To add items to your list, click on the Edit Items button next to the list.




- 3 Type in a product description and price and click 'add'. Give a full description of the item. Please include:
  - Gender or unisex
  - Age range
  - Brand
  - Does it need and have batteries?
  - Does it include instructions?

E.g. Boys John Lewis T Shirt. 0-3 months. £1.50  
E.g. Melissa and Doug wooden number jigsaw puzzle. Age 3+ £2.50  
E.g. Stokke Tripp Trapp high chair with fabric cushion and tray (3 items). £25.00  
E.g. Baby Dan Pressure fit Stairgate and instruction booklet £10.00

You can choose to create your labels all at once, or as and when, as there is the option to create all labels or just edited or additional ones.

## The barcodes on your labels are really important!

This is what the barcode label will look like.

Seller Code		<b>RDG296CH</b>	
Description			
Test			
Item ID	<b>01c</b>	Price	<b>£1.00</b>
			
RDG296CH01c002			

Your unique seller code

Grokbox generates a unique barcode for each item you sell

Grokbox will create a PDF file of all of your labels, with several to an A4 sheet, and you will need to print them and cut them to size.

Please DO NOT re-use labels from previous sales – these barcodes are specific to each sale and item and will not scan if reused from previous sales.

### Label Printing tips:

#### YES PLEASE

- When printing your barcode labels, please only use white paper or card, and black or blue ink
- The barcode is really important. Check that the barcode has printed correctly and actually looks like a barcode and not just a string of numbers
- When cutting your labels out, please leave a good margin around the edge, especially if you intend to tape the label to your item
- Please ensure your method of attachment does not interfere with any information on the label, especially the barcode!

#### NO THANKS

- Do not print your barcode labels onto coloured or patterned paper. Our barcode scanners don't seem to like it
- Do not cover the barcode with clear sticky tape, or use masking tape near the ends of the barcode
- Do not laminate your labels
- Do not break or pierce the barcode in any other way
- Do not enclose the label within a plastic bag, as this makes the scanning process very difficult and can cause damage to the item.

## How to prepare your clothing items

- Wash and iron each item. Remember that clothing must be in excellent nearly new condition, with no stains, holes or tears.
- Clothing items must be put on a hanger, to make them more attractive to buyers and easier to display. If selling a set (e.g. pyjamas) please hang both items on the same hanger and attach them together.
- Smaller items that cannot be hung on hangers (e.g. sets of vests, socks) may also be sold, but all items must be packaged together in a clear plastic bag. Make sure the bag can be opened so the buyer can easily check the quality and sizing of the contents. (Large zip lock freezer bags are ideal).
- PLEASE DO NOT SUBMIT MIXED CLOTHING BUNDLES. (Feedback from previous sales is that they do not tend to sell and are difficult for buyers to browse).
- Please note that NCT cannot supply hangers, but if you do not have any, please ask your friends or enquire on our Facebook group as many parents tend to have spare ones. [www.freecycle.org](http://www.freecycle.org) is also a good source of hangers, and they can also be bought very cheaply in most £1 shops.
- The best way to attach the sales label to clothes is by safety pin. Alternatively, use string or wool or ribbon and create a hole in the label with a hole punch, away from the important information and barcode.

## SALES SUCCESS



Ensure each item is clean and ironed and on a hanger



Use a hole punch and safety pin the label to the item, making sure the barcode and information can still be read

## How to prepare your non-clothing items

- Where possible, provide the original packaging and instruction booklets. Battery operated toys should be sold with working batteries so that buyers can test the item.
- The best way to attach price tags to toys, equipment and books is by string, ribbon, or tape.
- If you have to use tape, please attach by the top and bottom edge only, and ensure that the barcode and numbers can still be clearly seen.
- If your item contains detachable pieces, please ensure they are attached firmly to the item so they cannot be lost.

## How should I package my items to bring to the sale?

- Bring your items in sturdy cardboard boxes, plastic crates or containers, with your seller number, name and contact telephone number clearly marked on every box and corresponding lid. (Please do not use shopping bags).
- Please separate clothing and toys/equipment.
- Within your clothing box(es), please separate clothes into : 0-3 months, 3-6 months, 6-9 months, 9-12 months, 1-2 years, 2-3 years, 3-4 years, 4 years plus, Maternity/Nursing wear.
- Your containers will be returned to you at the end of the sale.

## SALES SUCCESS



Use string or ribbon to attach your Label



Items with multiple parts must be securely attached together



Put smaller items and instruction booklets in plastic bags and ensure the label description mentions what is included

## Dropping off your items at the venue

- Please drop off your sale items from 4:00pm to 5:30pm on Friday 17<sup>th</sup> April or Saturday 18<sup>th</sup> April from 8:00am – 9:00am to the Theatre at The Wren School, Bath Road, Reading, RG30 2BB.
- As you enter the hall, you will be asked to sign in, and verify your contact details at the registration desk.
- Goods for sale can then be brought into the hall, and we ask that clothes are dropped off on the left-hand side, and toys and equipment on the right-hand side, within the main hall. This really helps our volunteers as it significantly speeds up setting all items out for display.
- Please note that, whilst we do our very 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. Refunds will not be given.

## What happens after the sale?

- After the sale, your items will be sorted back into the labelled box(es) you have provided and will be available for you to collect at 2.30pm from The Wren School.
- Please ensure that you check the content of your box(es) before you leave the venue, to ensure everything is yours.
- Please also check the lost property table, in case any of your items could not be sold due to their labels becoming detached.
- **Any items not collected after 3pm on 18<sup>th</sup> April will be regarded as being donated to NCT Reading and we reserve the right to dispose, give away or sell the item as we deem appropriate.**
- Please respectfully note that NCT Reading do not have storage facilities so cannot offer to store items for any sellers, for collection at other times.

## Please help promote the Nearly New Sale

We really want this sale to be a huge success for both you and the NCT, and our volunteers will be doing all they can to help attract buyers, through our marketing.

But you can help too! Remember that the more people who know about the sale, the more likely your items are to sell. So, please help us promote this Nearly New Sale and make it our best yet.

You can help by:

- Sharing our promotional posts on your social media
- Talking about the Nearly New Sale to your friends, work colleagues and relatives
- Putting a poster in your front window
- Distributing posters in local shops, playgroups, schools and nurseries



Preloved parent,  
children and  
baby goods

Profits go to NCT Charity

[www.nct.org.uk/seller](http://www.nct.org.uk/seller)

NCT is acting as the agent for sellers at NCT Nearly New sales.

# Thank you for your support



## **NCT Reading Branch Disclaimer for Nearly New Sales**

### **By registering for this sale, I understand and agree that:**

- The NCT will not accept any responsibility for any goods that are lost / stolen/ damaged during the sale.
- I have read the Sellers Pack and will adhere to these instructions and will ensure that I only sell allowed items and these will be in Nearly New condition.
- The NCT reserves the right to withdraw any of my items that the volunteers deem unsuitable, damaged or poor quality from the sale.
- I will ensure all my items are priced in multiples of 50p and only the barcoded labels, prepared via the Grokbox registration system, will be used in accordance with the instructions in the sellers pack.
- I will ensure that labels are secured to sale items in a manner that ensures it will not obscure the barcode in any way.
- The NCT reserves the right to withdraw any items where the label has not been created or affixed in the appropriate allowable manner as stated in the sellers pack.
- I will pack my items in boxes and ensure that I label my boxes clearly with my seller number, name and contact telephone number.
- I will deliver my goods to the venue between 4:00 -5:30pm the day before the sale, or from 8am – 9am on the sale day.
- I will return to collect my unsold items from 2.30-3pm on the sale day.
- Any items I leave behind after the sale will be donated to charity and I will not be able to get them back.
- My registration will only be verified once the payment of the £4.00 administration charge has been made via the NCT Intrabiz system.
- NCT will deduct a 30% commission from any items sold at the sale. The commission rate for volunteers who help at the sale is reduced to 20%.
- I will receive my takings, minus the commission, by bank transfer, within 2 weeks of the sale date.

Last updated: 25-January-2020

## What is NCT and what does it do?

NCT, the National Childbirth Trust, is a charity that was founded in 1956.

Our mission is to support parents throughout the first 1,000 days to have the best possible experience of pregnancy, birth and early parenthood. We work to help all parents-to-be and new parents feel supported, informed and confident.



From introducing the first antenatal classes in the country, to allowing fathers into the delivery room and protecting women's right to breastfeed in public, we have fundamentally changed the experience of all new mothers and fathers.

NCT Nearly New Sales raise essential funds to help NCT branches provide support to parents, as well as funding our national helplines, breastfeeding support services and other UK-wide projects, such as our recent campaign [#beyondbabyblues](#)

## NCT in Reading

There are over 300 branches of NCT, and Reading is one of the largest and most active, providing a wide range of services and activities in the community. In addition to the signature antenatal classes that NCT is famous for, our local volunteers in Reading provide these activities and services, many of which are free to attend.

- Bumps & Babies Group
- Crawlers & Explorers Group
- Newbies and Natter Group
- Sling Library
- Nappy Library
- First Aid Courses
- Nearly New Sales
- Bumps Evening Socials
- Feeding Tent at Community Events
- Members Newsletter

Please visit our website [www.nct.org.uk/branches/Reading](http://www.nct.org.uk/branches/Reading) or our Facebook information page [www.facebook.com/NCTReadingBranch](https://www.facebook.com/NCTReadingBranch) for further details about any of these activities.

Please join our Facebook group so you can chat to other local parents or ask questions:  
[www.facebook.com/groups/readingnct](https://www.facebook.com/groups/readingnct)