

# NEARLY NEW SALE

## Sellers Guide

### Welcome to Selling

Thank you for considering selling at our Nearly New Sale. This Sellers Guide is designed to give you the information you need to enable you to sell successfully at our Sales. We aim to keep this Guide up to date and relevant so if you feel you need any more information or there is something missing then please let us know.

### Preparing For the Sale

#### 1. Check that your items are suitable for sale

Use our quick guide/traffic light listing below, or, for a more in-depth guide refer to Appendices at the end of this Guide.

#### **THE FOLLOWING ITEMS WILL NOT BE ACCEPTED FOR ENTRY INTO THE SALE:**

RECALLED ITEMS

CAR SEATS

RIDING HATS OR CRASH HELMETS

BOTTLES, BABY FOOD AND FORMULA MILK

MAINS POWERED ELECTRICAL EQUIPMENT

ITEMS WITH A DRAWSTRING ROUND THE NECK

WORN UNDERPANTS

#### **CHECKS ARE NEEDED FOR THE FOLLOWING ITEMS:**

CLOTHING, SHOES

SECOND HAND MATTRESSES FROM COTS, CRIBS OR MOSES BASKETS

PEDAL CYCLES, PRAMS OR PUSHCHAIRS

CARRYCOT STANDS

UPHOLSTERED FURNITURE

#### **THE FOLLOWING ITEMS WILL BE ACCEPTED FOR SALE:**

CLEAN, IRONED, SEASONAL, UNDAMAGED BABIES & CHILDREN'S CLOTHES

CLEAN, UNDAMAGED REUSABLE NAPPIES

CLEAN, COMPLETE, UNDAMAGED BABIES & CHILDREN'S TOYS & GAMES

CLEAN, UNDAMAGED BOOKS, DVDS AND CDS

CLEAN, IRONED, UNDAMAGED NURSERY FURNISHINGS, BEDDING AND EQUIPMENT

CLEAN, UNDAMAGED BABY AND CHILDREN'S WEANING EQUIPMENT

MATERNITY WEAR, EQUIPMENT, PREGNANCY & CHILD-REARING BOOKS

PRAMS, PUSHCHAIRS & BUGGIES (*providing they meet the criteria, refer to Appendix 2*)

#### 2. Labeling your items

Every item presented for sale needs an easily detachable strong label, thick enough not to tear accidentally.

Our Volunteers will need to be able to detach your labels at the tills and retain the label in good condition so that they can then ensure you receive the correct monies after the Sale.

Label requirements:

- Please write your details legibly
- Include your full name, a brief description of the item, the age/size (if applicable) and the price.
- The minimum price for any item is 50p and items must be priced in multiples of 25p.
- Age does not need to be completed for non-clothes items, although it would be helpful if you could indicate for which age group an item is appropriate.
- Please ensure your method of attachment does not interfere with any information on the label.

Sample Label:

<b>Your Name</b>
<b>Item Description</b>
<b>Size/Age</b>
<b>Price</b>

Sheila Thompson
Girls NEXT Winter Coat
Age 4-5
£3

### 3. Packaging and Attaching Labels

Clothes should be displayed on hangers and items of similar age/gender should be placed together, preferably in order. This will help volunteers to display items correctly. Toys with small parts should be placed into plastic bags and sealed, before attaching securely to the toy itself.

The best way to attach labels to clothes is by using a tagging gun. If you do not have a tagging gun you may use string or thread or safety pins. Please DO NOT use pins. Please also avoid attaching labels to clothes using wool, masking tape or sellotape.

The best way to attach labels to toys and books is by string, thread or masking tape.

A label is your/our only record of whether an item has sold or not. It is important that labels remain attached, if we have no label, we cannot sell the item.

### 4. Register for the Sale

Registration takes place on the morning of the Sale between 8.00am and 8.30am. Sellers are required to register and drop off sale items between these times on the day of the Sale. Sale items should be taken to the relevant hall:

TOYS - Gambier Parry  
CLOTHING - Parish Rooms  
EQUIPMENT - Old School

Please ensure that your goods can be dropped off quickly and on time; **late registrations may be refused if likely to delay the start of the Sale.** Please also bring the following to registration:

- a clearly labeled black bin liner or bags/boxes to hold your unsold items; *and*
- an A5 sized prepaid self-addressed envelope (SAE) for the return of your labels and Sale proceeds.

We ask that Sellers assemble larger items themselves and provide details of how to dismantle them.

*This is a very busy time; please ensure you park legally and considerately.*

*All items are left at the owner's risk and all items purchased are 'sold as seen'.*

## Frequently Asked Questions

### Why sell at our Nearly New Sale?

The purpose of our Nearly New Sale is to enable you to sell your unwanted items and to raise money for the Highnam Under Fives preschool (*Charity No. 1058551*) and Highnam Under Fives Little People toddler group.

#### Highnam Under Fives

Highnam Under Fives is run by a highly qualified group of staff supported by a committee of dedicated parents. The preschool opened in the 1970s and operates from a classroom in Highnam C of E Primary Academy, which is situated in the residential area of Highnam. The children have their own enclosed outside area and have the use of the school hall and grounds. If you would like to learn more about the Highnam Under Fives Preschool then please contact Mrs Mandy Lee (tel: 01452 520849 or email: [info@highnamunderfives.co.uk](mailto:info@highnamunderfives.co.uk)) or visit their website on [www.highnamunderfives.com](http://www.highnamunderfives.com).

#### Highnam Under Fives Little People

Little People is a baby and toddler group who meet every Thursday (9:30am to 11:30am) in term time in Highnam. Each session is £2.50 (per family) and we supply a snack for toddlers and tea/coffee and biscuits for the grown ups. Come along to Little People at Gambier Parry Hall, we love to see new faces. You can keep in touch with our group and what's going on by following us on Facebook.

### Where does the money go?

75% of the money from each item sold goes straight back to the Seller. 25% of the money goes to the Highnam Under Fives preschool (*Charity No. 1058551*) and the Highnam Under Fives Little People toddler group.

### Do I have to have children who attend the preschool or toddler group in order to sell?

You do not; everyone is welcome to sell at our Sale providing their items meet all the criteria.

### How do I price my items?

Pricing is up to the individual. Consider whether you would pay that price for the item if someone else were selling it. If in doubt, or you really don't want to end up taking the item home, price down. The minimum price for any item is 50p and items must be priced in multiples of 25p. If you want to sell very small items (i.e. socks) at a lower price, please bundle a few together and price in 25p increments.

### What happens on the day of the sale?

Buyers will select items to purchase and pay for all items at the tills. Sellers do not need to be present at the Sale, however, we encourage all Sellers to volunteer to help out on the day.

## **Frequently Asked Questions** *continued*

### **What happens to unsold goods?**

The sale closes at 11.30am and Sellers are to collect their unsold goods between 12.00 noon and 12:30pm. Our Volunteers will help place the labeled Sellers' bags/boxes around the room. This is a very busy time so please check very carefully that you have all your goods. There will be a table of rejected items and a table with any items that have lost their labels. Please also check these tables extremely carefully before you leave.

ALL unsold items must be collected by 12:30pm. We no longer accept the donation of unsold items for charity. It is the Seller's responsibility to donate any unwanted items. Any items not collected by 12.30pm will be disposed of and the Seller will have a £5.00 charge deducted from their proceeds.

*Every care will be taken with the security of your sale goods. We cannot accept responsibility for labels that become detached and lost, or for lost or damaged items. All items are left at the owners risk.*

### **How do I receive payment for items sold?**

Sellers will receive 75% of the proceeds of their sales. Highnam Under Fives and Little People will receive the remaining 25%.

All payments will be made by cheque in the supplied stamped addressed envelope and distributed within one week of the Sale. Please ensure you have provided sufficient postage on your envelope. If there is no stamp supplied we will deduct from your sale proceeds. Cheques will be made payable to the name given on your SAE.

### **Can I volunteer to help?**

Our Nearly New Sales are organised and run by volunteers (Mums and Dads from the local and surrounding area). For the Sale to be a success we need a lot of help. Tasks include:

- Checking goods are suitable for sale
- Unpacking goods and setting them out for display
- Setting up the hall for the sale
- Making sure there is no overcrowding in any one area
- Re-uniting 'lost' labels with their goods
- Serving on the tills
- Sorting labels from sold items

All Volunteers are invited to join in the 'Early Bird Shopping' before the doors are open to the public and receive 85% of the proceeds rather than 75%. If you are interested in helping, please call or text Kelly on 07894 339359 as soon as possible before the Sale to register as a helper.

## Appendix 1 (1 of 2)

Goods sold must, by law, be safe and fit for purpose. Second hand products are all governed by the General Product Safety Requirement which states, "No producer shall supply or place a consumer product on the market unless the product is a safe product." Therefore, by law we are required to ensure that any goods sold are reasonably safe and meet any safety regulations that apply to that particular item. For further details on the checks that are necessary, please see the appropriate paragraph below.

CHECKS ARE NEEDED FOR THE FOLLOWING ITEMS:

### CLOTHING

#### *Are items clean and in good condition?*

Dirty or damaged clothes will not be accepted for sale.

Clothes should be clean and ironed, with no stains, holes or buttons missing, etc. Please bear in mind the term '[Nearly New](#)'.

**THE DECISION OF THE VOLUNTEER RESPONSIBLE FOR QUALITY CHECKING ON THE DAY IS FINAL**

#### *Is it on a hanger?*

Presentation is important to buyers and clothes generally sell better if they are displayed on a hanger. We do provide hangers prior to the sale, available on a first come, first served basis.

#### *Is it appropriate for the coming season?*

Space is limited. Parents rarely buy clothes that are totally out of season (i.e. winter coats in June); it is really is not worth bringing clothes that are entirely the wrong season to sell, as you will most likely end up taking them back with you.

If rails are well organised, appropriate to the coming season and look attractive to buyers, the clothes will sell much better, which means that everyone benefits. You are more than welcome to sell at more than one of our Sales.

#### *Summer (March):*

Shorts  
Sandals  
Parasols  
Summer dresses  
Sunhats  
Beach shoes

#### *Winter: (November):*

Winter coats  
Woolly Hats  
Mittens/gloves  
Snowsuits  
Thick woolly jumpers  
Foot muffs

#### *Is it appropriate in age/size?*

Babies and children's clothes will be accepted. Maternity clothes are acceptable, as are fancy dress costumes. Please ensure all items are on hangers where possible.

### SHOES

#### *Are they clean and in good condition?*

Wellies and shoes are acceptable, however, please be conscious of the season (i.e. beach shoes/sandals are not appropriate for a winter sale). We have limited table space. Dirty or badly damaged shoes will not be accepted for sale. Mild wear and tear is acceptable, however, please bear in mind the term '[Nearly New](#)'.

## Appendix 1 (2 of 2)

### SECOND HAND MATTRESSES FROM COTS, CRIBS OR MOSES BASKETS

#### *Are they clean and in good condition?*

Mattresses should be clean and dry, firm (not soft) and not sagging. Dirty or unclean mattresses will not be accepted for sale. Second hand mattresses can be sold providing they have a waterproof cover (e.g. PVC) with no tears, cracks or holes. NOTE: 'Ventilated' mattresses (the type with holes) will not be sold as it is not possible to ensure that the inside is kept clean.

### PEDAL CYCLES

#### *Is the saddle height is less than 635mm from the ground when tyres are fully inflated?*

Children's bicycles (where the saddle height is less than 635mm from the ground with tyres fully inflated) are not subject to cycle legislation. Instead they are covered by toy legislation so must simply meet usual safety requirements: no obvious damage, no sharp edges, no finger traps etc.

### PRAMS OR BUGGIES (including those forming part of a travel system)

Any of the Maclaren pushchair models (e.g. Volo, Triumph, Quest Sport, Quest Mod, Techno XT, Techno XLR, Twin Triumph, Twin Techno, Easy Traveller) MUST be fitted with a hinge safety cover before the sale. Those without a hinge cover cannot be sold.

### UPHOLSTERED FURNITURE (including upholstered cots and high chairs)

#### *Does it bear a permanent label headed 'Carelessness Causes Fire' with information about the product's ability to pass flammability tests?*

Upholstered items include any with a covering fabric regardless of whether it covers a filling material. Second hand furniture must comply with the same fire resistance checks as new furniture. Any upholstered item not bearing such a label will not be accepted for sale.

### CARRYCOT STANDS

#### *Is it labeled with the size of cot and recommended weight loadings?*

#### *Does it have a guardrail or a means of stopping the cot from falling off the stand and a suitable base?*

#### *Are instructions for use attached?*

#### *Is the frame stable and can the carrycot be effectively retained in position on the stand?*

If the answer to any of the questions above is NO or the answer to either question below is YES, the carrycot must not be entered into the Sale.

#### *Has it been distorted or modified?*

#### *Is it more than 432mm above floor level?*

## **Appendix 2 (1 of 1)**

Second hand products are all governed by the General Product Safety Requirement which states, “No producer shall supply or place a consumer product on the market unless the product is a safe product.” Therefore, by law, we are required to ensure that any goods sold are reasonably safe and meet any safety regulations which apply to that particular item.

**THE FOLLOWING ITEMS WILL NOT BE ACCEPTED FOR SALE AT OUR NEARLY NEW SALE:**

### **RECALLED ITEMS**

We cannot legally sell items that have been recalled by the manufacturer. To check, look online for a list of UK and European recalled products. These include bag style slings with a deep pouch and an elasticated edge and any of the Maclaren pushchair models NOT fitted with a hinge safety cover.

### **CAR SEATS (including those forming part of a travel system)**

It is impossible to guarantee the safety of a second hand car seat as it may have previously been in an accident and have invisible damage. Older seats do not give the same level of protection as new ones. For example new seats now provide side impact protection, whereas previous seats did not. Also, seats can deteriorate over time due to use and constant exposure to the sun which can affect the performance of safety critical plastic components such as buckles.

### **RIDING HATS OR CRASH HELMETS**

As with car seats, it is impossible to tell if these products have been damaged in an accident therefore we cannot guarantee their safety.

### **BOTTLES, BABY FOOD AND FORMULA MILK**

Baby food cannot be sold for hygiene reasons. Second hand bottles cannot be sold on safety grounds because they could be at risk from leaking Bisphenol A.

### **MAINS POWERED ELECTRICAL EQUIPMENT**

In order for mains powered electrical equipment to be legally sold, it must be checked by a qualified electrician prior to sale. We simply do not have the time or resources to do this.

### **BABIES/CHILDREN’S CLOTHES WITH A DRAWSTRING ROUND THE NECK**

Regulations from 1976 specify that hoods of children’s outer garments must not be designed to be secured by means of a cord drawn through the material. This is to prevent strangulation.

### **WORN UNDERPANTS**

Underpants will only be accepted if they are clearly brand new and in original packaging. This includes training pants. This is because from experience, second-hand pants rarely sell.