



## NEARLY NEW SALE SELLERS PACK

**THIS IS YOUR UNIQUE SELLERS REFERENCE NUMBER: \_\_\_\_\_**

- **Please ensure your sellers reference number is on every one of your labels.** This reference number is valid for one sale only.
- **Drop off is at 10.30 am - 12pm.** All items must be dropped off at the Paget Rooms on the day of the sale. Please note there are no business sellers, and you do not stay with your items. Please note there is likely to be a queue for dropping items off and you may need to wait. Please ensure all items are labelled before attending the Paget Rooms, there will not be space to label whilst dropping off.
- Please use denominations of 50p when pricing your items.
- Please ensure your labels are firmly stuck to each item. For example on clothing and soft items, please use a safety pin to attach the label. Also ensure the label is visible on each item. You will have 64 labels. You can bundle a number of articles together as a single 'item' for sale e.g. several t-shirts, a pile of books or group of toys, as long as you fasten them together securely and the label is clearly displayed.
- We are unable to sell soft toys or electrical items with a plug – unless they can also be battery operated. We are also unable to sell handmade / knitted clothing, cycle helmets, car seats (these can be included for free at part of a travel system). Broken or incomplete toys and equipment.
- Please ensure items are clean. If you intend to sell any clothes, please ensure they are washed with no stains. We will withdraw dirty items from the sale. **All clothing** must be displayed on coat hangers (which cannot be returned). Please write your Sellers number, make and clothing age range on the label, and display this clearly on the item of clothing. We suggest clothes are priced realistically and if possible are grouped together (i.e. 3 tops for 2.00 are more likely to sell than 1 top at 1.00 ). Once on hangers please sort the clothes into age range and gender and stick a label / note with this information on to the outside of a carrier bag.

- Please put clothes, equipment, books and toys in separate bags for ease of sorting.
- Please check that your items which require batteries are fully working and if they do not work you must state this on the sellers label.
- **The sale runs from 2.00 – 3.30.** It is a cash only sale. Please try to leave buggies at home as space is limited. Please leave children at home if at all possible as the sale gets very busy. If you wish to buy, you can return just before this time and que for the sale to buy yourself.
- Please keep your own records of items submitted for sale and the price of each item. This will assist with any queries at a later date.
- Please return to the Paget Rooms to **collect** any unsold items **between 5.00 and 5.30.**
- Ensure you look through the lost property items when you return to collect your unsold items. Sadly, for reasons such a lost and incomplete labels, there is always a fair amount of lost property, which is avoidable if you follow the steps above.
- Please remember that all BATs members and helpers at the sales are volunteers. We try our best to look after your goods but cannot be held liable for any losses. All items are sold as seen, we ask all sellers to check that items are working, but we can not be held responsible if they are not. BATS is unable to compensate any seller for loss, theft or damage of any item. We aim to send cheques out within 4 weeks of the sale. BATS commission is 22.5 % which supports local playgroups /children projects in the forms of grants through our grant scheme. Plus a £2.50 administration charge will be deducted from your final cheque, to cover all the administration; printing, Paget room hire etc to do with running the sale.

Finally we would like to say a huge **THANK YOU** to all of our buyers and sellers! In 2016 we were able to give grants to the following groups:

Penarth Sea Cadets

Dinas Powys Baby & Toddlers groups 'Sallywags' and 'Twinkles'

Barry Community Young People Organisation

## HELPERS GUIDE

Please do not bring children with you if you volunteer to help, under any circumstances. If your childcare arrangements fall through, please let us know that you are no longer able to help.

Please wear a Black top and comfortable shoes.

Lunch will be provided as a thank you at 12-12.30pm.

Helpers are able to purchase items before the sale opens to the public between 1 o'clock and 1.30. We do not have time to extend this any further. Please note you can only purchase items for your own children / family members, not to sell on to others, this is not what the sale represents! Anyone found doing so, or believed to be doing so will no longer be able to help at the sales in the future! When setting items out, you cannot put items aside.

ALL HELPERS must stay for the sale, and must either support with set up or close. Please ensure that you understand this before volunteering.

The Morning session is 10.30/11 – 4pm. The Afternoon session is 11.30/12 – 5.30.

There are limited volunteering spaces.

When you arrive on the day, please sign in at the front desk, and collect your helpers name sticker. Please put your bags and coats away safe.

You will be allocated either toys (downstairs in the main hall) or clothing (upstairs in the balcony area). The toys in the main hall are clearly separated into age ranges on the central tables, with larger items such as bikes, prams, feeding equipment and larger baby equipment around the outside sections of the hall. Books, puzzles, gro-bags and bedding are also clearly signposted. The set up in the morning is very busy, please start by bringing into the main entrance way of the hall all sellers items as they drop them off. Then start putting the items in the allocated areas. (This is very clear when there, and there will be Board members present to ask if you have any questions).

Those helpers allocated to help on the clothing section you will be asked to help upstairs. Sellers will have put all items on coat hangers and labelled the carrier bags with the appropriate gender and size. Put the correct age ranges on the hanging rails which will be put up. There will also be coats and two / three tables with shoes, boots and maternity wear.

After lunch, volunteers will have the opportunity to shop before the sale opens to the public as a thank you for helping, we will set up the tills and ensure all volunteers know their jobs for the sale. Thank you and see you at the sale – BATS TEAM.