



CACHÉ

Packing Best Practices

PAGE	REVISION	DATE
3	Updated General Packing Instructions to include requirements to help mitigate excessive wrinkling	8/31/23
25-26	Updated packing for Shoes on J-hook and Shoes in Boxes	8/31/23

TABLE OF CONTENTS

General Packing Instructions	3
Poly Bag Requirements	4
I. TOPS	
Table Tees	5
Casual Knit Tops	6
Casual Sweaters	7
Casual Knit Tops, Sweaters, Jackets or Vests with a Hood.....	8
Casual Knit Tops & Sweaters with Scarf Attachment.....	9
Casual Woven Tops	10
Dressy Tops & Fine Gauge Sweaters	11
Jackets	12
Outerwear	13
II. BOTTOMS	
Pants.....	14
Pants, Belted.....	15
Pants with front crease.....	16
Overalls and Shortalls	17
Skirts, Shorts & Skorts	18
Skirts, Belted.....	19
III. DRESSES	
Dresses, 45" and Shorter.....	20
Dresses, Longer than 45"	21
Sweater Dresses	22
IV. SETS	
2-Pc Sets, Top & Bottom	23
V. ACCESSORIES	
Fragrances.....	24
Shoes on J-hook.....	25
Shoes in Boxes.....	26
Charlotte by Cato Girls Shoes	27
Hosiery	28
Handbags & Small Leather Goods.....	29
Belts.....	30
Sunglasses	31
Fashion Hats.....	32
Fashion Scarves.....	33
VI. COLD WEATHER	
Cold Weather Scarves, Gloves, Hats and Head Wraps.....	34
Ruanas	35
Ponchos	36
VII. HOME ACCENTS, NOVELTIES & GIFTS	
Miscellaneous Giftable Items	37
Drinkware.....	38
Journals, Calendars & Paper Products.....	39
Frames and Plaques.....	40

GENERAL PACKING INSTRUCTIONS

The following must be implemented when packing Cato, Versona or Caché merchandise. This will ensure protection of the merchandise during shipment and merchandise ready for placement on the selling floor.

- Each vendor is responsible for quality of shipping. This includes utilizing a high quality of packing materials (cartons, tape and dunnage) to adequately protect the product. CATO strongly urges each shipper to utilize recyclable, ecologically safe materials in packaging their product. Additionally, we encourage all shippers to utilize the proper, but absolute minimal packing necessary to protect their product. Vendors that are identified as having poor packaging will be solely responsible for all damages, concealed shortages and claims. Reinforced paper strapping tape, cardboard inserts, proper dunnage and double wall cardboard boxes are some of the essential components to good packaging.
- Select a carton that fits the product. All void spaces between product and the carton must be completely filled; do not overpack.
- The following requirements will help mitigate excessive wrinkling during transit:
 - All garments must be cool and dry prior to being packaged.
 - Place tissue paper on garments in areas of fold over.
- All hardware, including belt buckles and metal buttons must be wrapped in tissue paper for all categories.
- Place cardboard between layers of merchandise if necessary to prevent crushing or shifting within the carton. Note: Tissue paper may be necessary to prevent imprinting.
- The merchandise should be packed 1/4" below the top of the carton and 1/8" from the sides of the carton.
- Place additional cardboard on top and bottom of carton contents before sealing carton to prevent cuts to merchandise when carton is opened.
- Any exceptions to these instructions will be listed on the purchase order Vendor Line Item instructions or the order confirmation.
- Failure to utilize quality packaging will result in a chargeback of \$30 per hour for a minimum of 3 hours for any concealed shortages and/or damaged merchandise.

Crossdock Cartons

- Use a shipping carton which fits the largest sized garment when shipping crossdock cartons. The width and length of the carton should accommodate the largest size in the pack.
- Carton minimum size is 12"L x 9"W x 2.5"H.
- Carton maximum size is 31"L x 22"W x 24"H.

POLY BAG REQUIREMENTS

These categories are to be Poly bagged per sku (individually poly bagged by piece) then poly bagged per prepack:

Fine Gauge Sweaters (12gg and up)
White Woven Tops/Jackets
White Woven Bottoms
White Denim Bottoms
Dressy Bottoms
Dresses/Jumpsuits
PU/Suede/Velvet/Velour/Corduroy (any fabrics that bruise)
Outerwear (Includes PU/Suede)
Jewelry
Hair Accessories
Belts
Sunglasses
Wallets
Handbags
Shoes on a J-hook
PO/Line Designated as eCommerce

- Replenishment Orders (individually poly bagged by piece only, no poly bag per prepack)
- All other product categories are to be packed in a master outer blister pack.
- Poly bags must be a minimum of 1.0 mil thick and must be heatsealed or taped.

Ordering Poly Bags

Preferred poly bag supplier is Poly-Pak Industries, which requires a minimum purchase quantity of 500 bags. To order poly bags from Poly-Pak Industries, use the form located on the Cato vendor website catovendors.com => Logistics/Vendor Guides => eCommerce => Poly Bag Order Form

For questions contact:

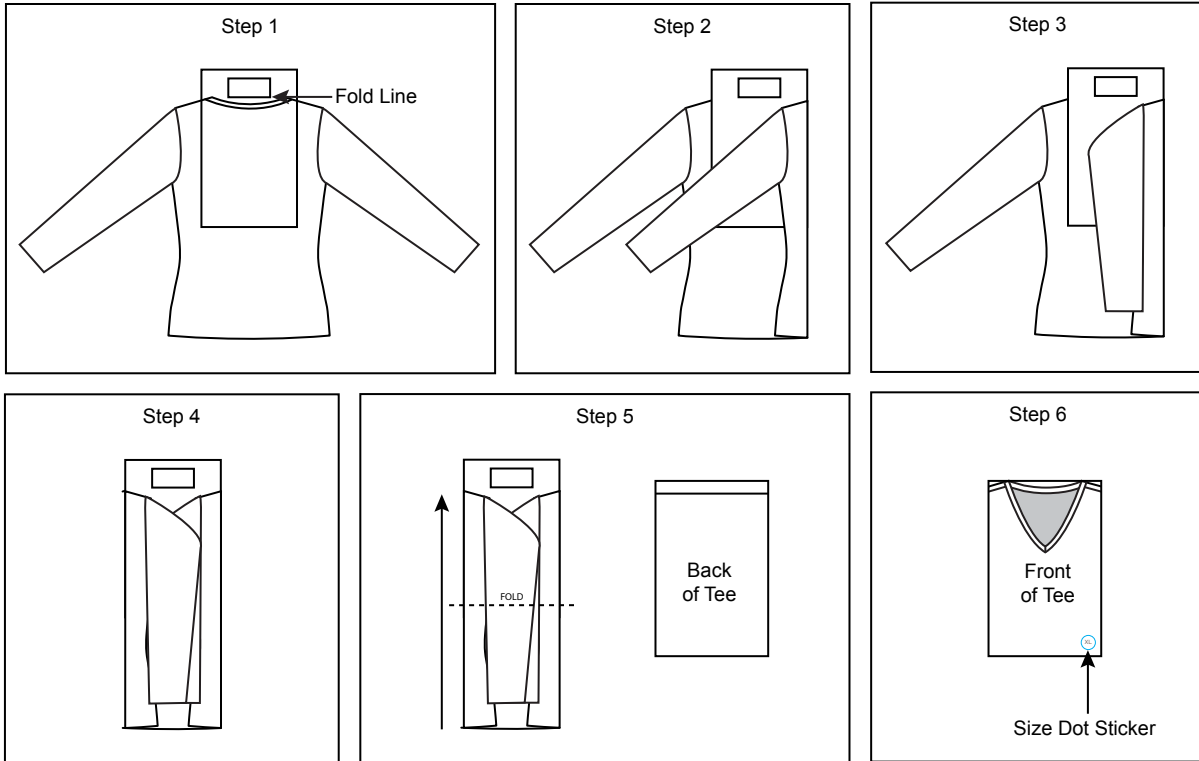
Poly-Pak International Ltd.
Unit 01, 25/F., Mega Trade Centre
1-6 Mei Wan Street
Tsuen Wan, N.T.
Hong Kong
Phone: 011-852-2391-8996

Contact: Ms. Monica Lee
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Contact: Ms. Candy Lee
Email: candy.lee@polypak.com.hk
Contact: Ms. Karen Cheung
Email: karen.cheung@polypak.com.hk

CATEGORY: Tops

DESCRIPTION: Table Tees

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place a sheet of 8 ½ x 14 folding paper on top of the folding board, below the fold line. Center folding board on back of top. Line up neck/shoulder seam with fold line.

Step 2: Fold 1/4 of right side of top over folding board.

Step 3: Fold right sleeve down as shown.

Step 4: Repeat steps 2 & 3 with left side of tee.

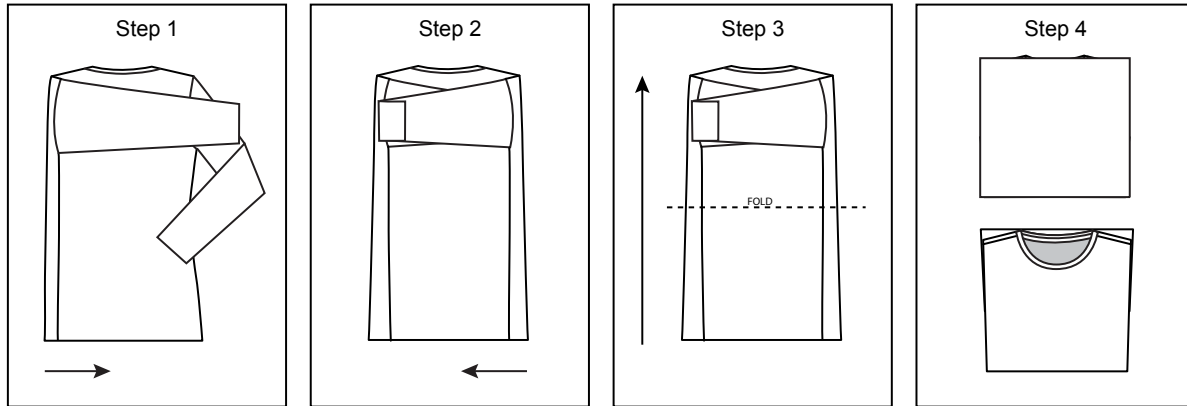
Step 5: Fold bottom half of tee up over folded sleeves. If necessary, tuck under excess of tee, so that back of tee is not longer than front and meets 14" length and 9" width requirement. Remove folding board.

Step 6: Size Dot sticker must show in lower right hand corner on front of folded tee. Folding paper must not be visible. Pack blister pack largest sizes on the bottom to smallest sizes on the top. The merchandise should be packed 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Tops

DESCRIPTION: Casual Knit Tops

IMAGES ARE FOR REFERENCE ONLY.



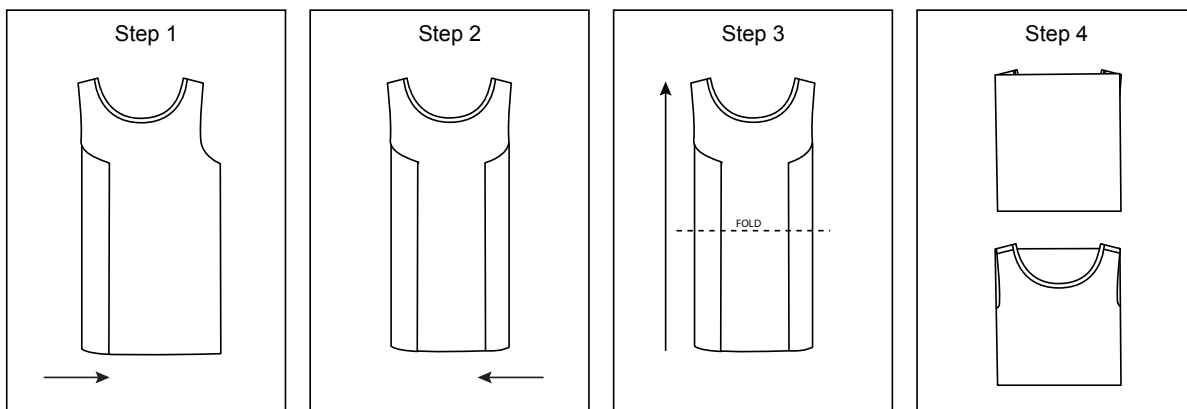
Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold 1/4 of left side of garment toward the center with the sleeve across the back of garment. Depending on sleeve length, fold extra length inward.

Step 2: Repeat Step 1 with the right side of the garment.

Step 3: Fold up bottom half of garment.

Step 4: Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.



Sleeveless Casual Knit Tops Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold 1/4 of left side of garment toward the center.

Step 2: Repeat Step 1 with the right side of the garment.

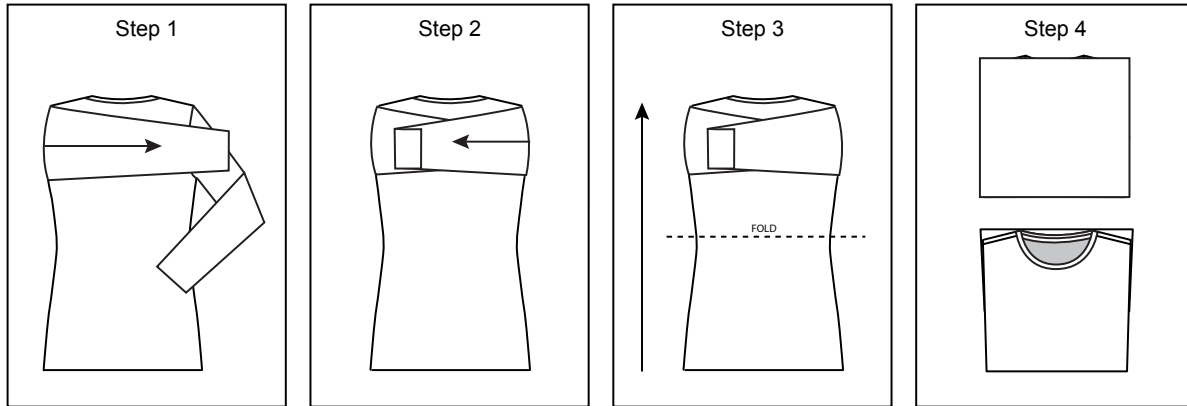
Step 3: Fold up bottom half of garment.

Step 4: Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Tops

DESCRIPTION: Casual Sweaters

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold left sleeve across back of garment toward the center. Depending on sleeve length, fold extra length inward.

Step 2: Repeat Step 1 with the right side of the garment.

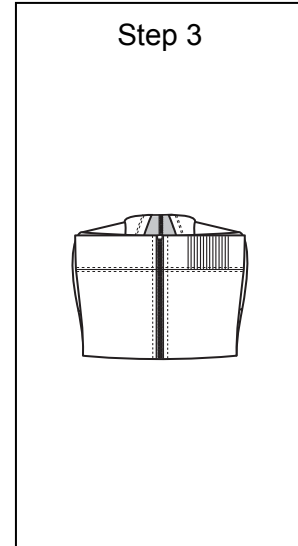
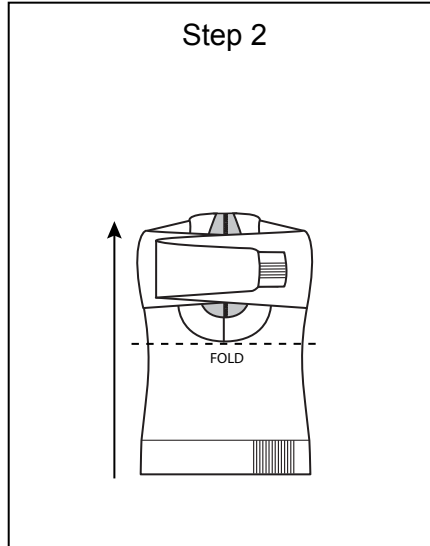
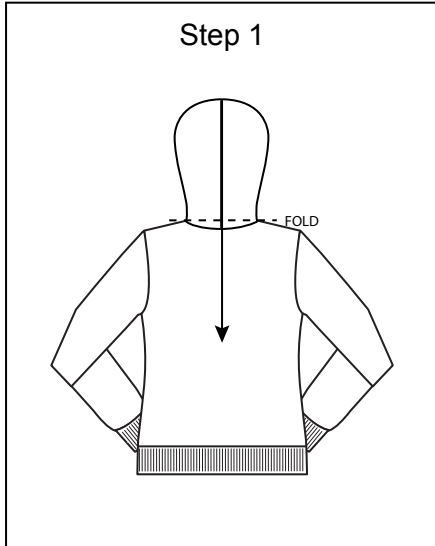
Step 3: Fold up bottom half of garment.

Step 4: Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Tops

DESCRIPTION: Casual Knit Tops, Sweaters, Jackets or Vests with a Hood

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold hood down the back of the garment.

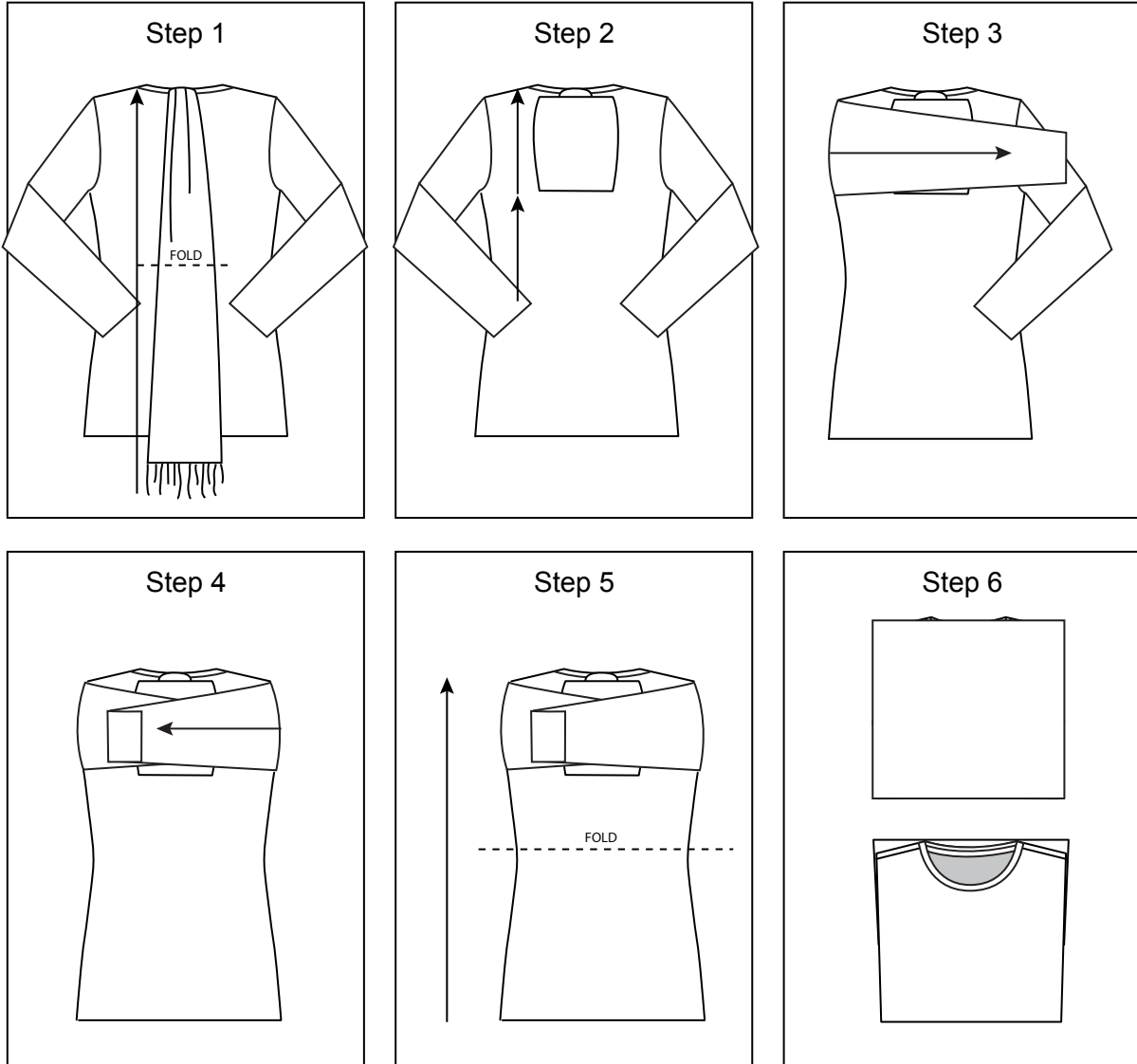
Step 2: Fold sleeves across the back of the garment over the hood, folding extra sleeve length inward. Fold up bottom half of garment.

Step 3: Alternate garments to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Tops

DESCRIPTION: Casual Knit Tops & Sweaters with Scarf Attachment

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. and the attached scarf hanging down the back of the garment. Fold up bottom half of scarf.

Step 2: Fold scarf in half and in half again up to the neck of the garment.

Step 3: Fold left sleeve across back of garment toward the center, over the scarf. Depending on sleeve length, fold extra length inward.

Step 4: Repeat Step 3 with the right side of the garment.

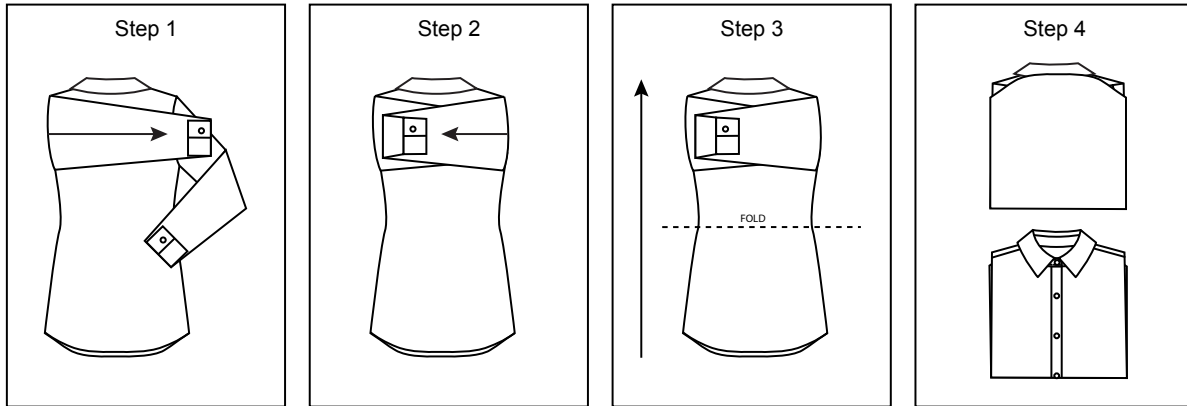
Step 5: Fold up bottom half of garment.

Step 6: Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Tops

DESCRIPTION: Casual Woven Tops

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Insert collar board into garment if necessary. Place garment face down with all closures buttoned, snapped, etc. Fold left sleeve across back of garment toward the center. Depending on sleeve length, fold extra length inward.

Step 2: Repeat Step 1 with the right side of the garment.

Step 3: Fold up bottom half of garment.

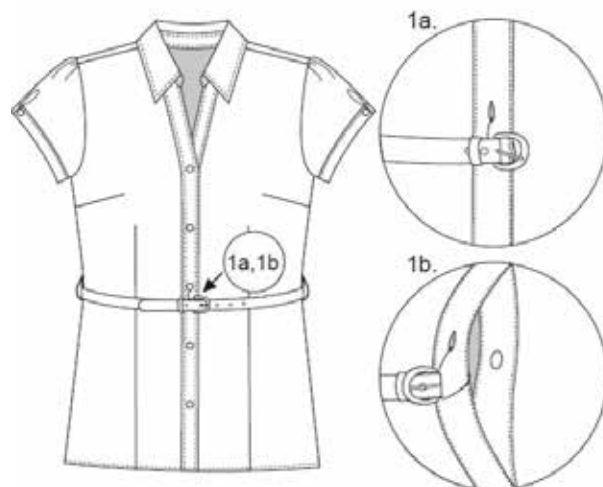
Step 4: Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

With Belt Attachment:

1a: Swift tack loop through buttonhole on center front placket at waist.

1b: Swift tack is to go through side of belt with buckle between top and bottom plys. Must be able to unbutton with belt attached and belt must be functional.

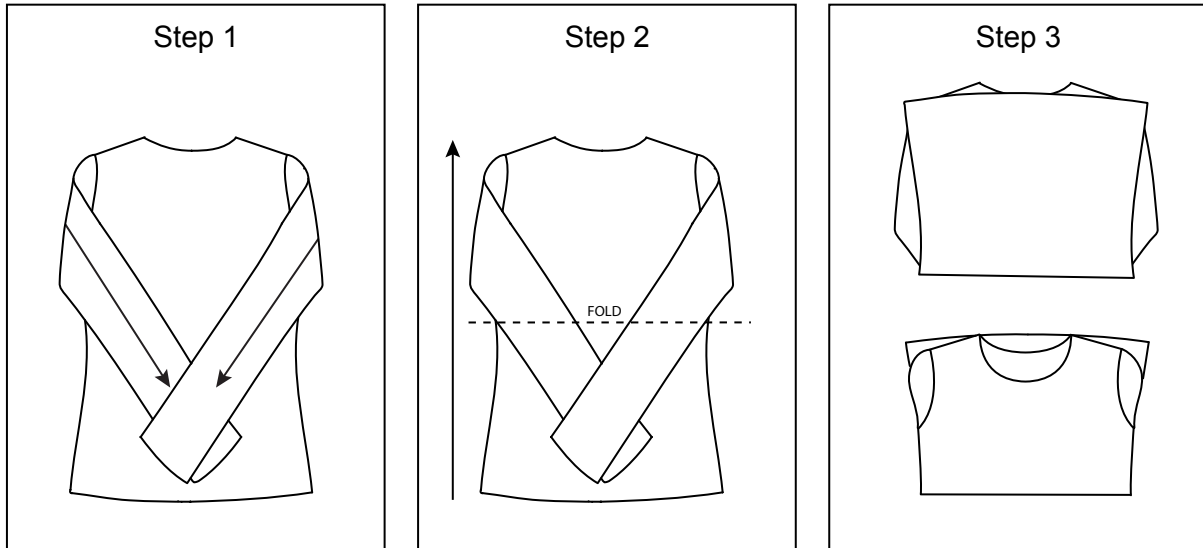
Follow instructions above for packing.



CATEGORY: Tops

DESCRIPTION: Dressy Tops & Fine Gauge Sweaters

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc.
Fold both sleeves down the back of garment toward the center.

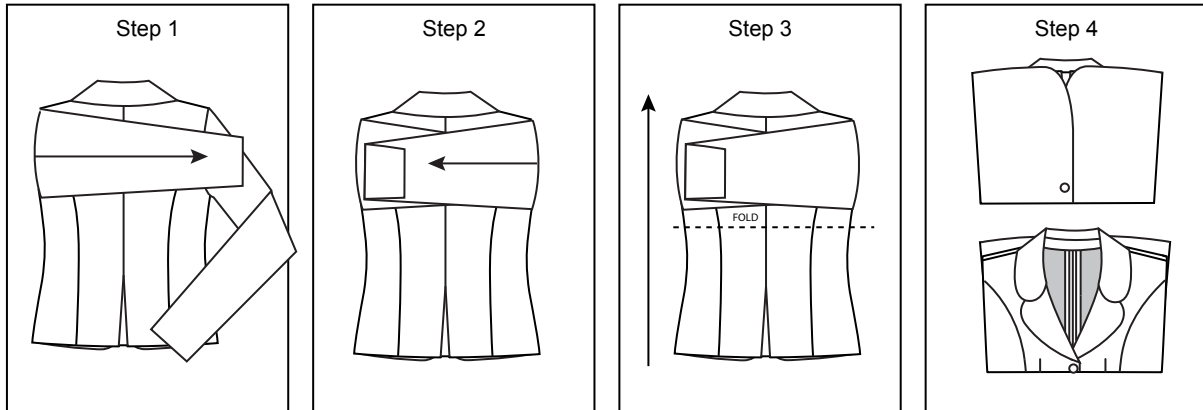
Step 2: Fold up bottom half of garment.

Step 3: Alternate tops to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Tops

DESCRIPTION: Jackets

IMAGES ARE FOR REFERENCE ONLY.



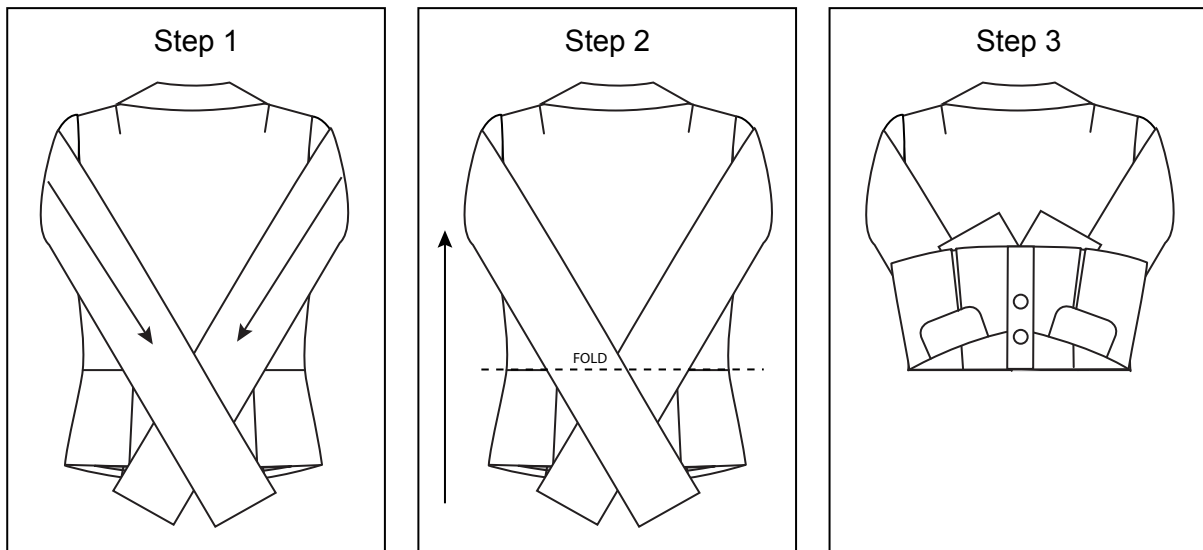
Casual Jackets Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold left sleeve across back of garment toward the center. Depending on sleeve length, fold extra length inward.

Step 2: Repeat Step 1 with the right side of the garment.

Step 3: Fold up bottom half of garment.

Step 4: Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.



Dressy Jackets Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold both sleeves down the back of garment toward the center.

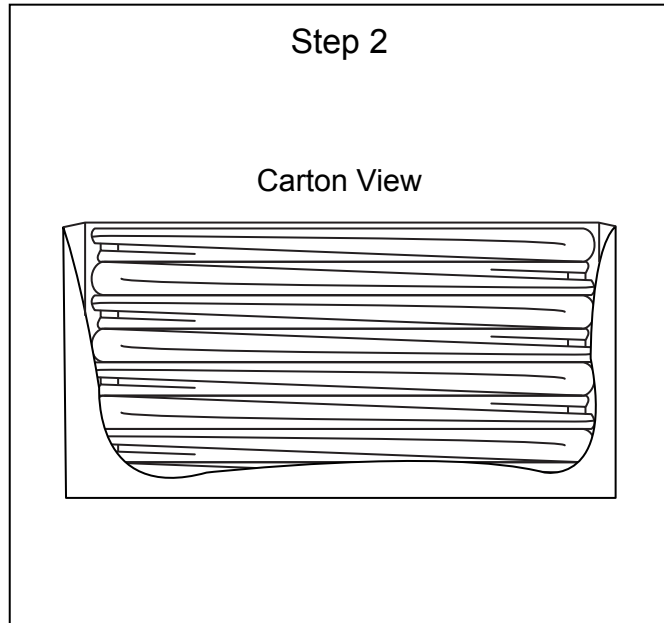
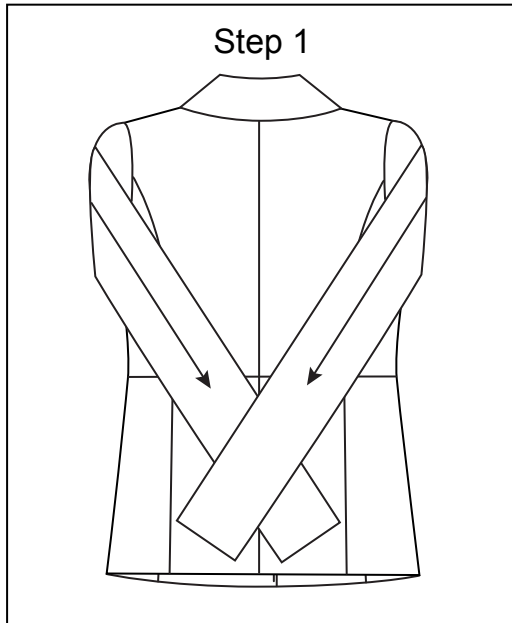
Step 2: Fold up bottom third of garment, if necessary.

Step 3: Alternate jackets to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Tops

DESCRIPTION: Outerwear

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

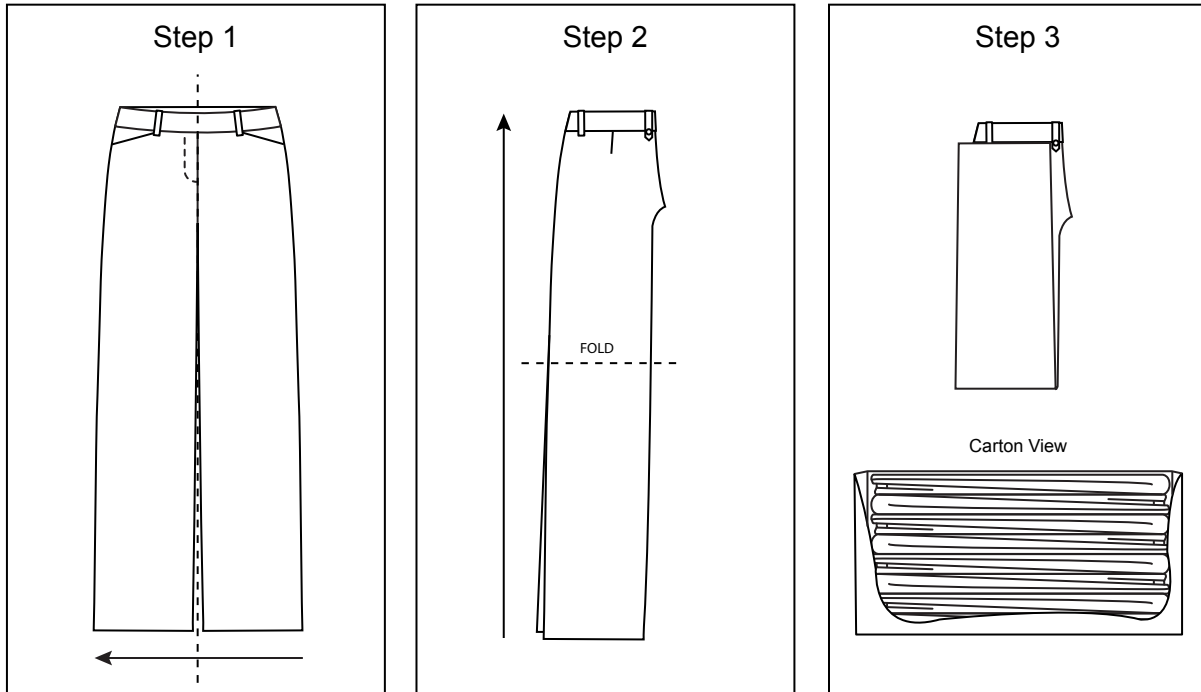
Step 1: Place garment face down with all closures buttoned, snapped, etc.
Fold both sleeves down the back of garment toward the center.

Step 2: Alternate garments to reduce shifting in the carton. Use a shipping carton which fits the largest sized garment when shipping crossdockable cartons. The width and length of the carton should accommodate the largest size in the pack. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Bottoms

DESCRIPTION: Pants

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face up with all closures buttoned, snapped, etc. Fold pant in half side to side.

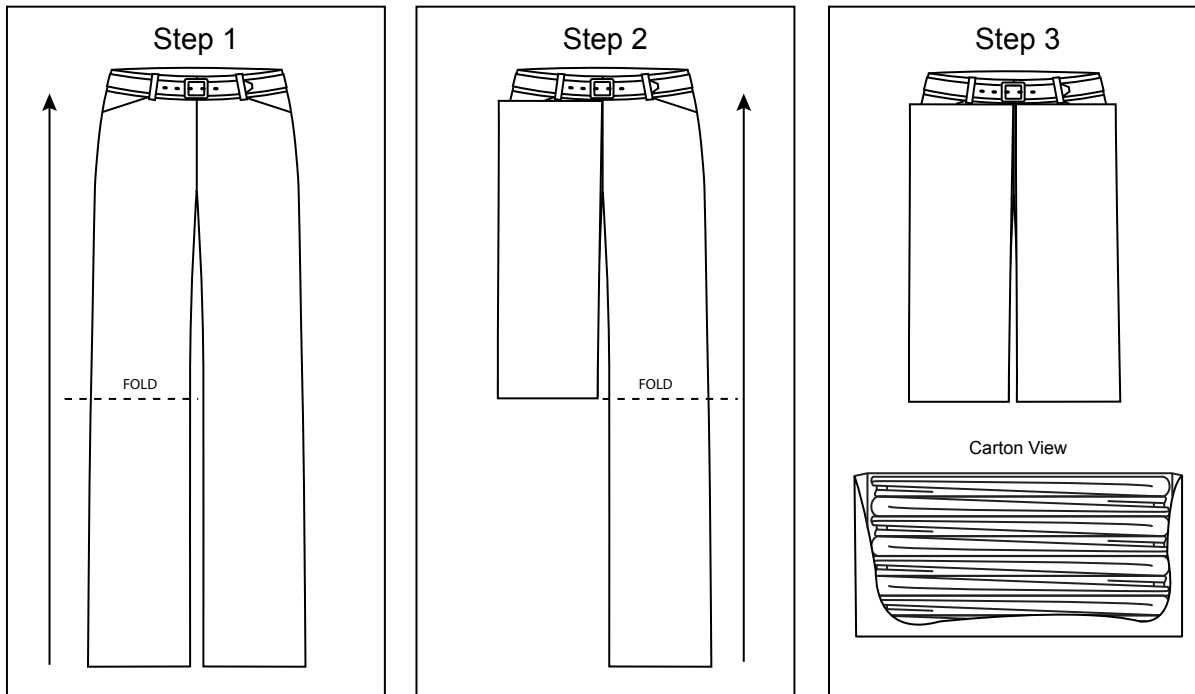
Step 2: Fold up bottom half of pant to the waist.

Step 3: Alternate pants to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Bottoms

DESCRIPTION: Pants, Belted

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face up with all closures buttoned, snapped, etc. Belt must be closed. Fold left leg of pant up to the bottom of waistband.

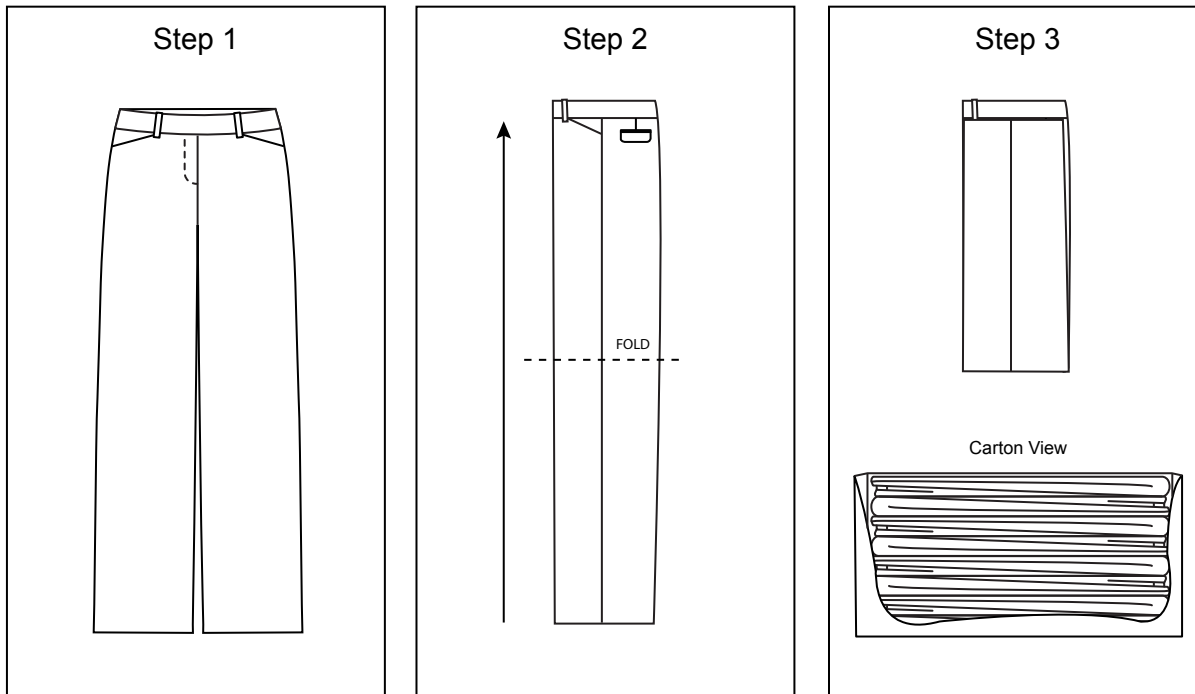
Step 2: Fold right leg of pant up to the bottom of waistband. (Fold up both legs of pant to the bottom of waistband again if necessary.)

Step 3: Alternate pants to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Bottoms

DESCRIPTION: Pants with Front Crease

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face up with all closures buttoned, snapped, etc. Fold pant in half with the front crease.

Step 2: Fold up bottom half of pant to the bottom of the waistband.

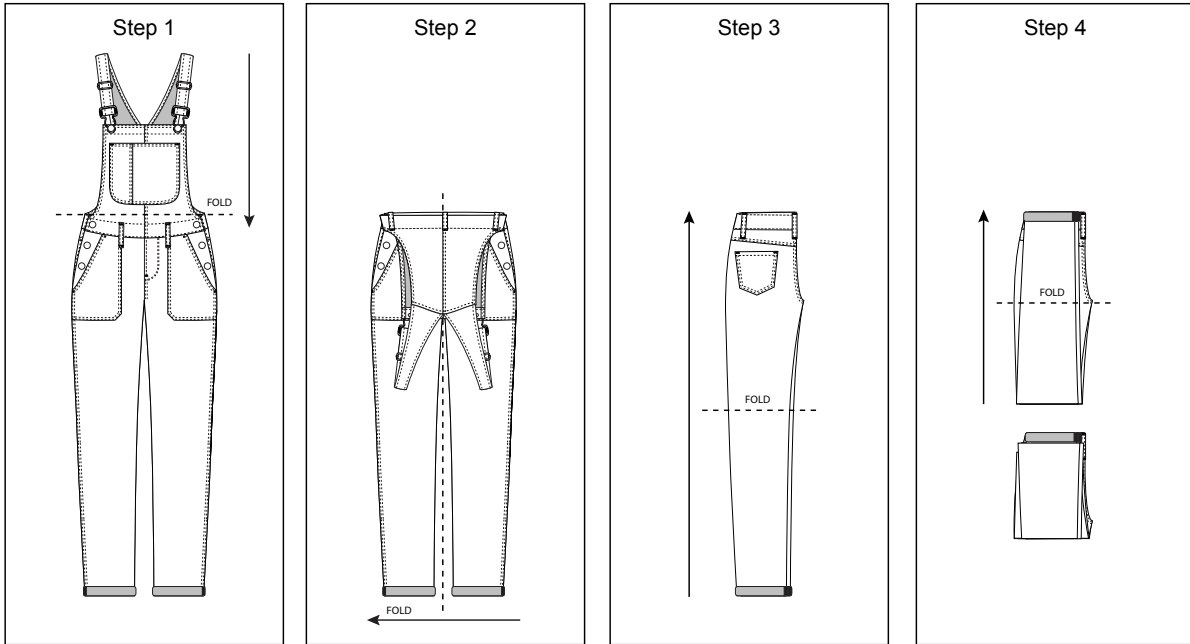
Step 3: Alternate pants to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Bottoms

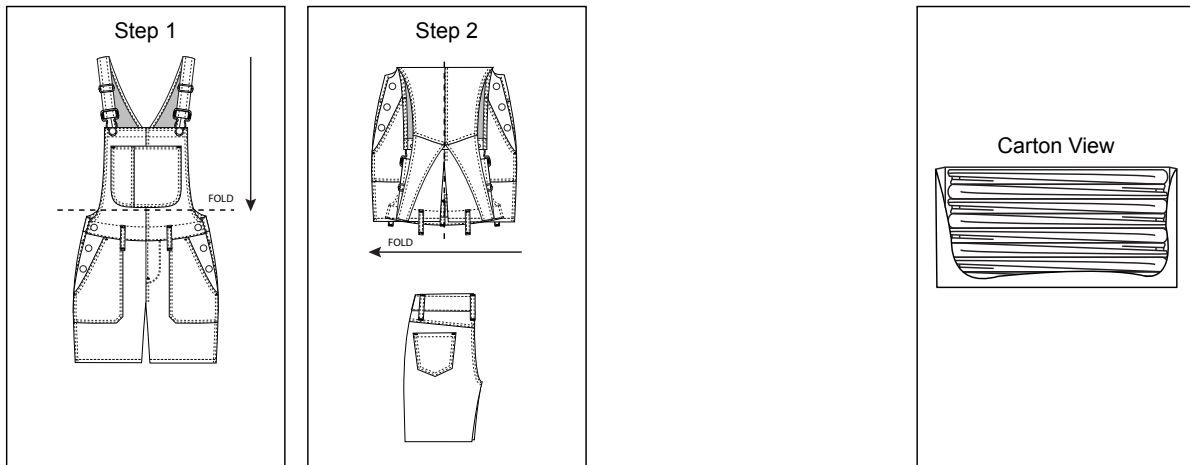
DESCRIPTION: Overalls and Shortalls

IMAGES ARE FOR REFERENCE ONLY.

Overalls



Shortalls



Packing Instructions:

Step 1: Place garment face up with all closures buttoned, snapped, etc. Fold top portion forward at the waist.

Step 2: Fold garment in half side to side with top portion on the inside.

Step 3: Fold up bottom half of overalls to the waist.

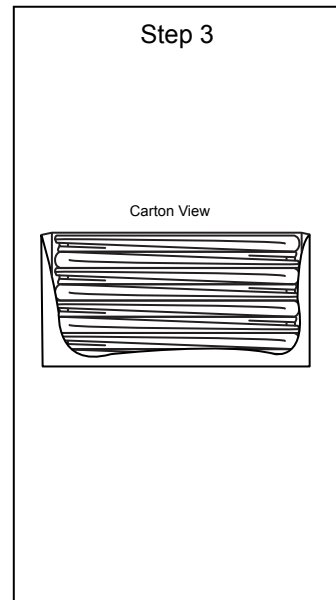
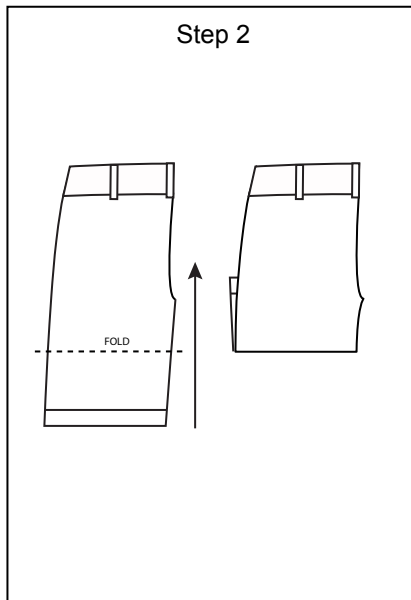
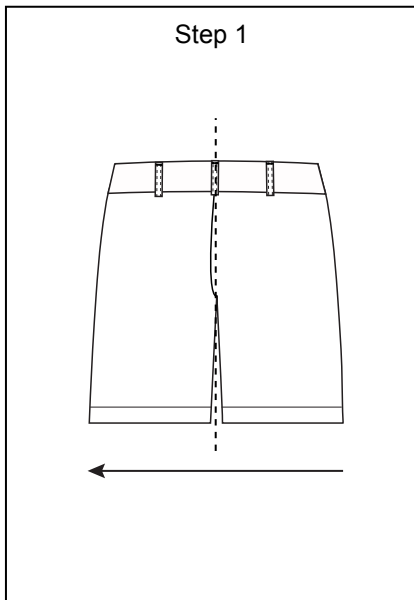
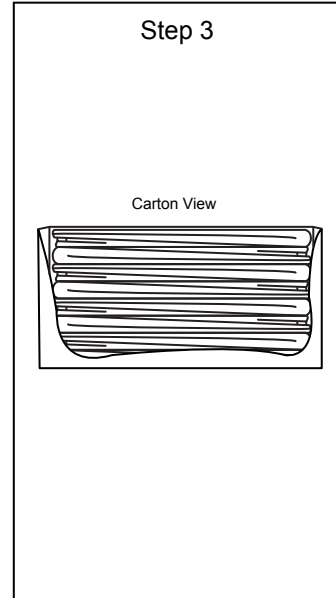
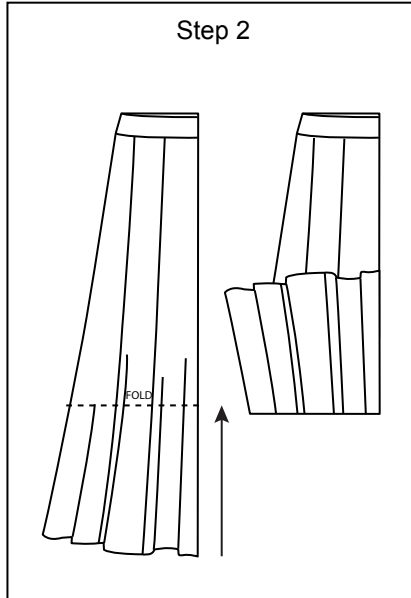
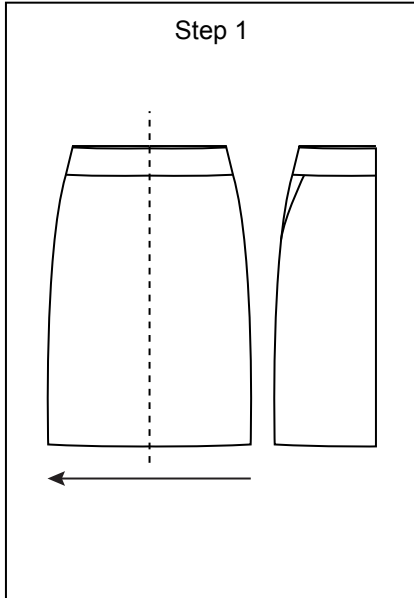
Step 4: Fold up bottom half of overalls to the waist again.

Alternate garments to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Bottoms

DESCRIPTION: Skirts/Shorts & Skorts

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold garment in half side to side.

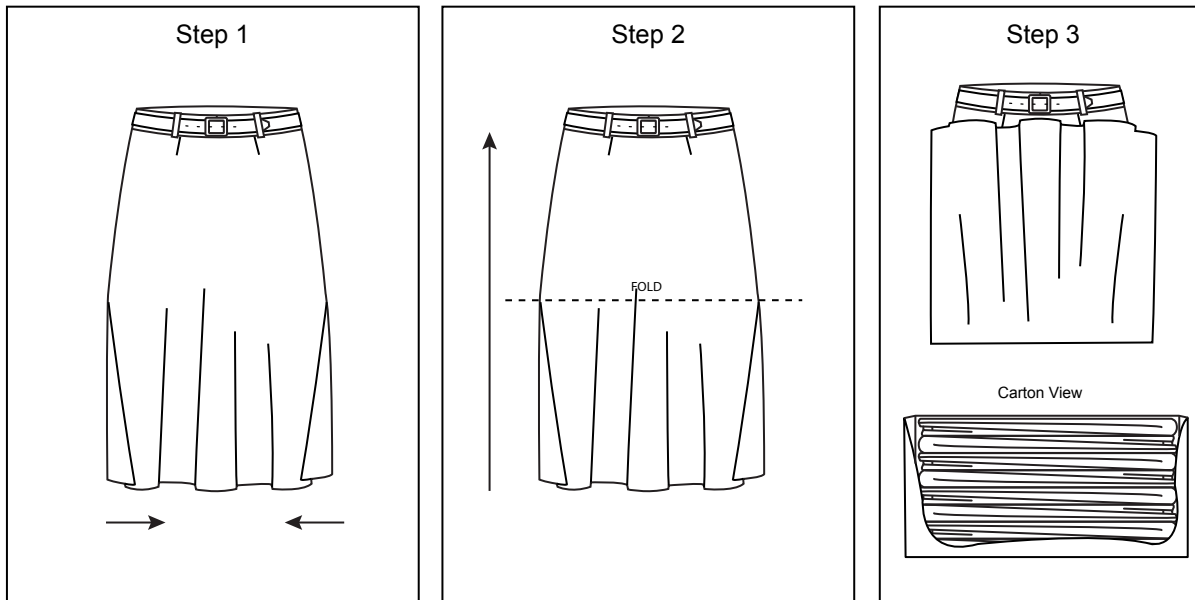
Step 2: If garment is longer than 24 inches, fold up bottom third of garment.

Step 3: Alternate garments to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Bottoms

DESCRIPTION: Skirts, Belted

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face up with all closures buttoned, snapped, etc. Belt must be closed. Fold sides of skirt toward center to accommodate sweep.

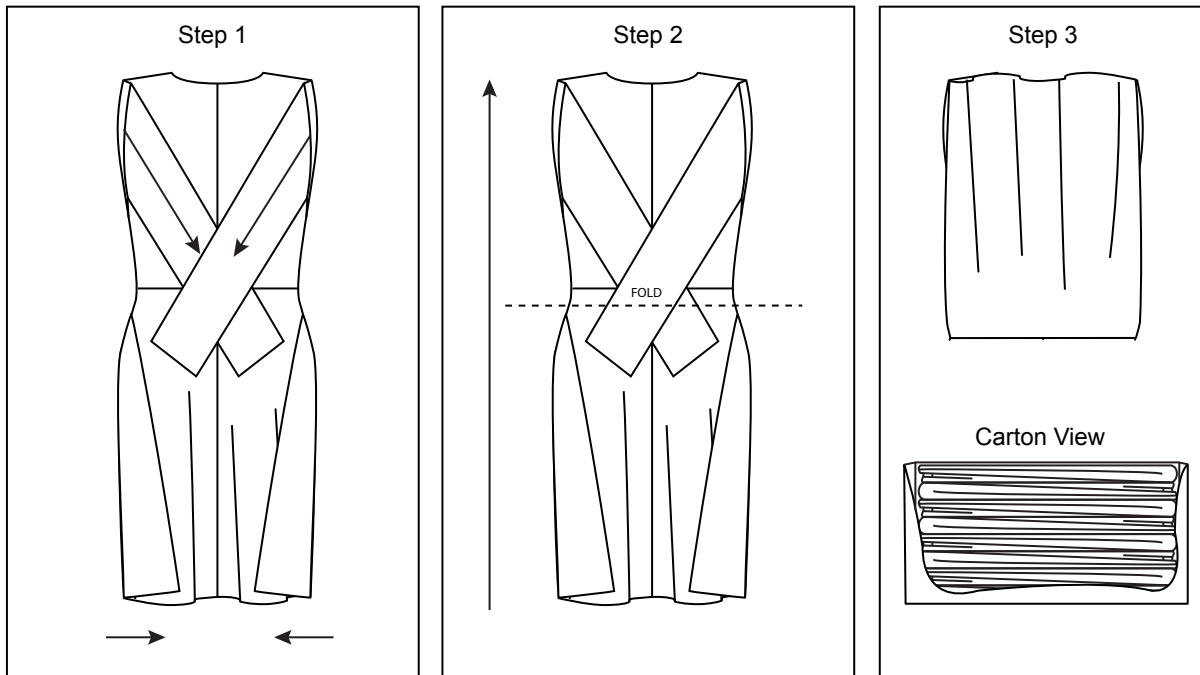
Step 2: Fold skirt up to the waistband. Fold skirt up to the waistband again if necessary.

Step 3: Alternate skirts to reduce shifting in the carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Dresses

DESCRIPTION: Dresses 45" and Shorter

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garment face down with all closures buttoned, snapped, etc. Fold both sleeves down the back of garment toward the center. If necessary, fold sides of body width toward center.

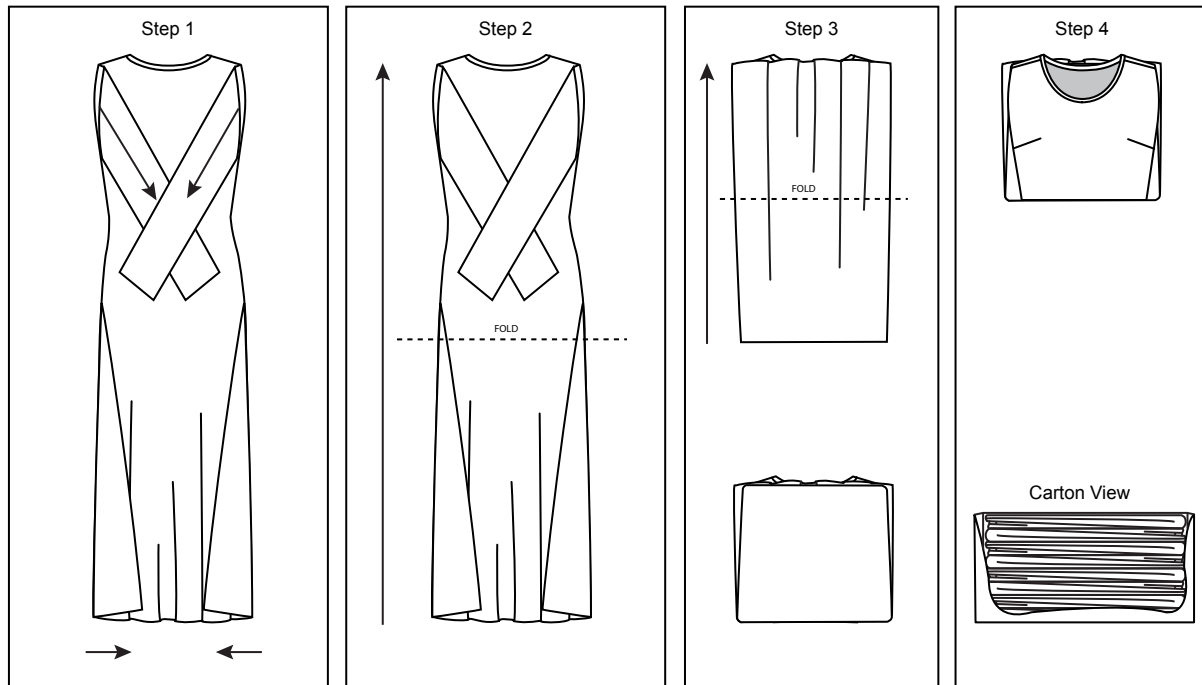
Step 2: Fold up bottom half of garment.

Step 3: Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Dresses

DESCRIPTION: Dresses Longer than 45"

IMAGES ARE FOR REFERENCE ONLY.



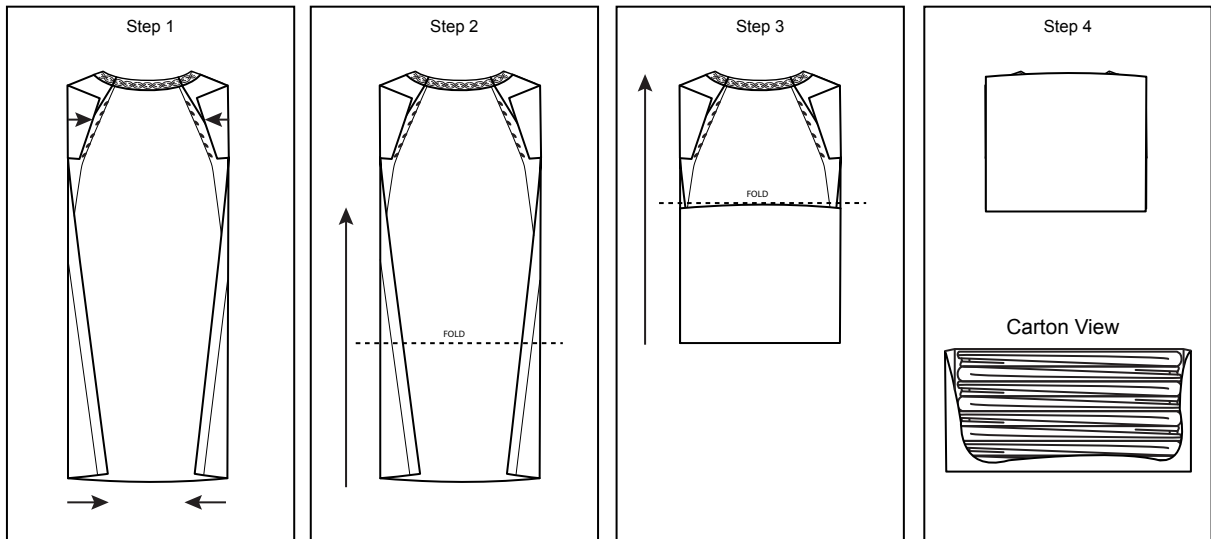
Packing Instructions:

- Step 1:** Place garment face down with all closures buttoned, snapped, etc. Fold both sleeves down the back of garment toward the center. If necessary, fold sides of body width at sweep toward center.
- Step 2:** Fold up bottom half of garment.
- Step 3:** Fold dress in half again.
- Step 4:** Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Dresses

DESCRIPTION: Sweater Dresses

IMAGES ARE FOR REFERENCE ONLY.



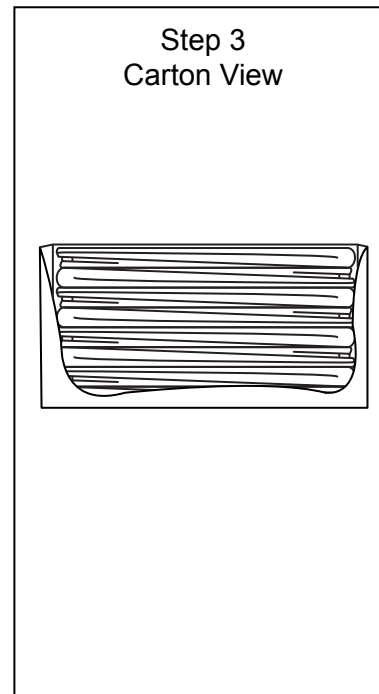
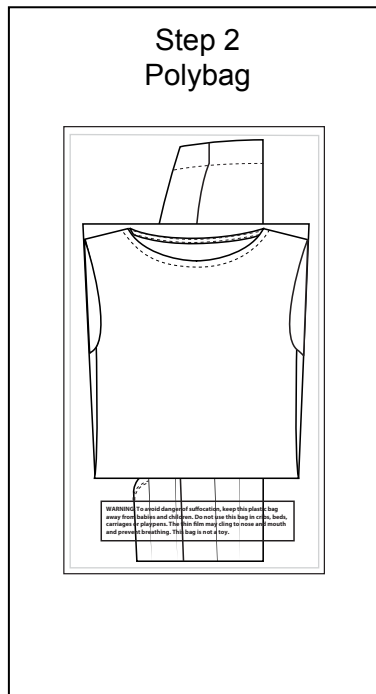
Packing Instructions:

- Step 1:** Place garment face down with all closures buttoned, snapped, etc. Fold both sleeves across the back of garment. If necessary, fold sides of body width at sweep toward center.
- Step 2:** Fold up bottom third of garment.
- Step 3:** Fold again.
- Step 4:** Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Sets

DESCRIPTION: 2-Pc Sets, Top & Bottom

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: Place garments flat with all closures buttoned, snapped, etc. Fold using instructions by specific category and description.

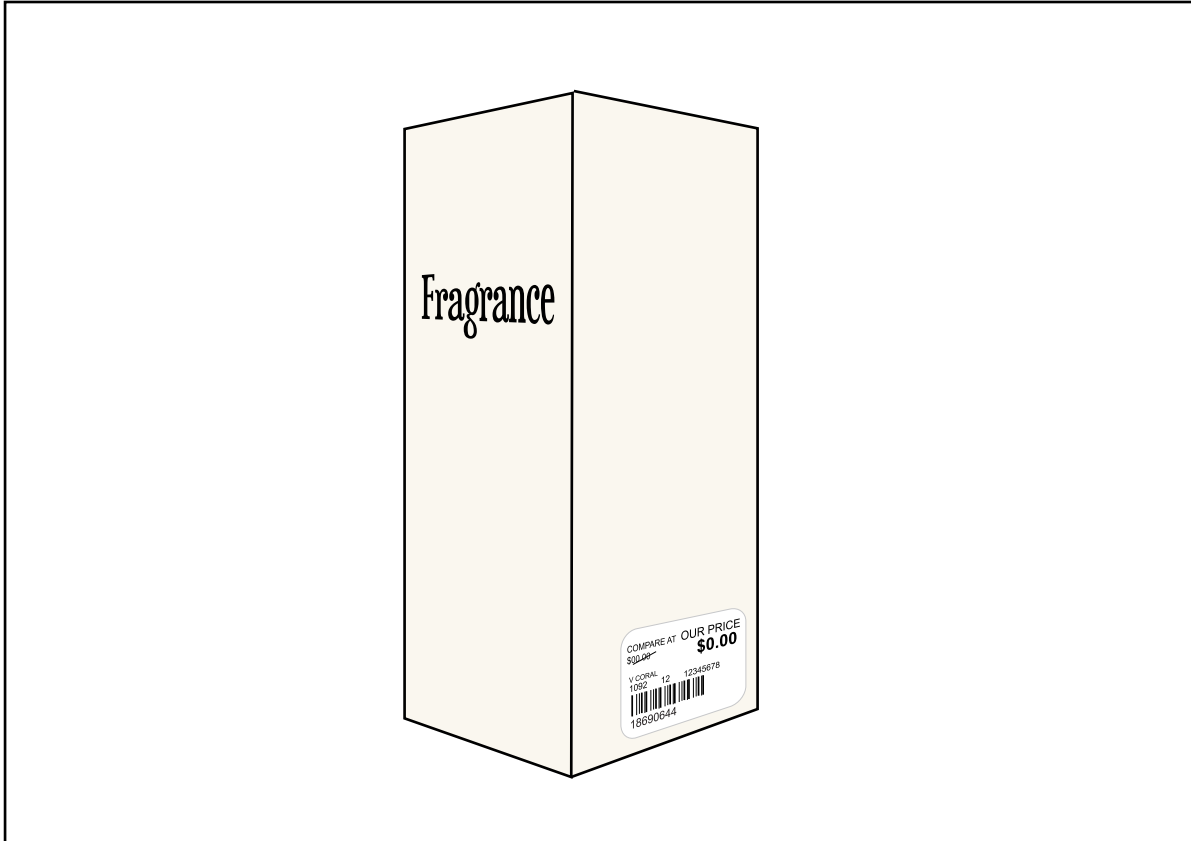
Step 2: Place folded top and bottom together in a polybag.

Step 3: Place prepack in carton. Pack merchandise 1/4" below the top of the carton and 1/8" from the sides of the carton.

CATEGORY: Accessories

DESCRIPTION: Fragrances

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping. Do not ship in a master carton.

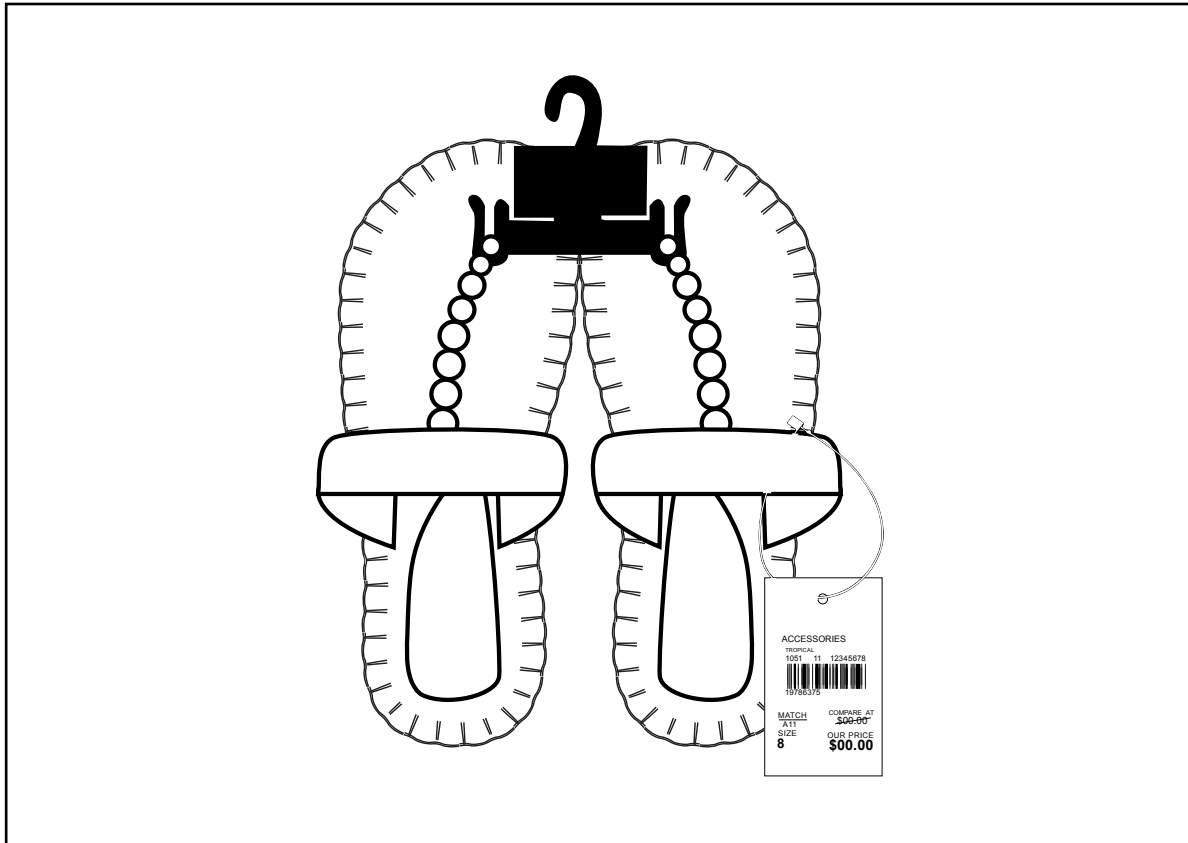
Step 2: Place the inner pack quantity listed on the purchase order in a plastic bag.

Step 3: Place plastic bags of inner packs into carton.

CATEGORY: Accessories

DESCRIPTION: Shoes on J-hook

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Ship with inner cardboard to support straps if needed.

Step 3: Wrap buckles and ornaments in tissue paper.

Step 4: Stuff toe and wrap shoe in tissue paper.

Step 5: Ship with anti-mold PE sheets.

Step 6: Ship on industry standard J-hook.

Step 7: Polybag per SKU.

CATEGORY: Accessories

DESCRIPTION: Charlotte by Cato Girls Shoes

IMAGES ARE FOR REFERENCE ONLY.

Packing Instructions for Girls Non-boxed Shoes:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Ship with inner cardboard to support straps if needed.

Step 3: Wrap buckles and ornaments in tissue paper.

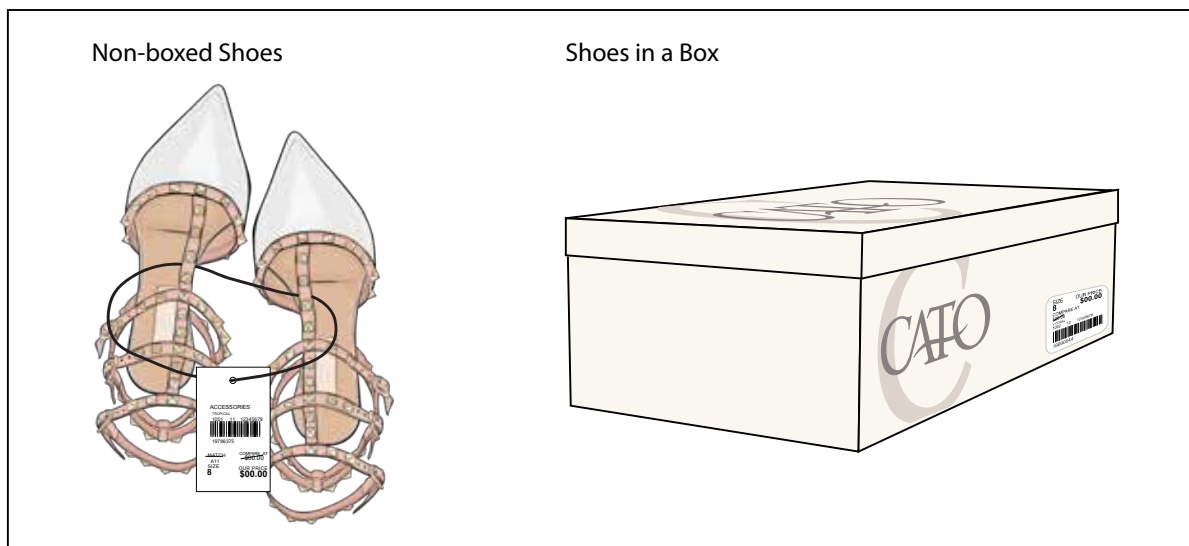
Step 4: Stuff toe and wrap shoe in tissue paper.

Step 5: Ship with silica gel pack.

Step 6: Connect both shoes of a pair with a black elastic loop.

Step 7: Polybag per SKU.

Step 8: Carton Packing to include cardboard egg crating.



Packing Instructions for Girls Shoes in a Box:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Wrap buckles and ornaments in tissue paper.

Step 3: Stuff toe and wrap shoe in tissue paper.

Step 4: Ship with silica gel pack.

Step 5: Ship in shoe box with tissue paper.

Step 6: Apply anti-mold sticker on inside top of shoe box.

Step 7: Ship with anti-mold sheets for July-November in DC orders.

CATEGORY: Accessories

DESCRIPTION: Hosiery

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

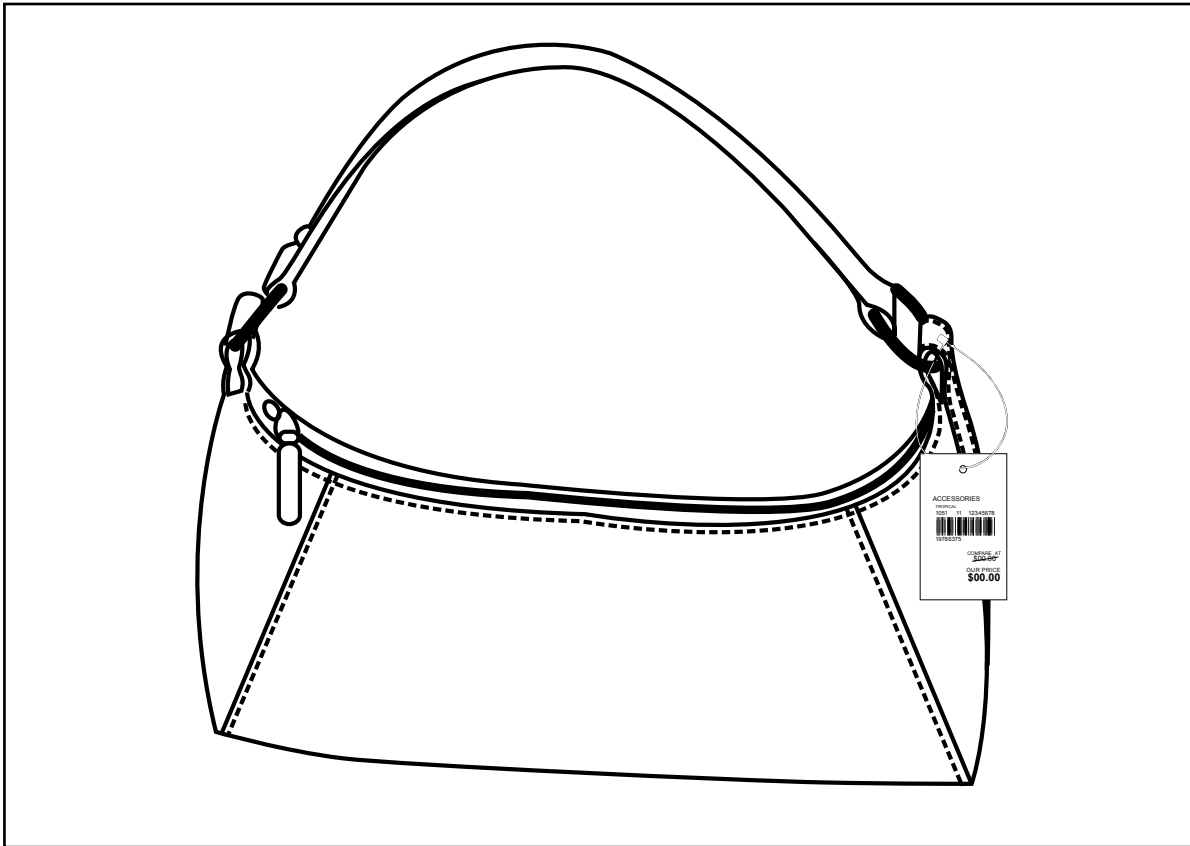
Step 2: Poly bag per pre-pack.

Step 3: Ship on industry standard black sock or hosiery hanger, if applicable.

CATEGORY: Accessories

DESCRIPTION: Handbags & Small Leather Goods

IMAGES ARE FOR REFERENCE ONLY.



Handbag Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Wrap all hardware in tissue paper.

Step 3: Poly bag per sku and then poly bag per pre-pack

Step 4: Handbags must be shipped in a Crossdock Carton - see page 3.

Step 5: Stuff with tissue paper to hold shape

Step 6: Ship with silica gel pack.

Small Leather Goods Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Wrap all hardware in tissue paper.

Step 3: Wrap each unit in tissue paper.

Step 4: Poly bag per sku and then poly bag per pre-pack

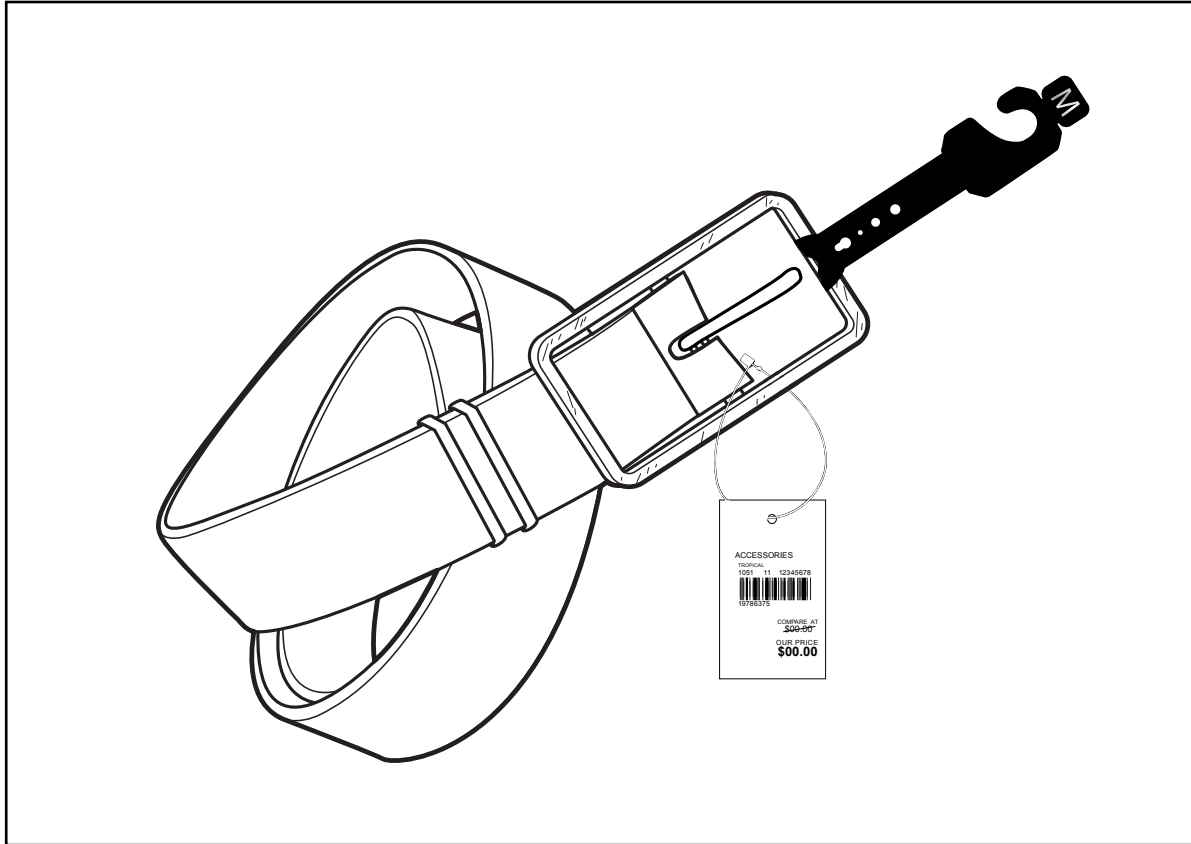
Step 5: Ship with silica gel pack.



CATEGORY: Accessories

DESCRIPTION: Belts

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Wrap each buckle in tissue paper.

Step 3: Poly bag per sku and then poly bag per pre-pack

Step 4: Ship with silica gel pack.

Step 5: Use the appropriate size, industry standard, belt hanger.

CATEGORY: Accessories

DESCRIPTION: Sunglasses

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

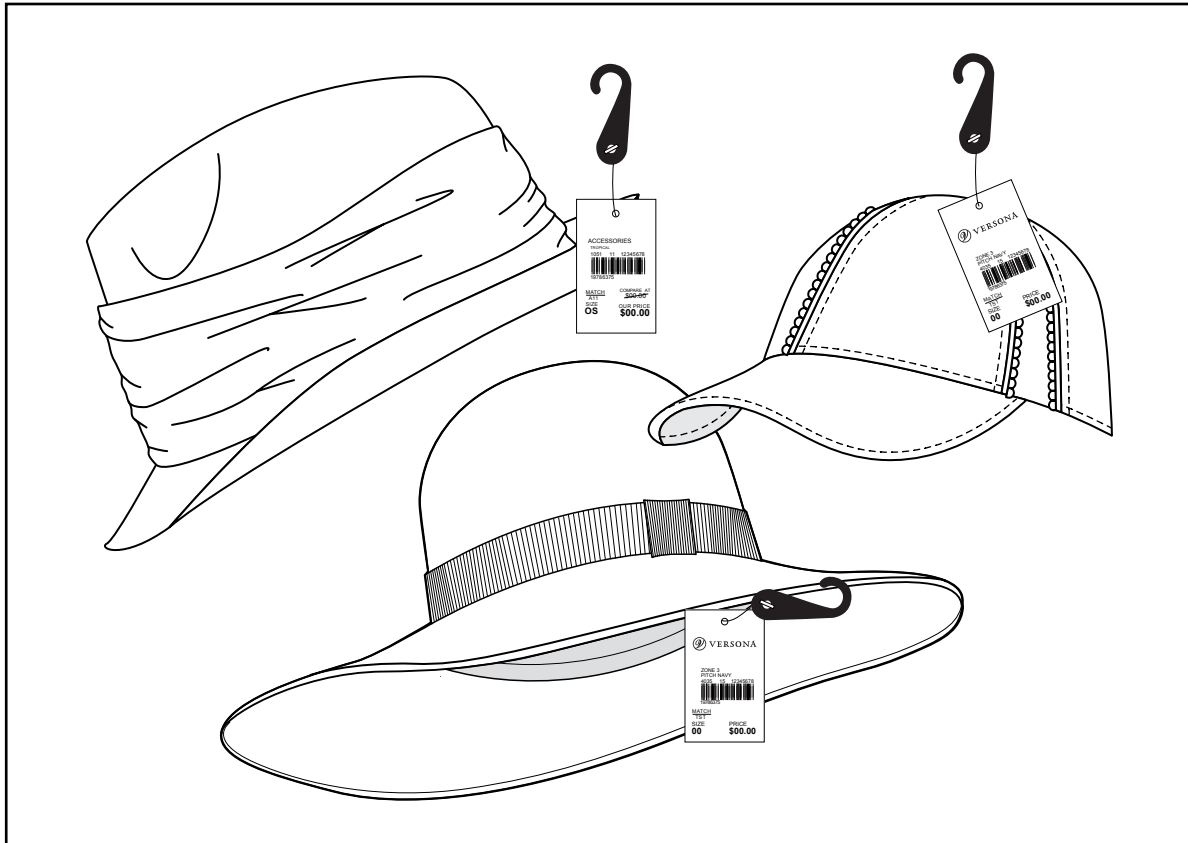
Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Poly bag per sku and then poly bag per pre-pack

CATEGORY: Accessories

DESCRIPTION: Fashion Hats

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: All hats to be stacked together by pre-pack.

Step 3: Polybag per pre-pack.

Step 4: Baseball caps to include cardboard liner on interior crown.

Step 5: Floppy, cloche, fedora & cowboy hats to include one clear plastic mold at bottom of stack to hold shape.

Step 6: Ship on industry standard black J-hook.

CATEGORY: Cold Weather

DESCRIPTION: Cold Weather

IMAGES ARE FOR REFERENCE ONLY.

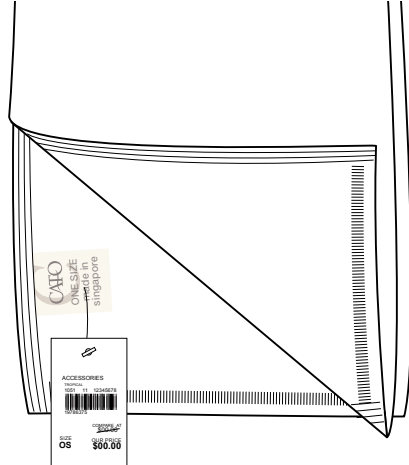
Cold Weather Scarves Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Polybag per pre-pack.

Step 3: Cold Weather Scarves must be folded flat with hanger inside polybag.

Step 4: Use the appropriate size, industry standard, scarf hanger.

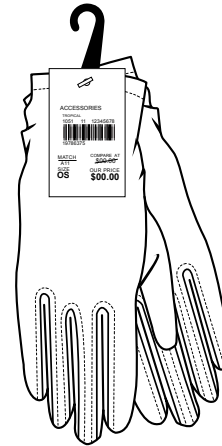


Cold Weather Gloves Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Polybag per pre-pack.

Step 3: Ship on industry standard black J-hook.

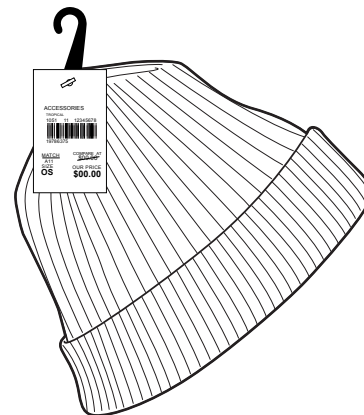


Cold Weather Hats and Head Wraps Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Polybag per pre-pack.

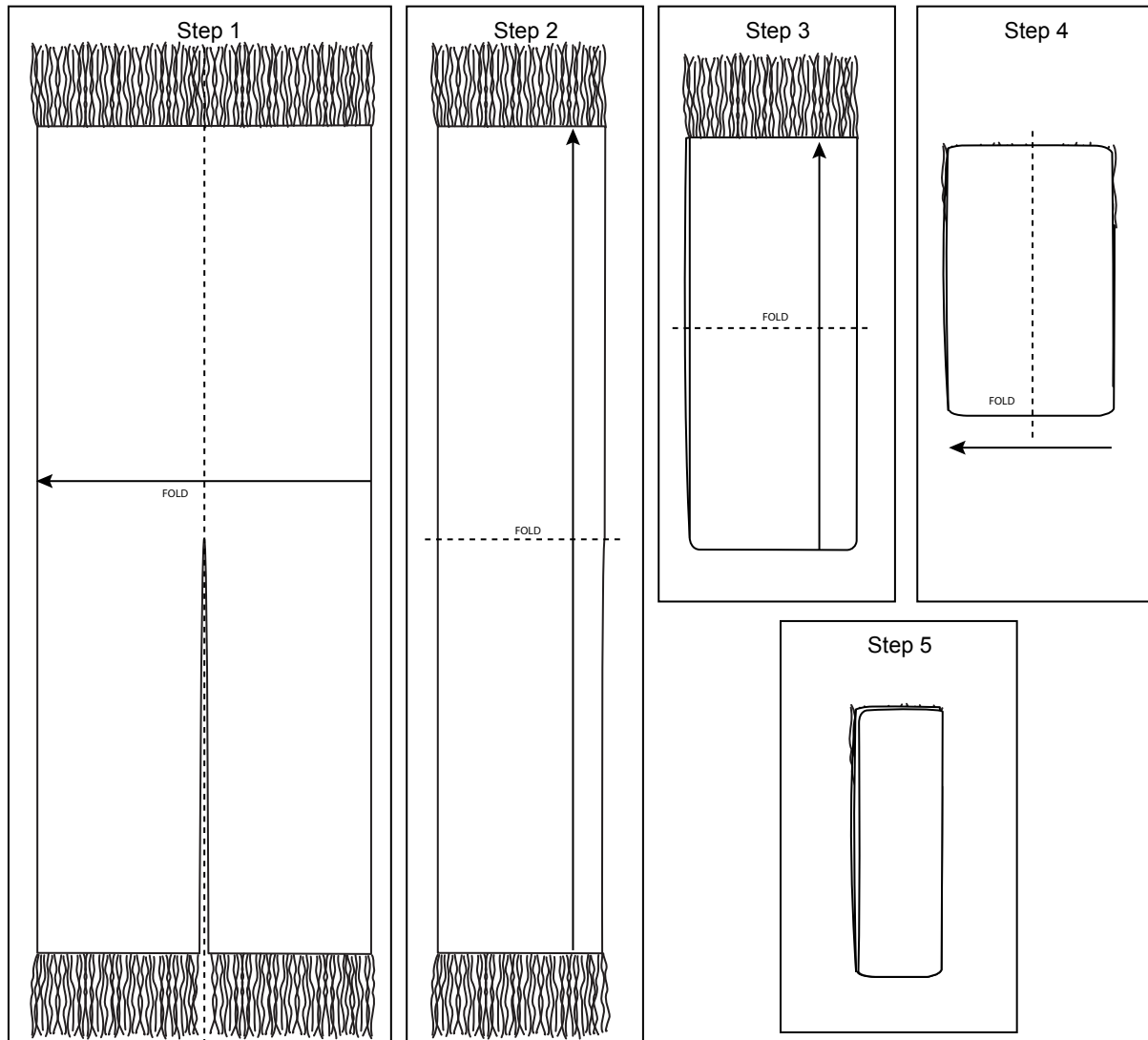
Step 3: Ship on industry standard black J-hook.



CATEGORY: Cold Weather

DESCRIPTION: Ruanas

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping. Lay ruana out flat. Fold in half side to side.

Step 2: Fold in half vertically.

Step 3: Fold in half vertically again.

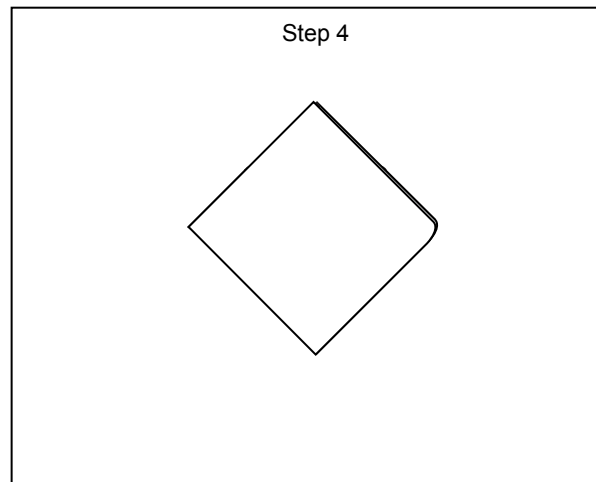
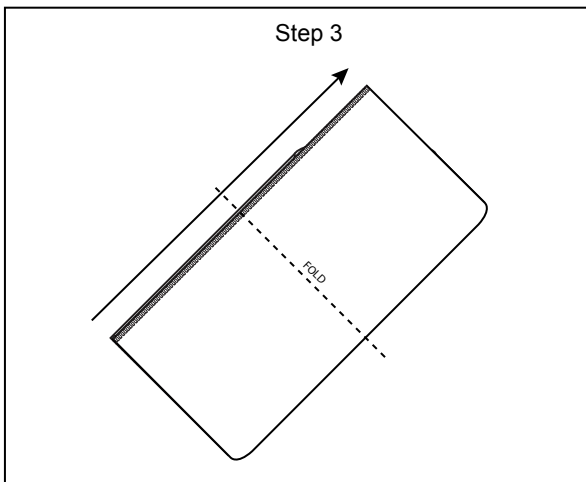
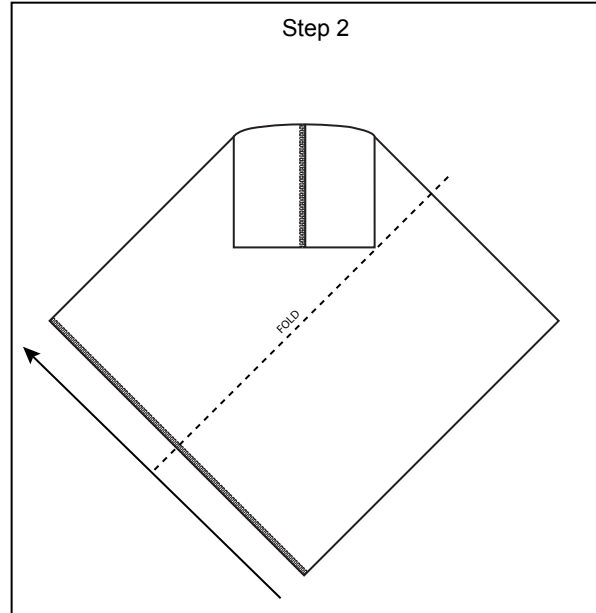
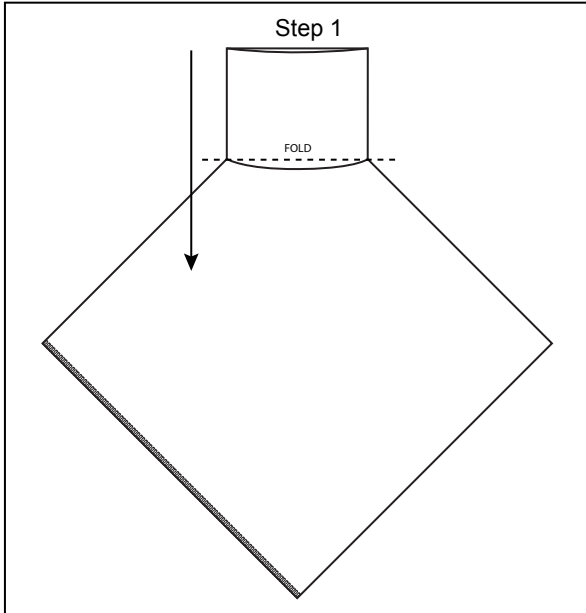
Step 4: Fold in half side to side.

Step 5: Polybag per pre-pack. No hanger. Ruanas must be shipped in a Crossdockable Carton - see page 4.

CATEGORY: Cold Weather

DESCRIPTION: Ponchos

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping. Lay poncho out flat. Fold collar down.

Step 2: Fold poncho in half as shown.

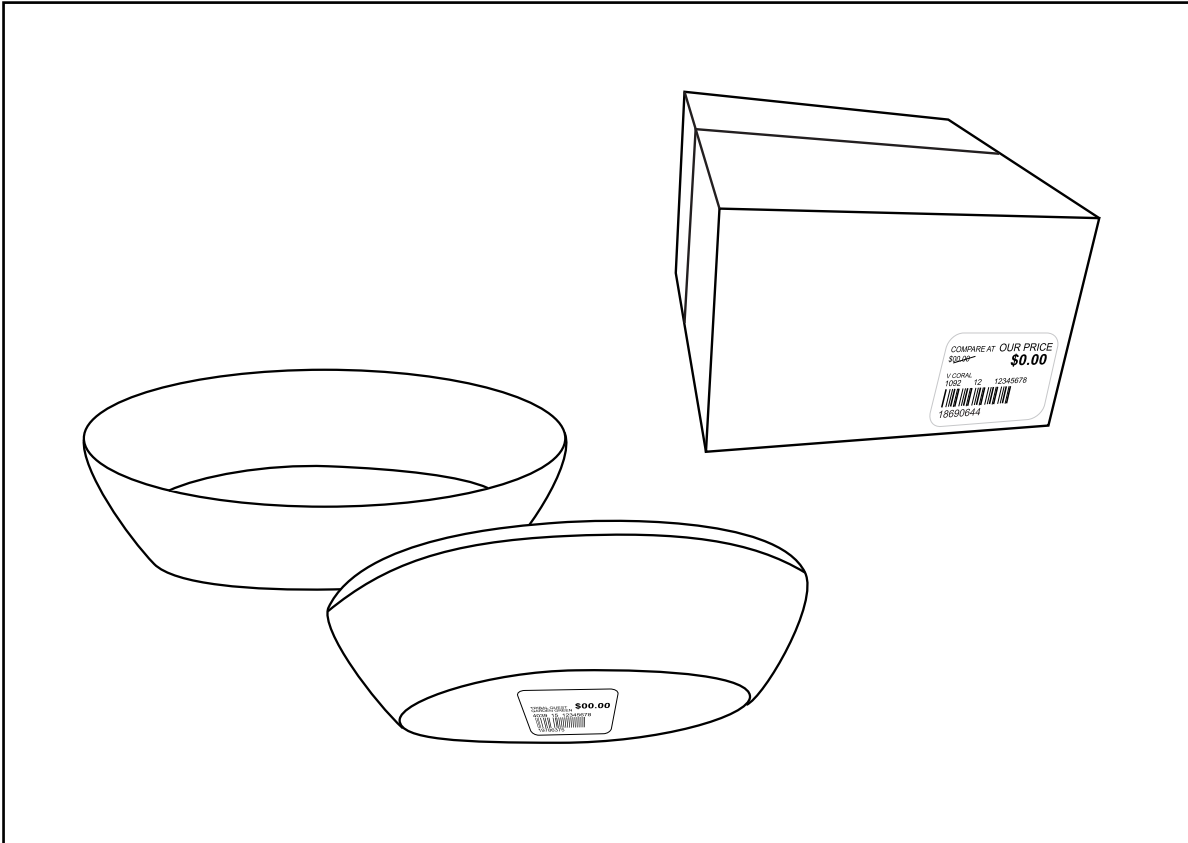
Step 3: Fold poncho in half again.

Step 4: Polybag per pre-pack. No hanger. Ponchos must be shipped in a Crossdockable Carton - see page 4.

CATEGORY: Home Accents, Novelties & Gifts

DESCRIPTION: Miscellaneous Giftable Items

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Each individual item to be packed in a throw-away box with bubble wrap. It is the vendor's responsibility to ensure the packaging is adequate to prevent breakage during transportation.

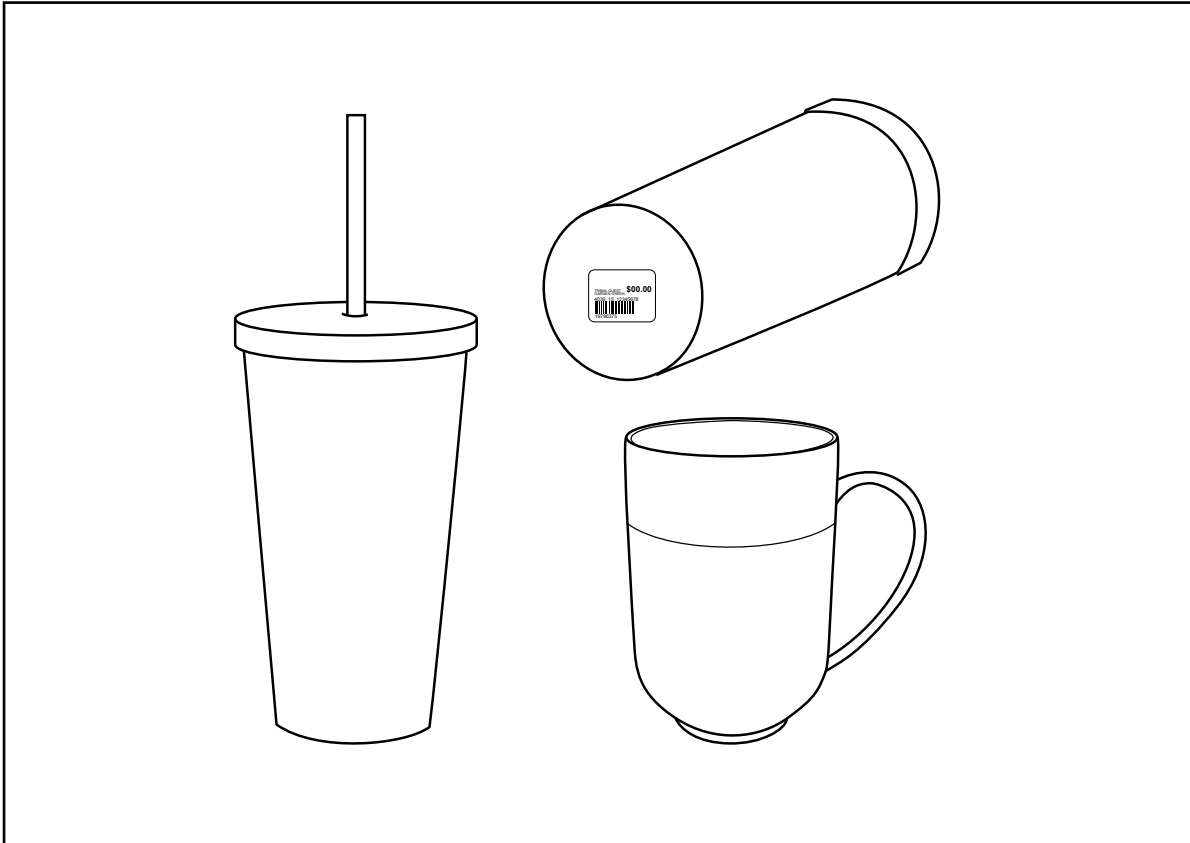
Step 3: Pack securely together per inner pack quantity listed on the purchase order.

Step 4: Pack inner boxes in a master carton.

CATEGORY: Home Accents, Novelties & Gifts

DESCRIPTION: Drinkware

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: For drinkware with a straw, the straw must be wrapped and inserted in the drinkware or included alongside the tumbler in the box.

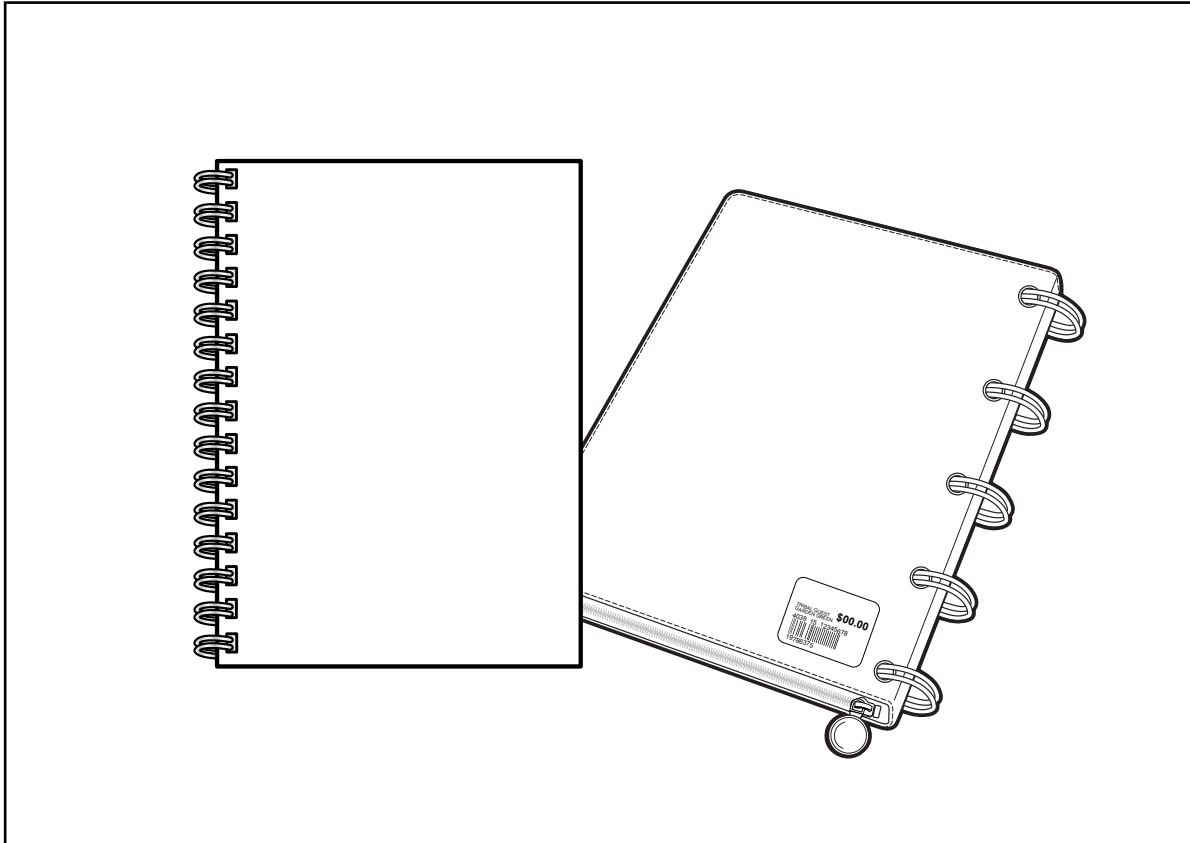
Step 3: Drinkware and straw, if included, to be wrapped in bubble wrap and boxed per inner pack quantity listed on the purchase order. It is the vendor's responsibility to ensure the packaging is adequate to prevent breakage during transportation.

Step 4: Pack inner boxes in a master carton.

CATEGORY: Home Accents, Novelties & Gifts

DESCRIPTION: Journals, Calendars & Paper Products

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Poly bag per SKU.

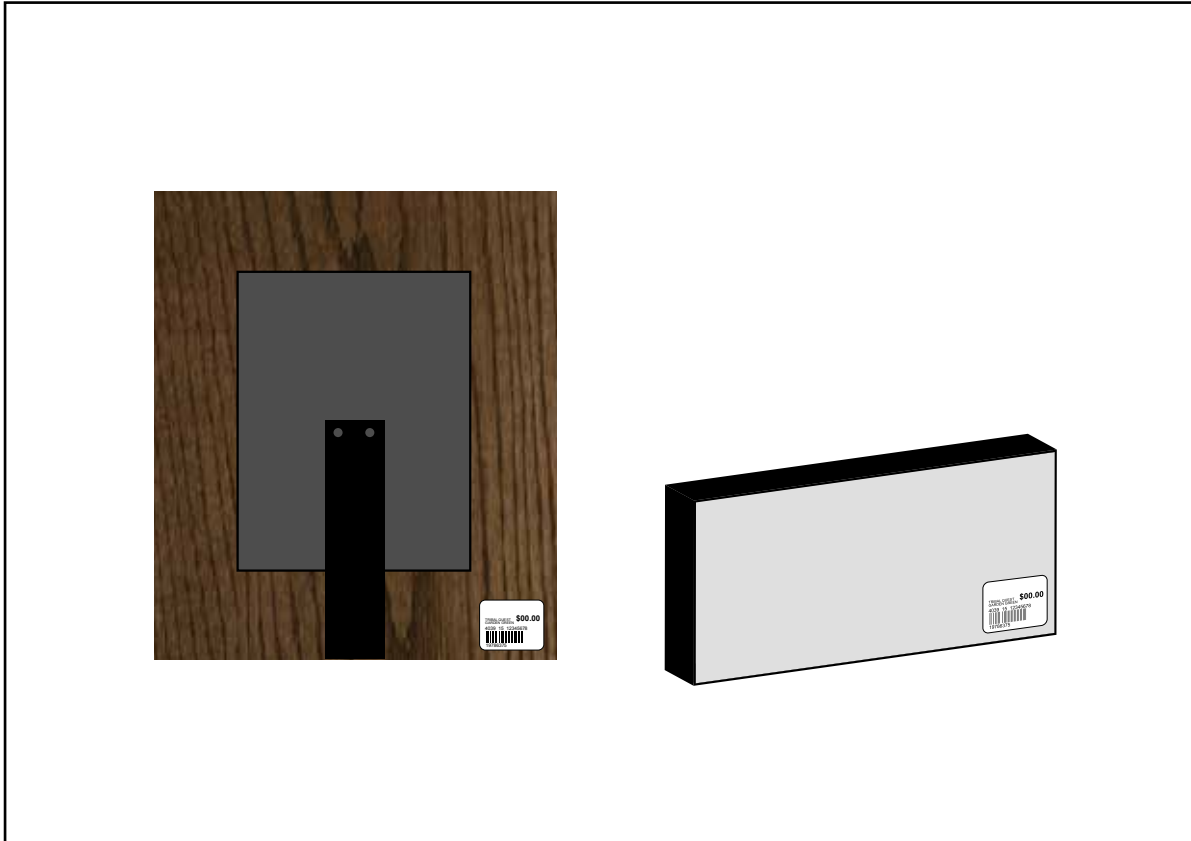
Step 3: Pack securely together per inner pack quantity listed on the purchase order.

Step 4: Pack inner packs in a master carton.

CATEGORY: Home Accents, Novelties & Gifts

DESCRIPTION: Frames and Plaques

IMAGES ARE FOR REFERENCE ONLY.



Packing Instructions:

Step 1: All merchandise must be pre-ticketed and packaged prior to shipping.

Step 2: Wrap each item in tissue or poly bag per SKU and pack securely together per inner pack quantity listed on the purchase order. It is the vendor's responsibility to ensure the packaging is adequate to prevent breakage during transportation.

Step 3: Pack inner packs in a master carton.