



IMPORT CORRUGATE DISPLAY STANDARDS

**Effective for Orders placed after 12/21/12
and all Shipments after 4/1/13.**

**Vendors are required to conform to the process
outlined in this guide.**

ALL NEW REQUIREMENTS FOR:

- PDQs**
- Stackable PDQ's**
- Side Kicks**
- Floor/Pallet Displays**

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BIG LOTS CORRUGATED DISPLAY STANDARDS

INTRODUCTION:

This document provides our vendors with the information and resources needed to create all shelf PDQ's, Stackable PDQ's, Side Kicks and Floor Displays.

It includes:

1. A list of required fonts, sizes, color themes and sample color layouts.
These sample layouts are not camera ready; customize the layout for each shelf PDQ, Stackable PDQ, Side Kick or Floor Display using the item description and retail price provided by the buyer.

NOTE: Big Lots is not permitted to copy type fonts to the disc for each format. Vendors must purchase the identified fonts or similar alternatives (to be approved by Big Lots). The attached sheet lists the names and provides a visual reference for each font.

2. Photo examples of what to do and what NOT to do in building the shelf PDQs, Stackable PDQ's, Side Kicks and Floor Displays.
3. **Transit Testing Standards REQUIRED** (see page 105) for all Stackable PDQ's, Side Kicks and Floor/Pallet Displays.
NOTE: Anticipate approximately 2 weeks for transit testing to be performed and completed.
4. **REQUIRED Carton Marking Icons** (see page 5, 6 and 7) for use on shipping cartons and/or shrouds. Vendors are responsible for making sure that the carton marking icons are correct prior to Big Lots receiving the merchandise in our DCs. Carton marking icons require DCs to give special handling to each box that comes through the sorters to be loaded on our trucks for outbound delivery to our stores. (For PDQs, Stackable PDQs, Side Kicks and Floor/Pallet Displays, see examples on pages 32, 61, 83 and 100.)
 - Icon(s) may be printed directly on the box or printed labels can be placed on each box.
 - Vendors are **REQUIRED** to use opaque cover-up labels on master cartons if the icons are incorrect.
5. Follow the outlined approval processes found on pages 12, 54, 64 and 85.

NOTE: Required Carton Markings document and icons can be found on our website at: <http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>

Please do not discard this guide; it may be used for future packaging.

NOTE: ALL DISPLAYS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

REQUIRED CARTON MARKING ICONS

The carton marking icons shown below are **required to be placed in the bottom left corner** of the Master Shipping Carton when applicable. **Icons must appear on at least four different sides of the box and in Pantone 032.** Please also reference the IPDS (IMPORT PRODUCT DATA SHEET) for determining the appropriate size carton marking icon(s) to use based on carton cube (see page 7).



THIS SIDE UP INDICATOR

ICON: Carton is to Ship this side up.

USE: when the safety of the contents necessitates the container be stored or stacked with the top surface up, and on cartons that should never be inverted or laid on their side

EXAMPLES: picture frames, liquids, lamps, glass, white out, ceramics, mirrors and framed prints.
(Use on anything other than the examples listed above takes away the importance of the arrows).

NOTE:
 Arrows-Up takes precedence over saving space on our trucks to the stores.



NOTE: This photo is how our DC's will pack items on our trucks however, stores would not be able to place this item as shown above on conveyor for unloading our trucks.



ICON: Pallet Stackings

USE: In this example, boxes can't be stacked more than 2 pallets high or items will be crushed.



Other Examples



Don't use words, instead use Red icons as shown in this document.



FRAGILE-HANDLE WITH CARE

ICON: Use only if the item is Fragile

USE: this carton marking icon if item contains glass

EXAMPLES: glass, mirrors, patio tables, ceramic pots, light bulbs, porcelain

REMEMBER:
 Big Lots vendors are responsible for using the appropriate carton marking icon(s) to prevent damage prior to items arriving in our DC's and/or stores.

Big Lots reserves the right to charge back vendors if wrong carton marking icons are used.

Can use more than one icon if necessary.
 Example: glassware (Arrow Up / Fragile etc.)

REQUIRED CARTON MARKING ICONS CONT'D



ICON: PDQ - Do Not Stack Heavy Product On Top Of Carton

USE: Communicates PDQ display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the PDQ display/product when loading our trucks to avoid damaging the PDQ.

**PDQ - DO NOT STACK HEAVY
PRODUCT ON TOP OF CARTON**



ICON: SIDE KICK - Do Not Stack Heavy Product On Top Of Carton

USE: Communicates SIDE KICK display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the SIDE KICK display/product when loading our trucks to avoid damaging the SIDEKICK.

**SIDE KICK - DO NOT STACK HEAVY
PRODUCT ON TOP OF CARTON**



ICON: FLOOR DISPLAY - Do Not Stack Heavy Product On Top Of Carton

USE: Communicates FLOOR DISPLAY to the DC associate. DC associate will then avoid stacking other heavy boxes onto the FLOOR DISPLAY/product when loading our trucks to avoid damaging the FLOOR DISPLAY.

**FLOOR DISPLAY - DO NOT STACK
HEAVY PRODUCT ON TOP OF CARTON**

**Can use more than one icon if necessary.
Example: glassware (Arrow Up / Fragile etc.)**

REQUIRED CARTON MARKING ICONS CONT'D



ICON: Team Lifting

USE: If box weighs more than 70 lbs (31.75 kg), this carton marking icon must be used.

EXAMPLES: Furniture, Hardware and Lawn and Garden (Items listed are not inclusive)

NOTE:

This icon will also communicate to our DC associates to place this item on the bottom of trucks to prevent crushing of other cartons.

HEAVY

ICON: Team Lifting



ICON: No Blades

USE: Do not use sharp object when opening box.

EXAMPLES: cushions, pillows, wicker furniture, bedding, cloth coolers, rugs, towels, tablecloths, stuffed animals (Items listed are not inclusive)

NOTE: Logo should appear on top and bottom of box. Logo communicates to the stores that the merchandise inside can easily be cut and damaged when using a knife to open the box.

DO NOT USE SHARP OBJECT WHEN OPENING BOX.

**Can use more than one icon if necessary.
Example: glassware (Arrow Up / Fragile etc.)**

Carton Marking Icon Sizing Chart

Carton Marking Icons

Please reference the IPDS (IMPORT PRODUCT DATA SHEET) for determining the appropriate size carton marking icon(s) to use based on carton cube. See chart above.

CARTON CUBE FROM IPDS SHEETS	ICON SIZES (MINIMUM SIZES)
up to 2 cubes	1" X 1"
3 - 5 cubes	2" X 2"
6 - 10 cubes	3" X 3"
cube 11 and up	4" X 4"

- Required Carton Markings Document and icons can be found on our website at: <http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>

NOTE: For questions on Carton Markings contact vendorcompliance@biglots.com

BIG LOTS CORRUGATED DISPLAY STANDARDS

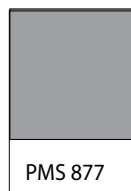
GENERAL SPECIFICATIONS - ALL PDQS, Stackable PDQ's, Side Kicks & Floor Displays
(PDQ color examples can be seen on pages 8-10)

1. ALL shelf PDQs (including National Brand) will be printed on three sides, which includes the front panel and both side panels. ALL Stackable PDQ's, Side Kicks and Floor Displays will be printed on four sides, which includes the top, bottom and both side panels.
2. ALL shelf PDQs (other than National Brand) will utilize white type for the item description and item price point, as well as white logos, with the exception of "Games & Puzzles", which will utilize black type for the item description and item price point, as well as black logos.
 - These PDQs require 2 color printing: background color + varnish to provide a scuff-resistant finish (3 Color printing will be required for "Games & Puzzles", which includes Black).
3. ALL "Short Season" shelf PDQs will utilize 2 color icons that correspond to the season.
 - These PDQs require 3 color printing: 2 colors for the background and icon + varnish to provide a scuff-resistant finish.
4. ALL information on the PDQs (logo or icon), plus item description and price, should be printed on the PDQ corrugate.
5. Peel and Stick on labels are NOT acceptable.

COLORS:

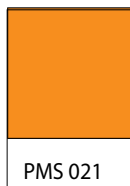
The PDQ, Stackable PDQ's, Side Kick or Floor Display color will vary depending on the season. The type, retail, and logo remains white. NOTE: This does not apply to Dept 510. See page 10 for Dept. 510 colors.

- For Holiday Jewelry use Pantone 877 (Metallic Silver)



**ARTCODE:
PDQSILVER**

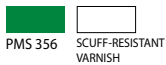
- For Electronic Items Green will not be used however, use Orange (PMS 021) and Red (PMS 193) for Holiday.



2013 - CORRUGATED DISPLAYS - "BRANDED" ITEMS

(For Big Lots Captive Brands or National Brands that do not require use of their Displays)

All Lawn and Garden
and Short Seasons
(except Harvest and
Halloween) Merchandise



Artcode:
PDQB4821



This shows what a two-line item
description should look like



Holiday and Stocking
Stuffer Toys Only
(For all other Toys,
see Page 10.



Artcode:
PDQB3547



Electronics, BTS
and all other
merchandise



Artcode:
PDQB0152



FOR NARROW PDQs (6 in. (W) or smaller in general) OR ANY DISPLAY CONTAINING ITEMS PACKAGED WITH VENDOR ART
NOTE: these Displays will not have a logo on them, only an item description and retail.

PDQ4821 - PDQ3547 - PDQ0152



Artcode:

PDQ3547



For ALL Holiday items without a National or Big Lots Captive Brand Logo, please use red background color with item description and retail only.

Artcode:

PDQ4821



For ALL Lawn & Garden and Summer items without a National or Big Lots Captive Brand Logo, please use green background color with item description and retail only.

Artcode:

PDQ4821



For Electronics, Back to School and all other items without a National or Big Lots Captive Brand Logo, please use orange background color with item description and retail only.

Trademark License/Sublicense Agreement Form

Vendors are required to complete and return a Trademark License/Sublicense Agreement form for item using our Captive Brand on packaging. The Agreement gives permission to the vendor to use our Captive Brand, and explains use limitations. The Agreement will be sent to you, if applicable, at the time the buyer submits the formal package design request.

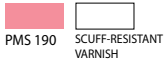
NOTE: These BL Captive Brand Logos will be provided as EPS files on disk.

Revised 1.21.13

2013 - CORRUGATED DISPLAYS - "TOYS - DEPT. 510" ITEMS

(For Big Lots Captive Brands or National Brands that do not require use of their Displays)

Girls Toys



Artcode:
PDQBGTPK

This shows what a two-line item description should look like

Boys Toys



Artcode:
PDQBBTBL

Games & Puzzles



Artcode:
PDQBGPYL

NOTE: ONLY GAMES AND PUZZLES WILL HAVE A BLACK ITEM DESCRIPTION AND RETAIL PRICE.

Pre-School Toys

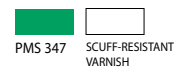
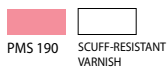


Artcode:
PDQBPSGR

FOR NARROW PDQs (6 in. (W) or smaller in general) OR ANY DISPLAY NOT USING A NATIONAL OR CAPTIVE BRAND LOGO, OR CONTAINING ITEMS PACKAGED WITH VENDOR ART

NOTE: these Displays will not have a logo on them, only an item description and retail.

PDQGTPK - PDQBTBL - PDQGPYL - PDQPSGR



Trademark License/Sublicense Agreement Form

Vendors are required to complete and return a Trademark License/Sublicense Agreement form for item using our Captive Brand on packaging. The Agreement gives permission to the vendor to use our Captive Brand, and explains use limitations. The Agreement will be sent to you, if applicable, at the time the buyer submits the formal package design request.

NOTE: These BL Captive Brand Logos will be provided as EPS files on disk.



SHELF PDQ STANDARDS

BIG LOTS SHELF PDQ STANDARDS

PDQ DESIGN APPROVAL PROCESS: Every shelf PDQ must go through each step in this process. Big Lots reserves the right to charge back any vendor that produces incorrect or inferior PDQs that have not completed this process.

1. Send the electronic artwork layout on the PDQ dieline and specify the height of the front panel of the PDQ (with suggested copy wording) and shipping container with carton marking icons via e-mail to packaging@biglots.com for review and approval before proceeding to step 2. For each e-mail layout submitted, you must indicate purchase order number(s) and article number(s).

It is the Vendors responsibility to communicate if merchandise doesn't fit the PDQ. See page 51 for an example of where the merchandise doesn't fit the PDQ (Bulging). Prior to sending a color print proof for approval, you must send a photo or line art rendering of your PDQ filled with merchandise. The photo should show how the merchandise will be displayed based on the Buyer's case pack. The photo should be from an overhead angle to show the internal construction of the PDQ, including trays, wedges, etc. The photo of the PDQ does not need to show color, item description, or retail price. Additional information that needs to be included with the photos is PO#, Article#, PDQ Case Pack, Inside Dimension (ID) of PDQ (Height, Width, Depth), and Outside Dimension (OD) of PDQ (Height, Width, Depth).

An example of this is shown on page 51.

2. Once the electronic artwork layout has been approved, a color print/press proof is required. This proof must show the exact colors to be printed in mass production and be on the same corrugate (color and weight) to be used in mass production. An ink draw down swatch with Varnish on the actual corrugate is also acceptable, at this stage. If you require a signed print proof to be sent back to you, please send two. Minimum PDQ Substrate Standards are provided on page 37.

If the proof is approved, go to step 3. If the proof is not approved, you will need to make revisions as necessary and re-submit a new proof. Be sure to allow time in this step if corrections are needed.

The print proofs should be sent to:

Rashi Shaneel
MANTRA
818, ILD Trade Centre
Sector-47, Sohna Road
Gurgaon-122001, India

3. Begin mass printing. Vendors are required to send two (2) final printed PDQ samples to Mantra. Send to the same address as in step 2 above. **If a buyer requires a sample, an additional sample should be sent separately to their attention.** If a final printed PDQ does not match the sample submitted in the print proof, Big Lots reserves the right to charge back the vendor.

If you have any questions you may email us at packaging@biglots.com.

NOTE: SHELF PDQ'S ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

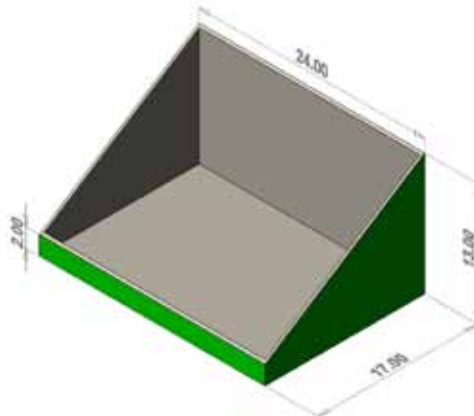
BIG LOTS SHELF PDQ STANDARDS cont'd

SHELF PDQ CONSTRUCTION:

1. ALL PDQs should keep the product looking neat and upright.
2. Vendors are to work with the buyer to determine the appropriate PDQ for the product. There are examples on pages 19 - 29 to guide you.
3. ALL shelf PDQs must have a fold over front panel to ensure quality.
Reminder: all printed panels must be printed with varnish to provide a scuff-resistant finish.
4. NO PDQS WITH "TEAR AWAY" CONSTRUCTION or PERFORATIONS (See Example Below).



5. A standard PDQ weight limit, with three sides reinforced, is 35 pounds. Please see PDQ substrate standards on Page 14.
6. In general, the height of the front panel should be 2" (5.08 cm), depending on the item. The goal is for the PDQ to keep the merchandise upright, shoppable and so the product is visible. For taller goods such as throws, front panel must be taller. For shorter items, the front can be shorter, but no less than 1".
7. Maximum shelf depth of pdq is 17" (D) (43.18 cm)



SPECIAL REMINDERS FOR PDQS THAT WILL APPEAR ON THE 4-WAY IMPULSE CONDOS:

- Any combination of PDQs equal to or less than 24" (60.96 cm), but no less than 20" (50.8 cm) is acceptable per shelf.
- Depth can not exceed 15" (38.1 cm).
- Height can not exceed 13" (33.02 cm) to accommodate a max of base deck plus 3 shelves.
(Over 13" (33.02 cm) will need approval from Merchandise Presentation)

BIG LOTS SHELF PDQ STANDARDS cont'd

PDQ SUBSTRATE MINIMUM STANDARDS:

IMPORTANT! DISPLAYS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR. Note: The shelf PDQ must adequately protect against shock and vibration hazards of the distribution environment.

Big Lots reserves the right to chargeback vendors for failure to comply.

DISPLAY BOXES (PDQ TRAYS)

- 32# ECT (Edge Crush Test*) OR 200# (Mullen test**)

Bleached white outside liner B-Flute + Scuff-Resistant Varnish

- Minimum liner combination:

175 gsm (35#) liner x 112 gsm (23#) medium x 175 gsm (35#) liner

For All India Vendors

DISPLAY BOX COVERS (Half Slotted Containers)

- 42# ECT (Edge Crush Test*) OR 200# (Mullen Test**) Kraft (Brown) BB-Doublewall Flute

For All Vendors Except India

DISPLAY BOX COVERS (Half Slotted Containers)

- 32# ECT (Edge Crush Test*) OR 200# (Mullen Test**) Kraft (Brown) C-Flute

* Edge Crush Test (ECT) - The Edge Crush Test is a standard industry measure of the stacking strength of corrugated board.

** Mullen Test - The Mullen Test is a standard measure of the bursting strength of corrugated board.

BIG LOTS SHELF PDQ STANDARDS continued

FONTS/SIZES:

Futura Heavy - Used for the Item Description

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

- Use Futura Heavy for upper and lower case (all white lettering)
- 68 pt. for 24" (60.96 cm) wide PDQs with one line descriptor
- For smaller widths, no less than 55 pt. type is to be used
- If the item description will not fit at 68 pt., you may reduce it to no smaller than 55 pt. and stack it (See page 16 for reference)

Futura Bold - Used for the Retail Price

0123456789 \$

- For Retail Price Futura Bold all upper case (all white) 100 pt. type
- For Dollar Sign Futura Bold all upper case (all white) 55 pt. type, aligned with the top of the retail price.
- There should be a 1" (2.54 cm) space between the last number of the price and the right edge of the color PDQ

Note: If the retail price is a whole number, use ONLY the dollar sign and amount

\$5 right

\$5.00 wrong

- If retail is under \$1, use ONLY the decimal point and amount in Futura Bold 100 pt. type (all white)
.99 right
.99¢ wrong

- Do NOT use the decimal point if the retail price is not a whole number. Cents in Futura Bold 55 pt. type (all white), aligned with the top of the retail price

\$1.50 right

\$1.50 wrong

TYPE PLACEMENT:

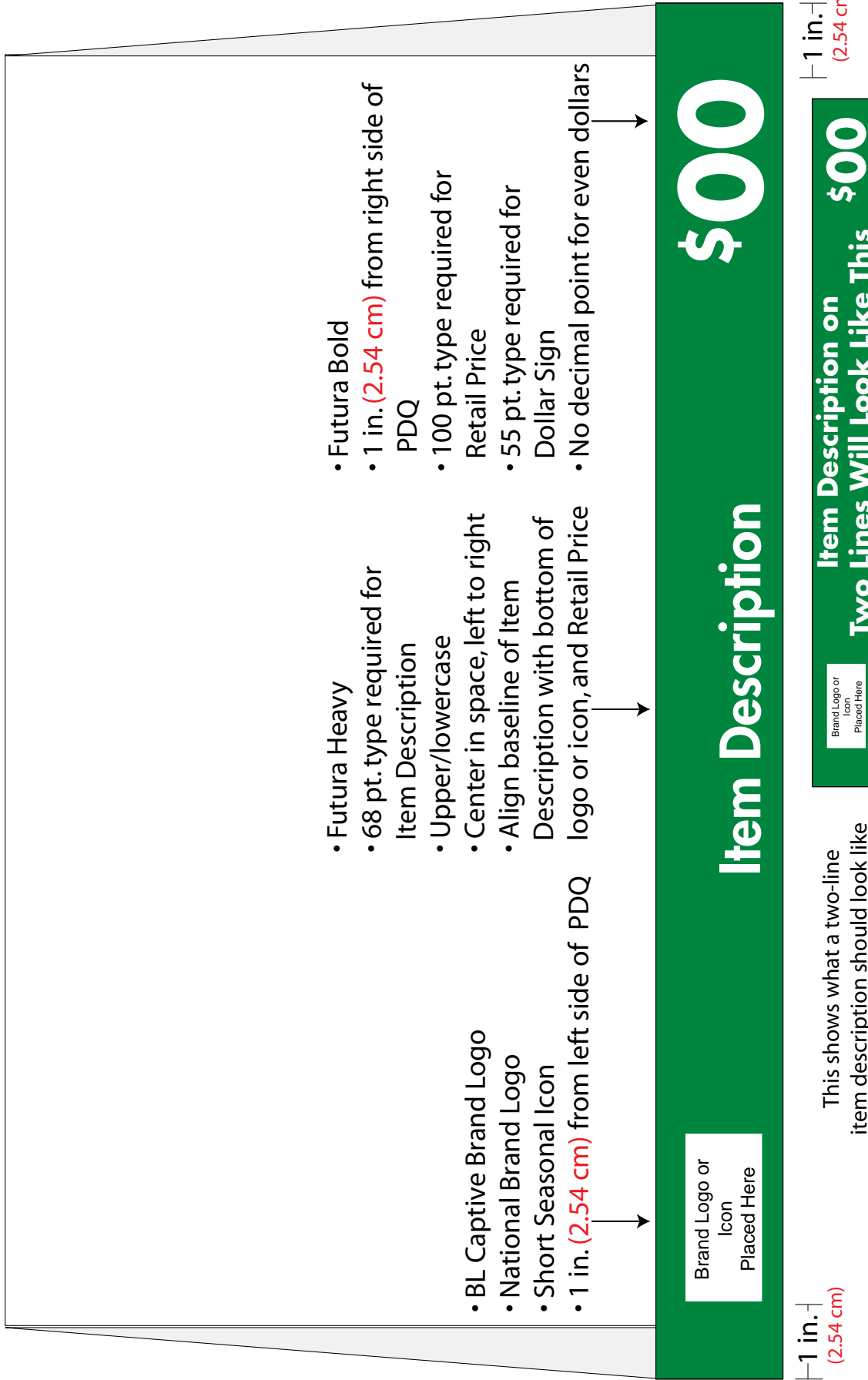
Item Description:

- Place the item description so that it is centered horizontally between the left edge of the PDQ front and the left edge of the retail price. If there is a logo/icon used, center the item description between the logo/icon and retail price. Logos are to be approximately 2-1/2" (6.35 cm) wide. Icons are to be approximately 1-1/2" (3.81 cm) wide.
- Align the baseline of the item description with the baseline of the retail price.
- If necessary, item description can be 2 lines (see page 16 for example). Center each line horizontally.

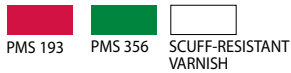
Distributed By Clause:

If a distribution clause is included on the individual packaging or price label of items to be displayed in the PDQ, then this information is not required on the PDQ. If required, the distribution clause should be printed on the bottom of PDQ.

BIG LOTS SHELF PDQ STANDARDS



2013 - PDQ DESIGN - IN AND OUT "SHORT SEASONAL" ITEMS (ITEMS THAT UTILIZE THE SEASONAL ARTPACKS)

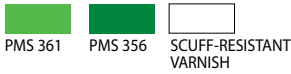


Artcode: PDQV4821

ALL Valentine's Day Items



Item Description \$99

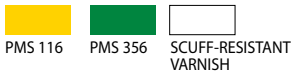


Artcode: PDQSP4821

ALL St. Patrick's Day Items



Item Description \$99



Artcode: PDQE4821

ALL Easter Items



Item Description \$99



Artcode: PDQP4821

ALL Patriotic Items



Item Description \$99



Artcode: PDQHV2234

ALL Harvest Items



Item Description \$99



Artcode: PDQH2234

ALL Halloween Items



Item Description \$99



Artcode: PDQBTS

ALL Back to School Items



Item Description \$99

* For ALL Holiday, Lawn & Garden, and Summer items, please see the information at the bottom of page 9.

NOTE: These Short Season Icons are located on <http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>

BIG LOTS SHELF PDQ STANDARDS FOR SOFT HOME

For **Soft Home Throws only in Dept 350**, All shelf pdq's are required to be 24" wide to best utilize a 48" shelf left to right (see photo example below).

YES!

48" shelf utilized.



Front lip of shelf PDQ for Soft Home Throws only, items should be 4" tall (10.16 cm)

NO!

48" shelf under utilized.



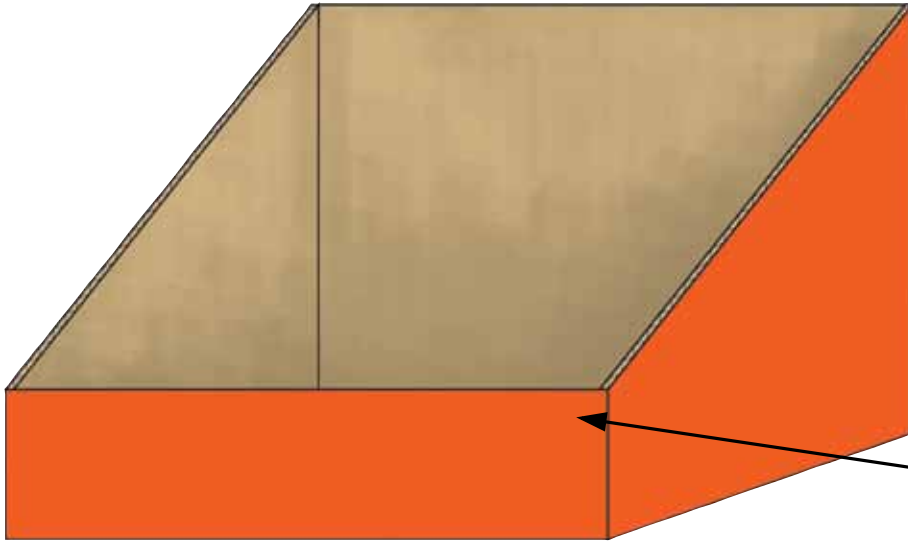
NOTE: Above photo was a mock-up only and therefore copy and price had not yet been added.

Roll Over Shelf PDQ Tray w/ Reinforced Front Panel

For lighter weight items (of less than 10 lbs. and not “stuffed” into the PDQ), we recommend this PDQ.

24 in. (60.96 cm) PDQ

Package Type Code: **PDQ-24RFP**



ATTENTION:

Do not use E ” or F ” Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.

Reference page 37 for Minimum packaging standards

ROLLOVER FRONT PANEL

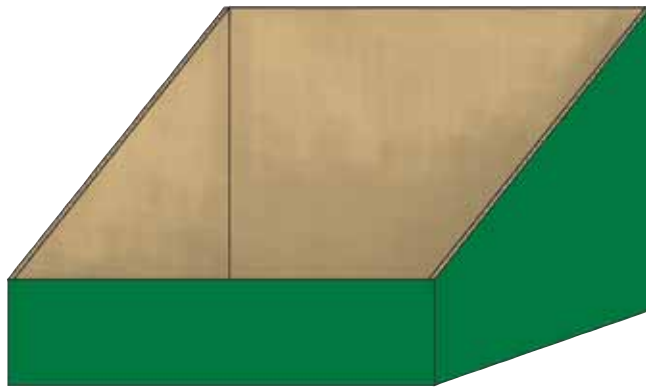
Color of PDQ should be printed so that it rolls over the front edge of PDQ

Inner Dimension (ID) of PDQ Tray is 22-15/16” x 14-15/16” x 10” (58.26 cm x 37.94 cm x 25.4 cm)

Outer Dimension (OD) of PDQ Tray is 23-7/16” x 15-7/16” x 10-1/8” (59.53 cm x 39.21 cm x 25.72 cm)

12 in. (30.48 cm) PDQ

Package Type Code: **PDQ-12RFP**

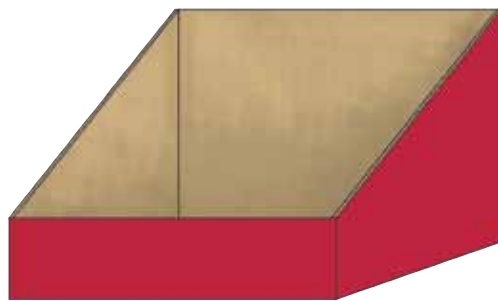


Inner Dimension (ID) of PDQ Tray is 10-15/16” x 8-15/16” x 10” (27.78 cm x 22.7 cm x 25.4 cm)

Outer Dimension (OD) of PDQ Tray is 11-7/16” x 9-7/16” x 10-1/8” (29.05 cm x 23.97 cm x 25.72 cm)

6 in. (15.24 cm) PDQ

Package Type Code: **PDQ-6RFP**



Inner Dimension (ID) of PDQ Tray is 8-9/16” x 5-3/16” x 10” (21.75 cm x 13.18 cm x 25.4 cm)

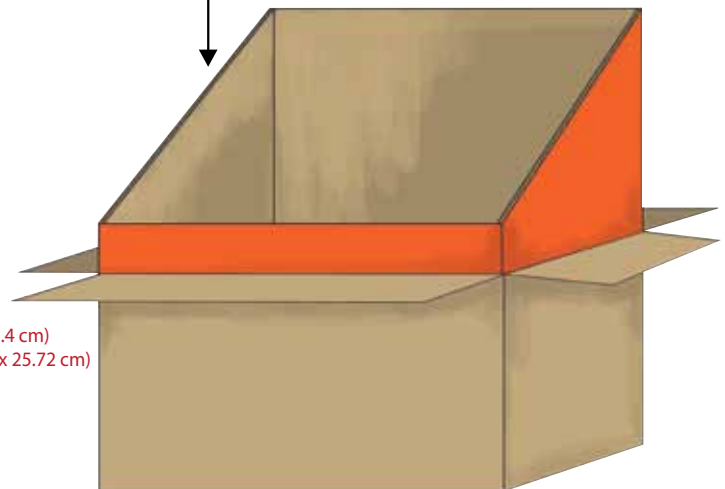
Outer Dimension (OD) of PDQ Tray is 9-7/16” x 5-7/16” x 10-1/8” (23.97 cm x 13.81 cm x 25.72cm)

Package Type Code:

PDQ-24RFP+C (with HSC cover)

PDQ-12RFP+C (with HSC cover)

PDQ-6RFP+C (with HSC cover)



Roll Over Shelf PDQ Tray w/ Reinforced Front Panel + HSC Cover

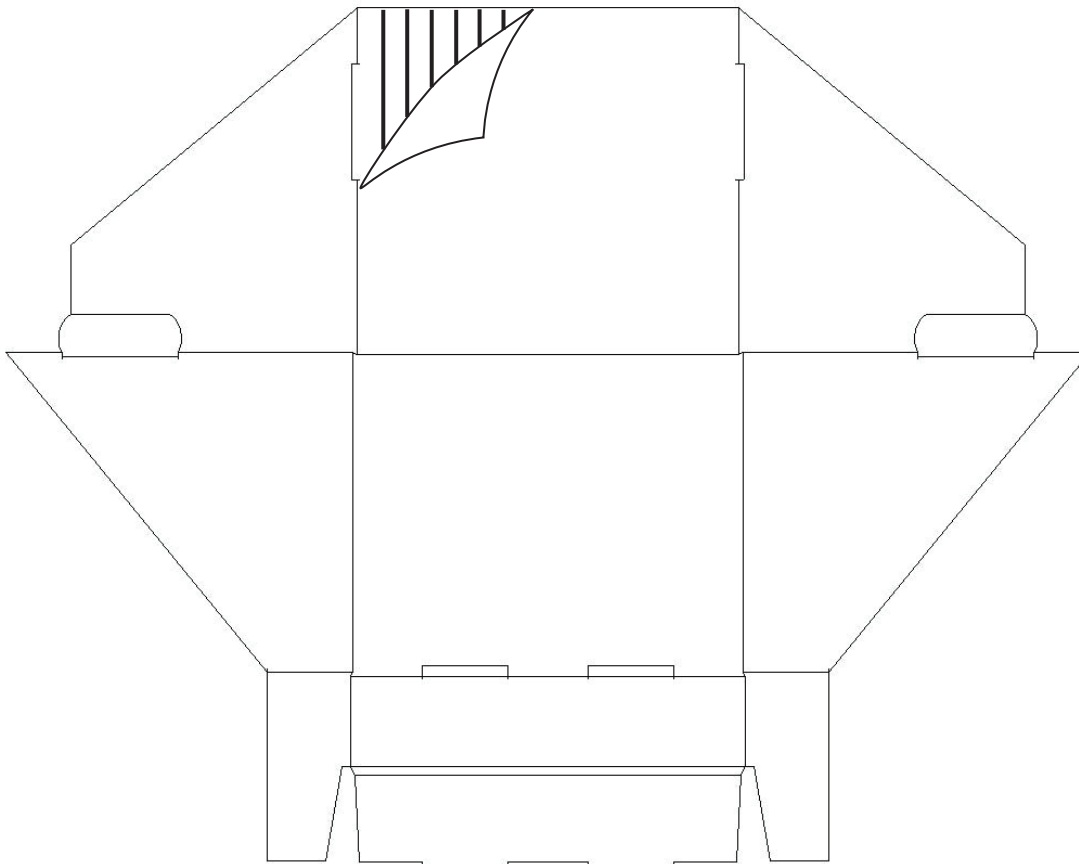
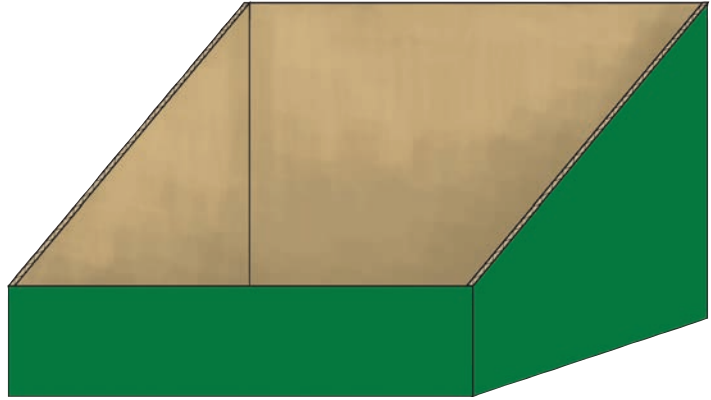
Cover is considered the master shipping carton

Covers are required to be used to optimize case packing and minimize damage to the PDQ product

Multiple PDQ trays without covers packed in master shipping carton will have stacking strength determined by master carton not PDQ tray.

Roll Over Shelf PDQ Tray w/ Reinforced Front Panel

For lighter weight items (of less than 10 lbs. and not “stuffed” into the PDQ), we recommend this PDQ.



PDQ Die Line

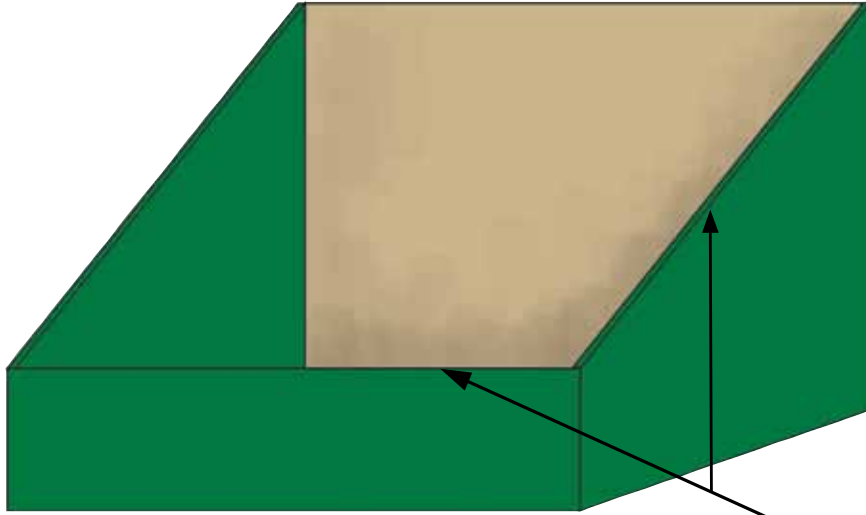
Peel back shows direction of flute

Roll Over Shelf PDQ Tray w/ Reinforced Front and Side Panels

For heavier or bulky items (greater than 10 lbs. but still less than 35 lbs. or items that are “stuffed” into the PDQ), we recommend this PDQ.

24 in. (60.96 cm) PDQ

Package Type Code: PDQ-24RFSP



ATTENTION:

Do not use E ” or F ” Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.

Reference page 37 for Minimum packaging standards

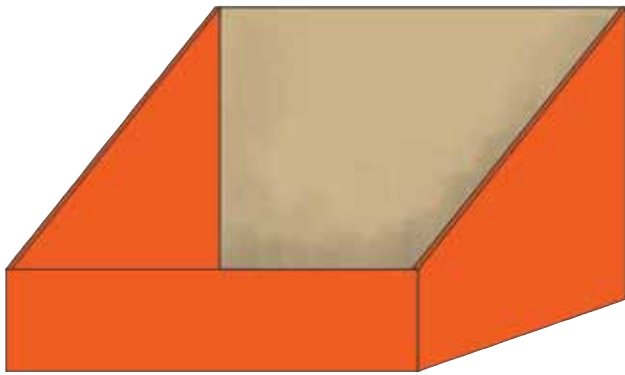
Inner Dimension (ID) of PDQ Tray is 22-11/16” x 14-15/16” x 10” (58.26 cm x 37.94 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 23-7/16” x 15-7/16” x 10-1/8” (59.53 cm x 39.21 cm x 25.72 cm)

ROLLOVER FRONT AND SIDE PANELS

Color of PDQ should be printed so that it rolls over the front and side edges of PDQ

12 in. (30.48 cm) PDQ

Package Type Code: PDQ-12RFSP



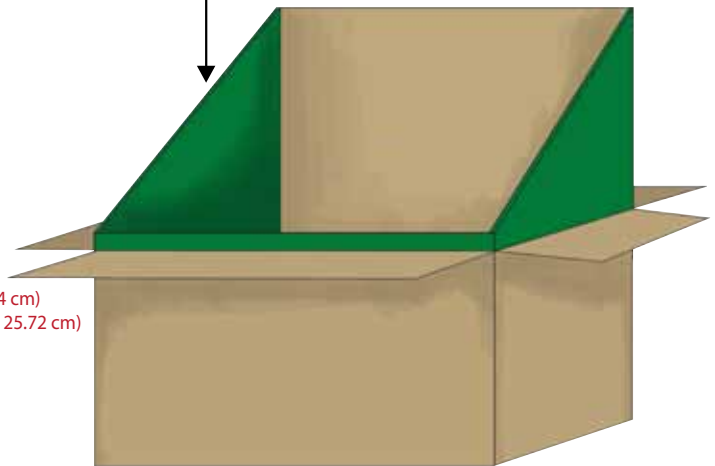
Package Type Code:

PDQ - 24RFSP+C (with HSC cover)

PDQ - 12RFSP+C (with HSC cover)

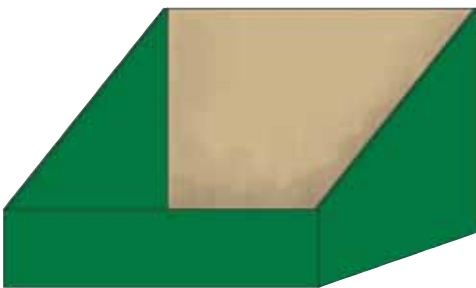
PDQ - 6RFSP+C (with HSC cover)

Inner Dimension (ID) of PDQ Tray is 10-11/16” x 8-15/16” x 10” (27.78 cm x 22.7 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 11-7/16” x 9-7/16” x 10-1/8” (29.05 cm x 23.97 cm x 25.72 cm)



6 in. (15.24 cm) PDQ

Package Type Code: PDQ-6RFSP



Inner Dimension (ID) of PDQ Tray is 8-15/16” x 4-11/16” x 10” (21.75 cm x 13.18 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 9-7/16” x 5-7/16” x 10-1/8” (23.97 cm x 13.81 cm x 25.72 cm)

Roll Over Shelf PDQ Tray w/ Reinforced Front and Side Panels + HSC Cover

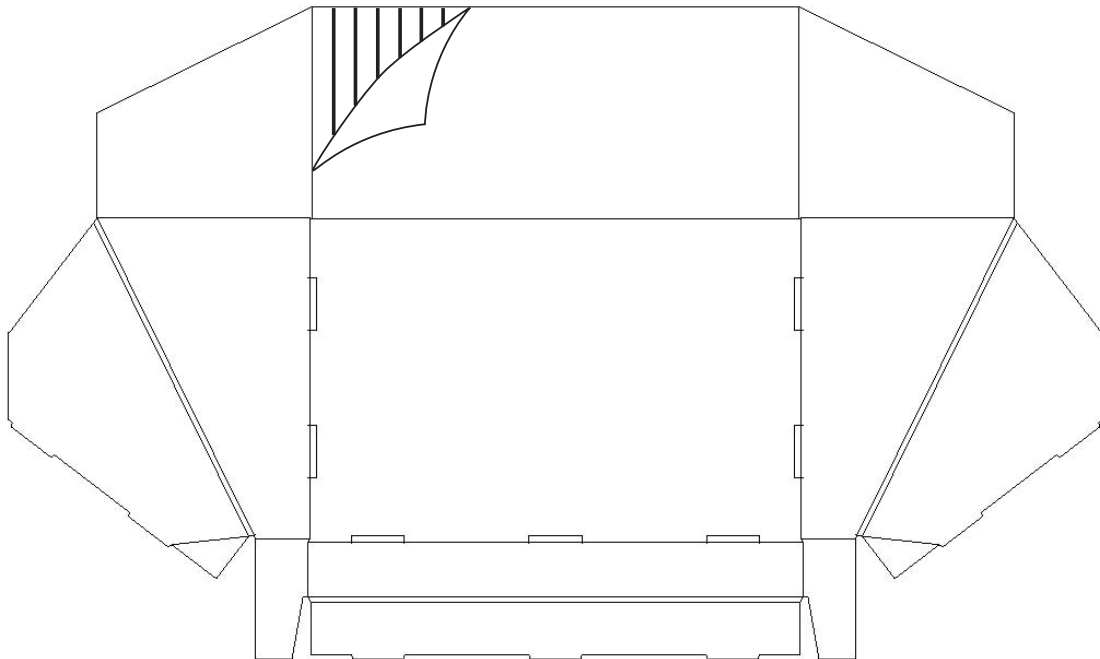
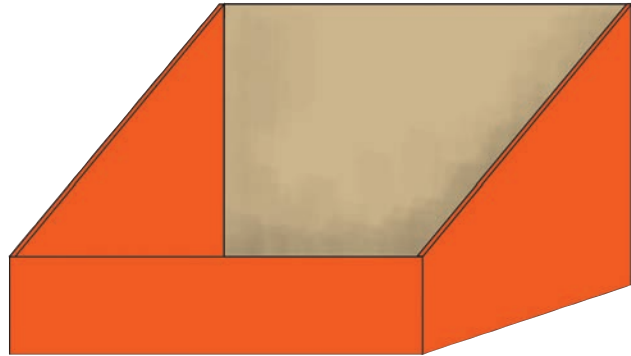
Cover is considered the master shipping carton

Covers are required to be used to optimize case packing and minimize damage to the PDQ product

Multiple PDQ trays without covers packed in master carton will have stacking strength determined by master shipping carton not PDQ tray.

Roll Over Shelf PDQ Tray w/ Reinforced Front and Side Panels

For heavier or bulky items (greater than 10 lbs. but still less than 35 lbs. or items that are "stuffed" into the PDQ), we recommend this PDQ.



PDQ Die Line

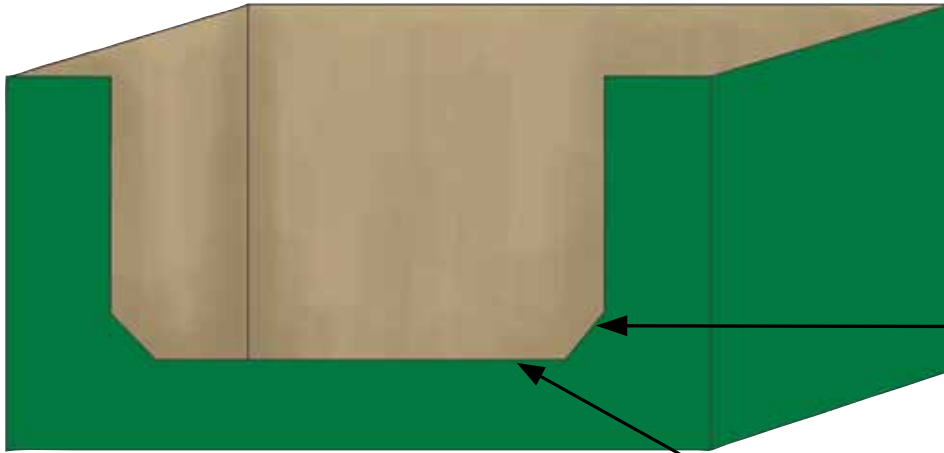
Peel back shows direction of flute

Roll Over Shelf PDQ Tray w/ Reinforced High Wall Front Panel

For items that need to stand up , we recommend this PDQ.

24 in. (60.96 cm) PDQ

Package Type Code: PDQ-24RHWFP



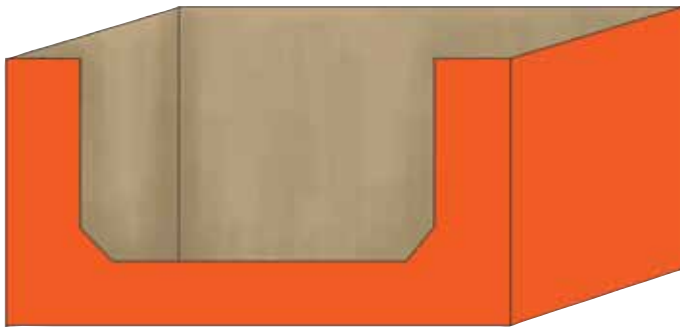
45° SUPPORT ANGLE
FOR ADDED WALL STABILITY

Inner Dimension (ID) of PDQ Tray is 22-15/16" x 14-15/16" x 10" (58.26 cm x 37.94 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 23-7/16" x 15-7/16" x 10-1/8" (59.53 cm x 39.21 cm x 25.72 cm)

ROLLOVER FRONT PANEL
Color of PDQ should be printed so that it rolls over the front edge of PDQ.

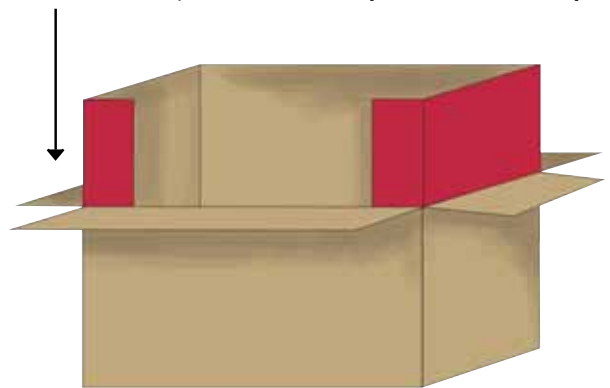
12 in. (30.48 cm) PDQ

Package Type Code: PDQ-12RHWFP



Inner Dimension (ID) of PDQ Tray is 10-15/16" x 8-15/16" x 10" (27.78 cm x 22.7 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 11-7/16" x 9-7/16" x 10-1/8" (29.05 cm x 23.97 cm x 25.72 cm)

Package Type Code:
PDQ-24RHWFP+C (with HSC cover)
PDQ-12RHWFP+C (with HSC cover)



Roll Over Shelf PDQ Tray w/ Reinforced Front Panel + HSC Cover

Cover is considered the master shipping carton

Covers are required to be used to optimize case packing and minimize damage to the PDQ product.

Multiple PDQ trays without covers packed in master carton will have stacking strength determined by master shipping carton not PDQ tray

ATTENTION:

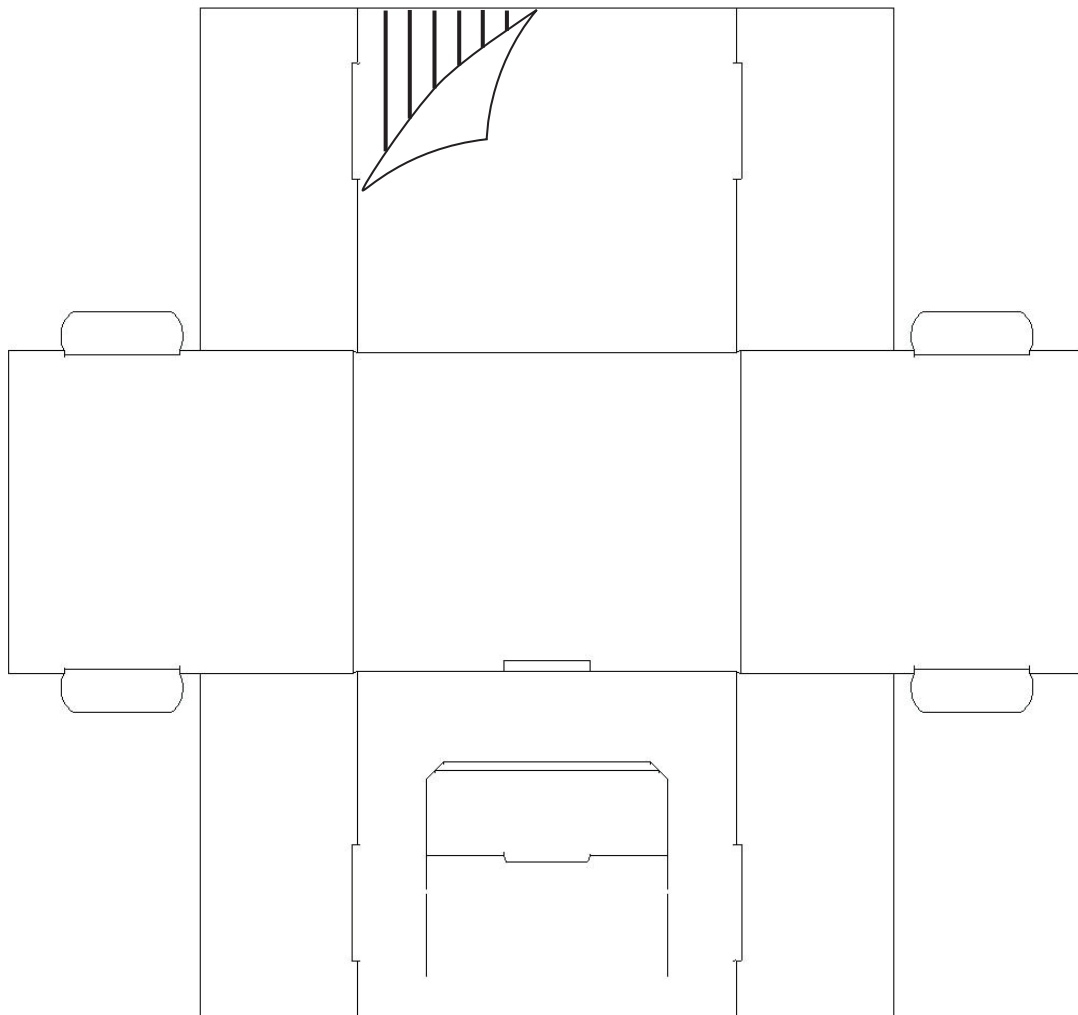
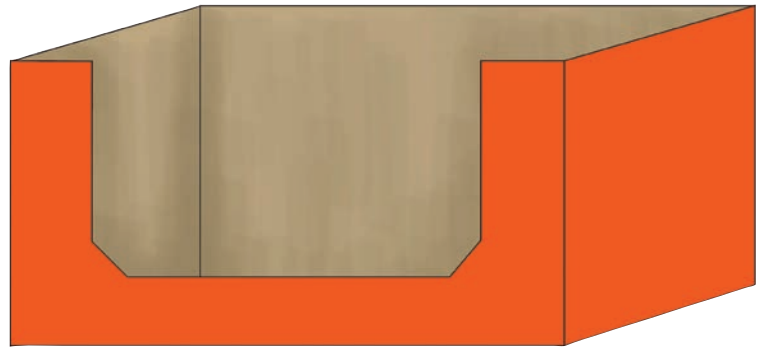
Do not use E " or F " Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.

Reference page 37 for Minimum packaging standards

Revised 11.8.12

Roll Over Shelf PDQ Tray w/ Reinforced High Wall Front Panel

For items that need to stand up , we recommend this PDQ.



PDQ Die Line

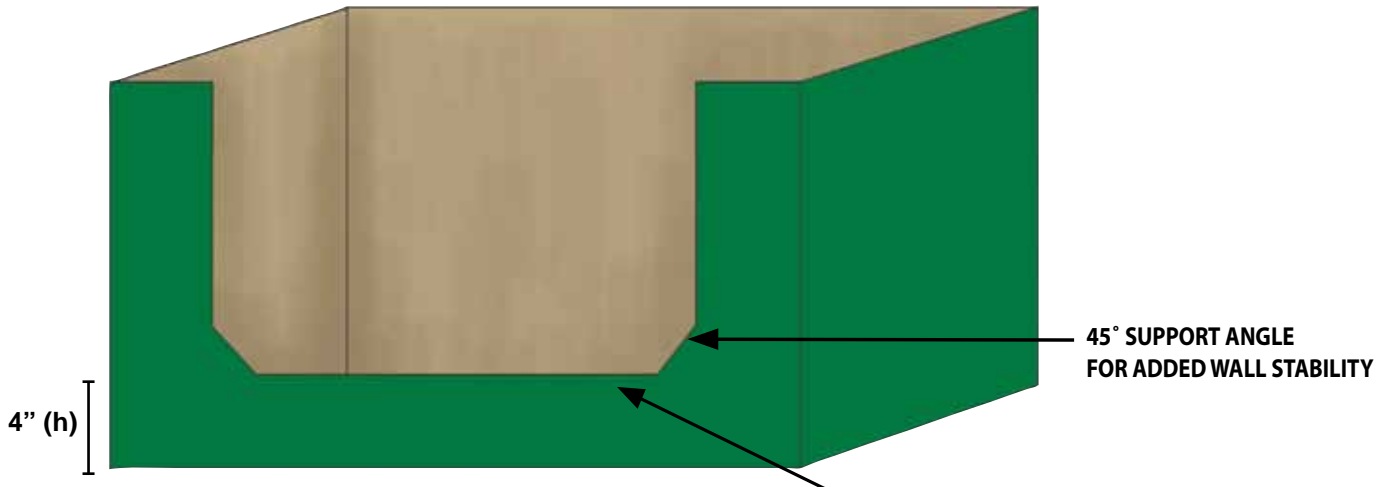
Peel back shows direction of flute

Softlines Roll Over Shelf PDQ Tray w/ Reinforced High Wall with 4" Front Panel

For items that need to stand up , we recommend this PDQ.

24 in. (60.96 cm) PDQ

Package Type Code: PDQ-APR



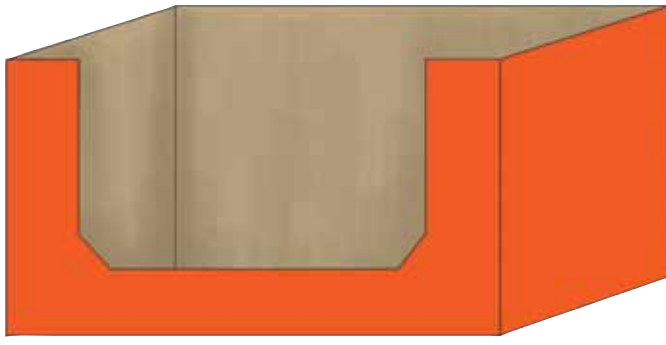
Inner Dimension (ID) of PDQ Tray is 22-15/16" x 14-15/16" x 10" (58.26 cm x 37.94 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 23-7/16" x 15-7/16" x 10-1/8" (27.78 cm x 22.7 cm x 25.4 cm)

ROLLOVER FRONT PANEL

Color of PDQ should be printed so that it rolls over the front edge of PDQ

12 in. (30.48 cm) PDQ

Package Type Code: PDQ-APR



Inner Dimension (ID) of PDQ Tray is 10-15/16" x 8-15/16" x 10" (27.78 cm x 22.7 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 11-7/16" x 9-7/16" x 10-1/8" (29.05 cm x 23.97 cm x 25.72 cm)

Package Type Code:

PDQ-APR+C (with HSC cover)



Roll Over Shelf PDQ Tray w/ Reinforced Front Panel + HSC Cover

Cover is considered the master shipping carton

Covers are required to be used to optimize case packing and minimize damage to the PDQ product

Multiple PDQ trays without covers packed in master carton will have stacking strength determined by master shipping carton not PDQ tray.

ATTENTION:

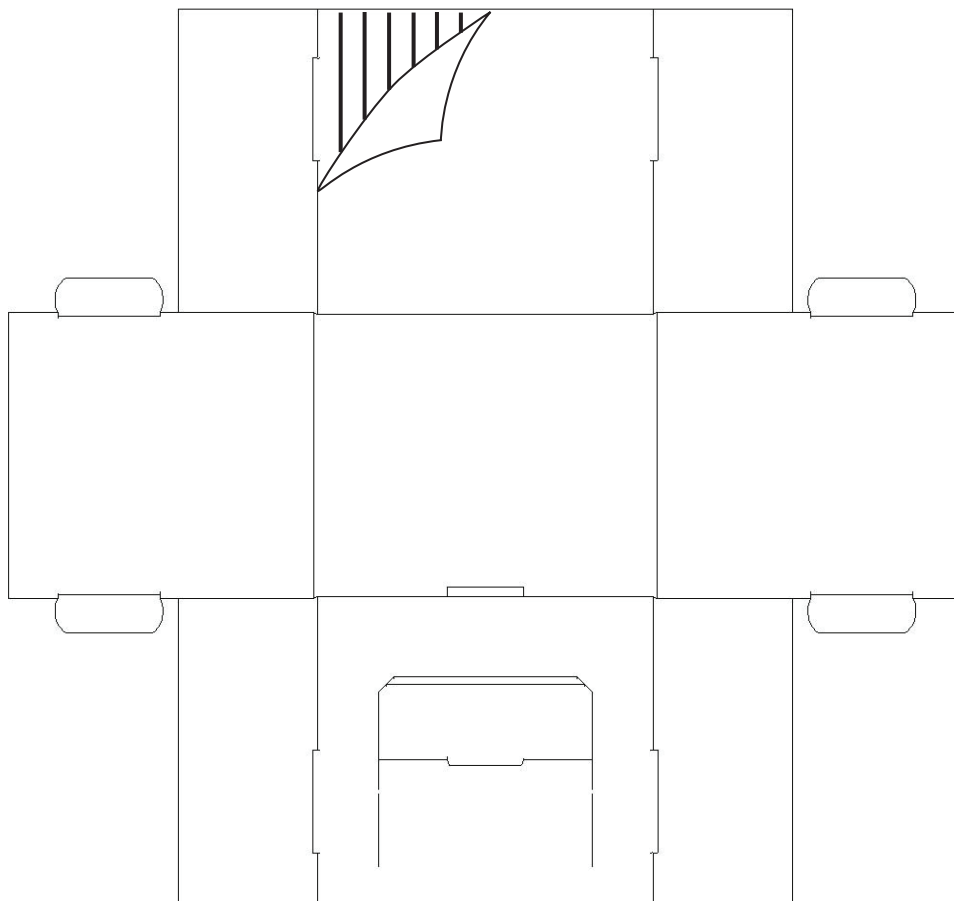
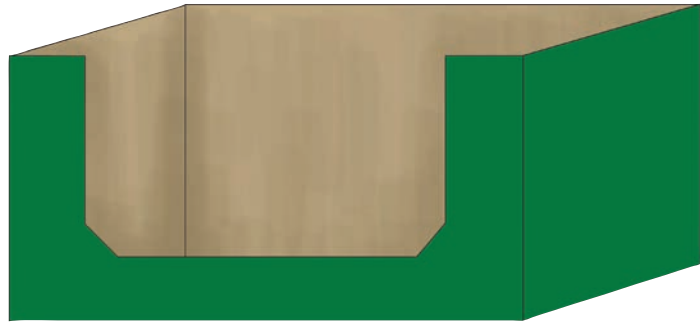
Do not use E " or F " Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.

Reference page 37 for Minimum packaging standards

Revised 11.8.12

Softlines Roll Over Shelf PDQ Tray w/ Reinforced High Wall with 4" Front Panel

For items that need to stand up , we recommend this PDQ.



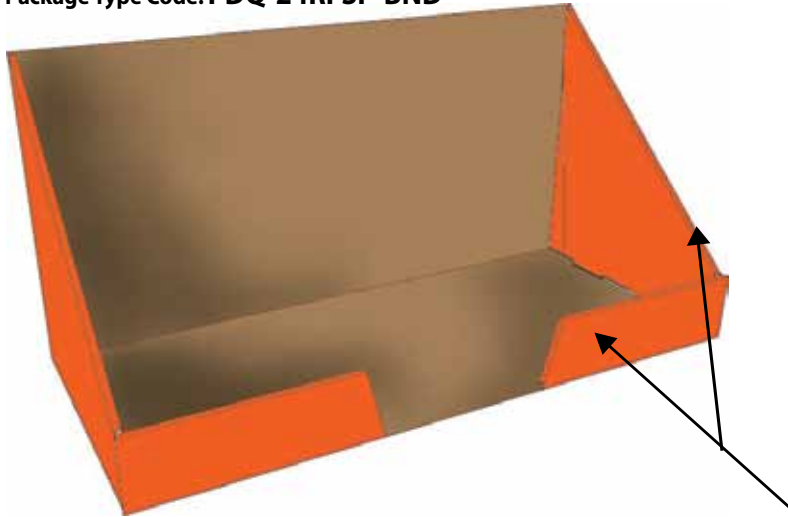
PDQ Die Line

Peel back shows direction of flute

3 Ring Notebook Roll Over Shelf PDQ Tray w/Reinforced Front Panel

24 in. (60.96 cm) PDQ

Package Type Code: **PDQ-24RFSP-BND**



ROLLOVER FRONT AND SIDE PANELS

Inner Dimension (ID) of PDQ Tray is 22-11/16" x 14-15/16" x 10" (58.26 cm x 37.94 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 23-7/16" x 15-7/16" x 10-1/8" (59.53 cm x 39.21 cm x 25.72 cm)

12 in. (30.48 cm) PDQ

Package Type Code: **PDQ-12RFSP-BND**



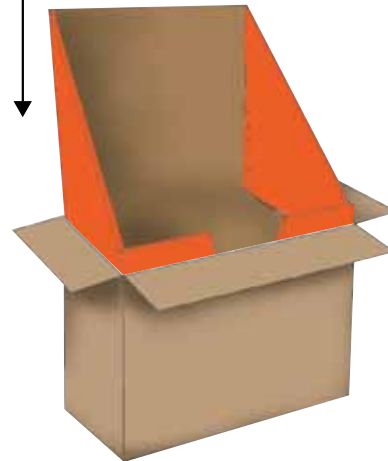
Inner Dimension (ID) of PDQ Tray is 10-11/16" x 8-15/16" x 10" (27.78 cm x 22.7 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 11-7/16" x 9-7/16" x 10-1/8" (29.05 cm x 23.97 cm x 25.72 cm)

Color of PDQ should be printed so that it rolls over the front and side edges of PDQ

Package Type Code:

PDQ - 24-RFSP-BND+C (with HSC cover)

PDQ - 12-RFSP-BND+C (with HSC cover)



Roll Over Shelf PDQ Tray w/ Reinforced Front and Side Panels + HSC Cover

Cover is considered the master shipping carton

Covers are required to be used to optimize case packing and minimize damage to the PDQ product

Multiple PDQ trays without covers packed in master carton will have stacking strength determined by master shipping carton not PDQ tray.

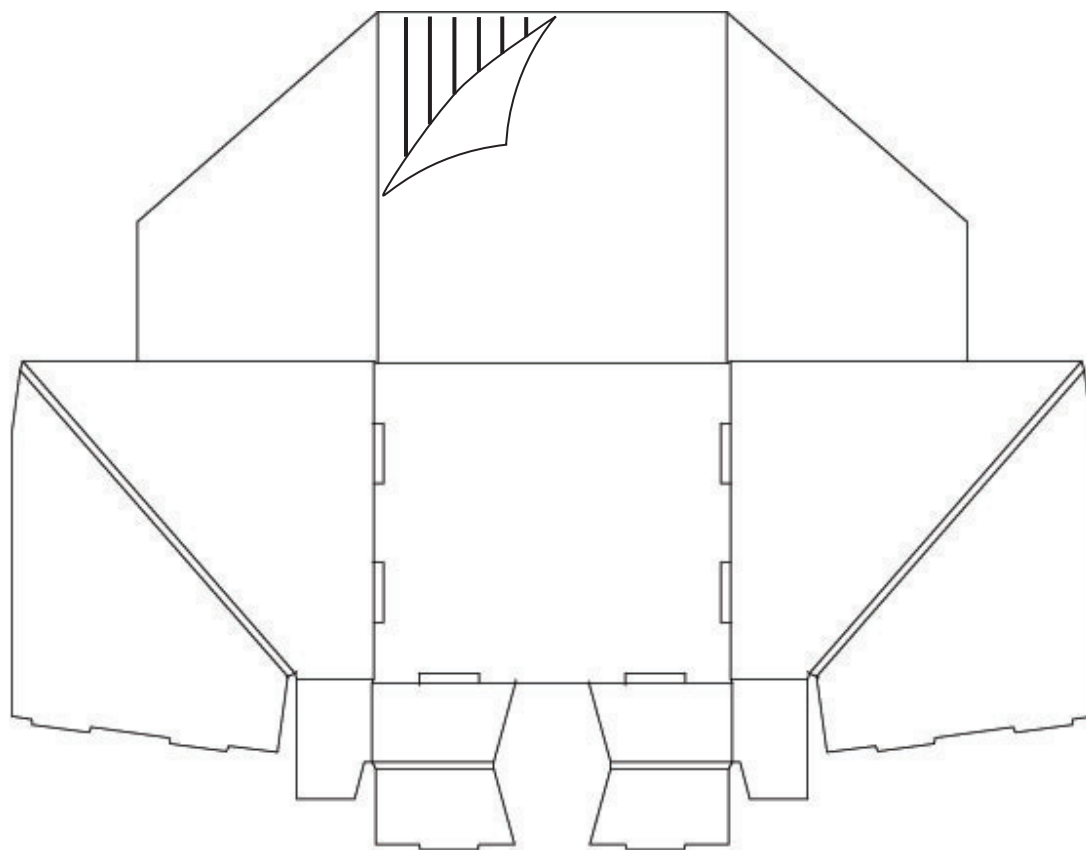
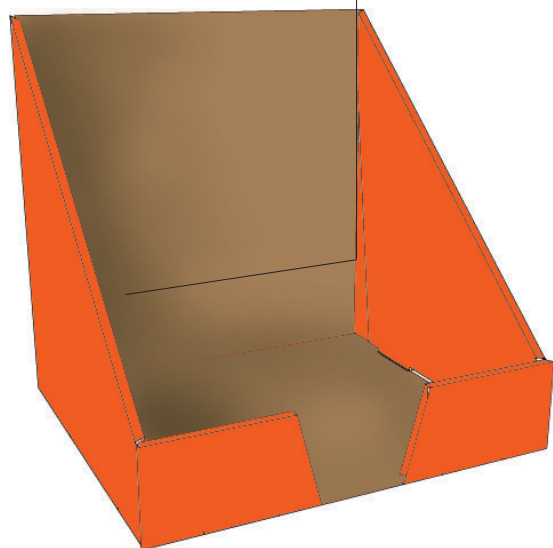
ATTENTION:

Do not use E " or F " Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.

Reference page 37 for Minimum packaging standards

3 Ring Notebook Roll Over Shelf PDQ Tray w/Reinforced Front Panel

12 in. (30.48 cm) PDQ
Package Type Code: PDQ-12RFSP-BND

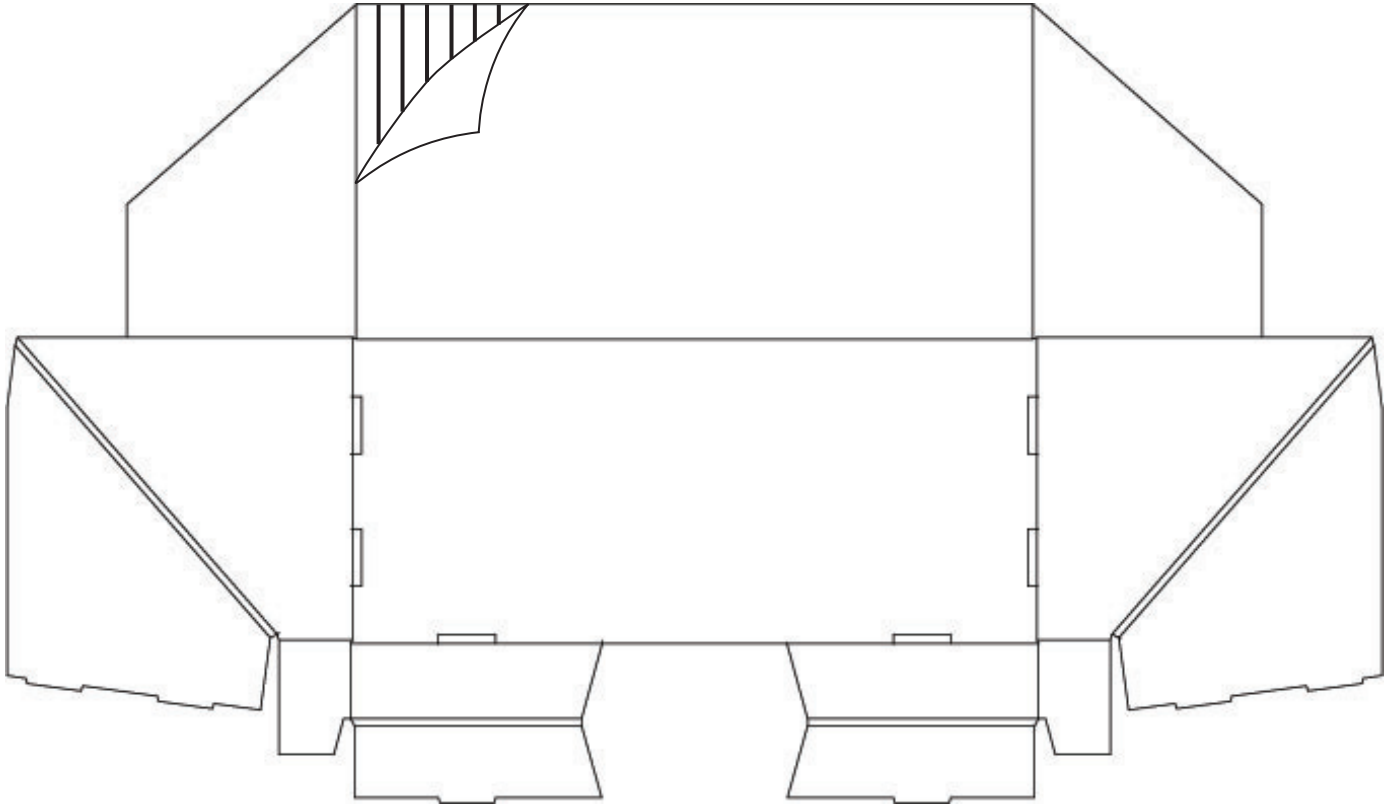
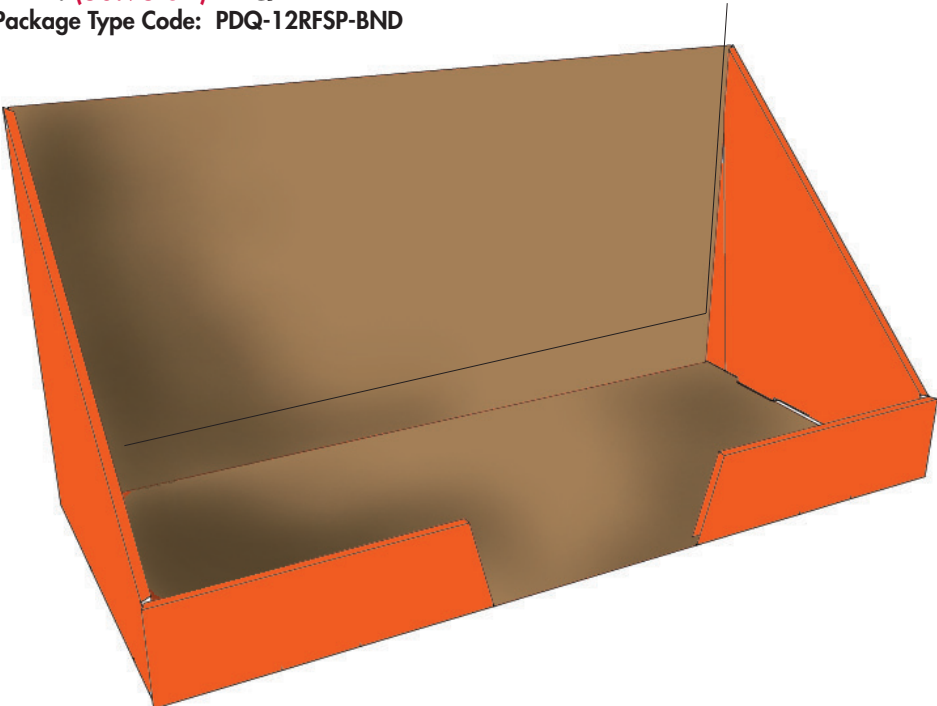


PDQ Die Line

Peel back shows direction of flute

3 Ring Notebook Roll Over Shelf PDQ Tray w/Reinforced Front Panel

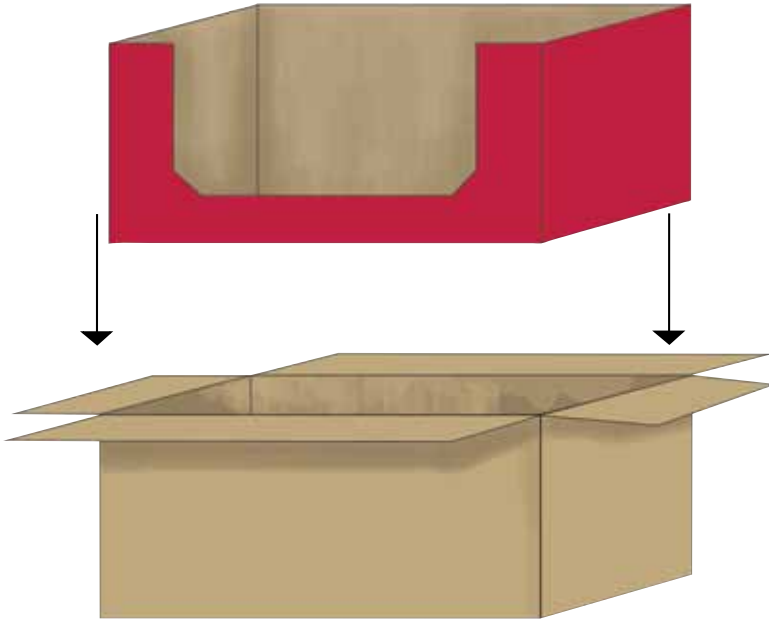
24 in. (60.96 cm) PDQ
Package Type Code: PDQ-12RFSP-BND



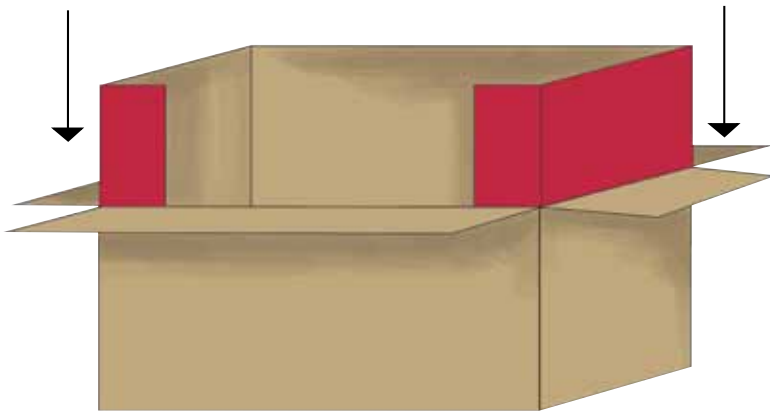
PDQ Die Line

Peel back shows direction of flute

Directions for Placing PDQ in HSC Shipper



Step 1: Slide PDQ down into HSC Shipper to prevent the cover from catching the merchandise.



Step 2: Fold in box flaps and tape (Tape to extend a minimum of 2" (5 cm) beyond the corners of the box at the top and bottom). Will also need to tape base of HSC Shipper to the bottom of the PDQ tray.



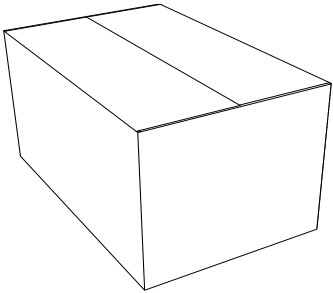

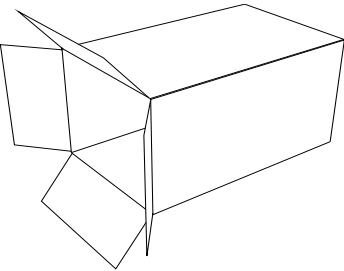
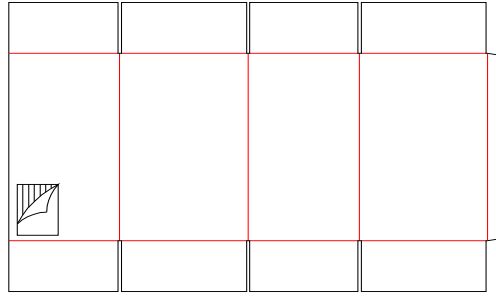
Peel back shows direction of box flute. Flute gives the box strength. Arrow should be printed on box to communicate in the supply chain how box should be oriented.

IMPORTANT!! The HSC Shipper should fit completely over the PDQ so that the tape isn't affixed to the sides, as this will damage the printing.

PDQ MASTER CARTON

Folding a Top HSC Cover as seen below saves corrugate and money.

Standard PDQ Size: 24 x 15 x 13"

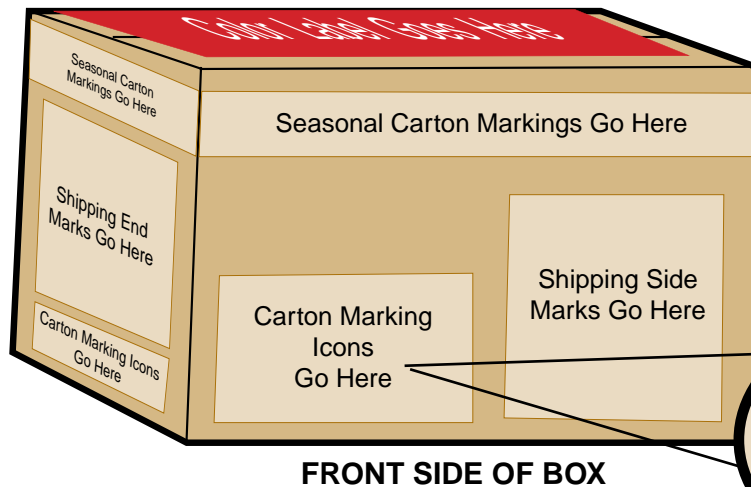
<i>Description</i>	<i>3D Rendering</i>	<i>Flat Layout</i>	<i>Blank Size (sq in)</i>	<i>% More Material</i>
Top HSC Cover			1665	-
End Load RSC			2182	31 %

Peel back shows direction of flute

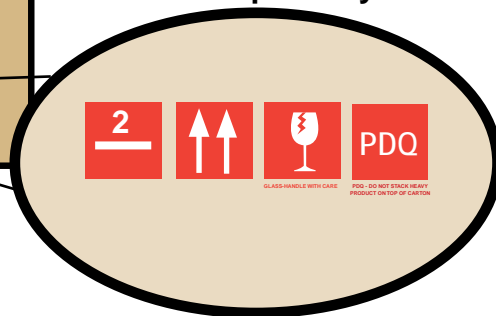
PDQ's Master Carton Marking Icons



**PDQ - DO NOT STACK HEAVY
PRODUCT ON TOP OF CARTON**



Example Only



This icon communicates PDQ display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the PDQ display/product when loading our trucks to avoid damaging the PDQ.

NOTE: Carton marking icons are required to be placed on at least four different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least four different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 7) for appropriate size carton marking icon(s).

- Required Carton Markings Document and icons can be found on our website at:
<http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>

NOTE: For questions on Carton Markings contact vendorcompliancemanager@biglots.com

**PLEASE READ THE FOLLOWING INSTRUCTIONS THOROUGHLY.
THERE ARE TWO UNIQUE SETS OF INSTRUCTIONS
DEPENDING ON CIRCUMSTANCES.**

INSTRUCTIONS FOR PDQ ARTWORK FOR VENDORS WORKING THROUGH UNITED SOURCING

Step 1 – Prior to generating the PO, discuss the PDQ (costs, construction specifications, and number of colors for printing). Once merchandise is approved, PDQ specs and photo must be placed on separate tab on IPDS.

Step 2 -

- Merchant (agent) communicates to Vendor what artwork is to be used on each PDQ.
- Merchant (agent) sends the Vendor the Big Lots Corrugated Display Standards Artpack for their use to create each artwork layout.

Step 3 - (Should be done at same time as Step 2)

- Buyer sends the BL Package Design Team the populated EPR (electronic package request) to Jennifer Herbst and Shelly Kean via e-mail.
- Populating the PDQ ART CODE column on the EPR indicates to the BL Package Design Team what artwork needs to appear on each PDQ.
 - **Please also fill in the Retail column and type your suggested item description into the Buyer Suggested Copy column.**
 - NOTE - If your item uses a BL Captive Brand or a BL Seasonal Artpack, the item's package type (*Hangtag, Backer Card, Insert*) will need to be listed on a separate line from the PDQ in the EPR.

Step 4 - The BL Package Design Team automatically uploads each job listed on the populated EPR submitted by the Buyer into their production schedule.

Step 5 - United Sourcing's Packaging Team will provide vendor with appropriate logo/icon.

Step 6 - A photo sample is required to be submitted for review and approval by United Sourcing Packaging Team. At this step in the process, Big Lots Agents reserve the right to request any design changes. Recommended design changes will be sent to the vendor via email. Be sure to allow time in this step for corrections as needed. Additional information that needs to be included with the photo sample (see page 55-56) is PO#, Article#, case pack and weight of display.

Note: A sample is not required for Close-out items

If the photo sample is approved, go to step 7. If the sample is not approved, you will need to make revisions as necessary and re-submit a new photo sample.

Step 7 - Once the revised photo sample is approved, Vendor is required to send Corel Draw or Adobe Illustrator raw files of each individual PDQ package structure to United Sourcing. Agent's design team reviews and approves all suggested copy, retail price on PDQ's along with carton marking icons on PDQ shipping containers. For each layout submitted, you must indicate PO# and Article #.

- Once the electronic artwork layout is approved, Vendor is advised by United Sourcing to proceed to print/press proof (Step 8). If electronic layout is not approved, you will need to make revisions as necessary and re-submit a new electronic layout.

INSTRUCTIONS FOR PDQ ARTWORK FOR VENDORS WORKING THROUGH UNITED SOURCING Continued...

Step 8 - Vendor is required to send a color print/press proof, via regular mail, of each individual corrugated PDQ package structure to Agent's design team for review and approval.

- Any necessary color changes are made at this stage. (**Note:** Vendor must allow time for changes as a revised print proof may be requested.)
- Once the print/press proof is approved, Vendor is advised by United Sourcing to proceed to mass printing.

Step 9 - Vendor is required to send 2 final printed samples of each individual PDQ package structure to United Sourcing who then forwards one to Agent's design team for filing purposes. If a final printed sample does not match the sample submitted in the print proof, Big Lots reserves the right to charge-back the vendor. If the vendor does not submit a sample, Big Lots will charge the vendor up to 15% of the total retail value of the display (times the number of stores this display was sent to) for failing to follow this process.

INSTRUCTIONS FOR PDQ ARTWORK FOR VENDORS WORKING THROUGH **Mantra**

Step 1 – Prior to generating the PO, discuss the PDQ (costs, construction specifications, and number of colors for printing). Once merchandise is approved, PDQ specs and photo must be placed on separate tab on IPDS.

Step 2 -

- Merchant (agent) communicates to Vendor what artwork is to be used on each PDQ.
- Merchant (agent) sends the Vendor the Big Lots Corrugated Display Standards Artpack for their use to create each artwork layout.

Step 3 - (Should be done at same time as Step 2)

- Buyer sends the BL Package Design Team the populated EPR (electronic package request) to Jennifer Herbst and Shelly Kean via e-mail.
- Populating the PDQ ART CODE column on the EPR indicates to the BL Package Design Team what artwork needs to appear on each PDQ.
 - **Please also fill in the Retail column and type your suggested item description into the Buyer Suggested Copy column.**
 - NOTE - If your item uses a BL Captive Brand or a BL Seasonal Artpack, the item's package type (*Hangtag, Backer Card, Insert*) will need to be listed on a separate line from the PDQ in the EPR.

Step 4 - The BL Package Design Team automatically uploads each job listed on the populated EPR submitted by the Buyer into their production schedule.

Step 5 - Mantra will provide vendor with appropriate logo/icon.

Step 6 - A photo sample is required to be submitted for review and approval by BL Packaging Team. At this step in the process, Big Lots Agents reserve the right to request any design changes. Recommended design changes will be sent to the vendor via email. Be sure to allow time in this step for corrections as needed. Additional information that needs to be included with the photo sample (see page 55-56) is PO#, Article#, case pack and weight of display.

Note: A sample is not required for Close-out items

If the photo sample is approved, go to step 7. If the sample is not approved, you will need to make revisions as necessary and re-submit a new photo sample.

Step 7 - Once the revised photo sample is approved, Vendor is required to send Corel Draw or Adobe Illustrator raw files of each individual PDQ package structure to Mantra. BL Packaging Team reviews and approves all suggested copy, retail price on PDQ's along with carton marking icons on PDQ shipping containers. For each layout submitted, you must indicate PO# and Article #.

- Once the electronic artwork layout is approved, Vendor is advised by Mantra to proceed to print/press proof (Step 8). If electronic layout is not approved, you will need to make revisions as necessary and re-submit a new electronic layout.

INSTRUCTIONS FOR PDQ ARTWORK FOR VENDORS WORKING THROUGH **MANTRRA** Continued...

Step 8 - Vendor is required to send a color print/press proof, via regular mail, of each individual corrugated PDQ package structure to Agent for review and approval.

- Any necessary color changes are made at this stage. (**Note:** Vendor must allow time for changes as a revised print proof may be requested.)
- Once the print/press proof is approved, Vendor is advised by Mantra to proceed to mass printing.

Step 9 - Vendor is required to send 2 final printed samples of each individual PDQ package structure to Mantra who then forwards one to BL Package design team for filing purposes. If a final printed sample does not match the sample submitted in the print proof, Big Lots reserves the right to charge-back the vendor. If the vendor does not submit a sample, Big Lots will charge the vendor up to 15% of the total retail value of the display (times the number of stores this display was sent to) for failing to follow this process.

Minimum Packaging Material Guidelines

IMPORTANT! Vendors are responsible for conducting testing to ensure that packaging do not fail in the our stores. If requested, Big Lots reserves the right to obtain your testing documents in order for Big Lots to verify results.

BACKER/BLISTER CARDS

- Lightweight items: 330 or 350 gsm (16 or 18 point), Sulfate Bleached Sheet (SBS) on both sides, C1S (Coated 1 Sided) on the Front with a UV Gloss Varnish.
- Heavier items: Must be reinforced with a metal grommet at the hanging point.



COLOR BOXES

- Small items: 135 gsm (26#) E-Flute Singleface Kraft Corrugate + 250 gsm (12 point) Clay Coated News Back (CCNB) + UV Gloss Varnish.
- Larger items: 170 gsm (35#) E-Flute Singleface Kraft Corrugate + 350 gsm (26 point) Clay Coated News Back (CCNB) + UV Gloss Varnish.



NOTE: Packaging for very large and/or heavier items should be built to meet specific performance needs.

SPOT COLOR LABELS (LITHO LABELS) - 161.78 gsm (110# C1S) Gloss White

Corrugated Maximum Weight

- If box (L"+W"+D") = up to 75" in size or 30 lbs in weight
If box (L+W+D) = up to 190.5 cm in size or 13.6 kg in weight
- If box (L"+W"+D") = 75" - 90" in size or 30 lbs - 50 lbs in weight
If box (L+W+D) = 190.5 cm - 228.6 cm in size or 13.6 kg - 22.6 kg in weight
- If box (L"+W"+D") = 90" - 110" in size or 50 lbs - 75 lbs in weight
If box (L+W+D) = 228.6 cm - 279.4 cm in size or 22.6 kg - 34 kg in weight
- If box (L"+W"+D") = 110" - 130" in size or 75 lbs - 100 lbs in weight
If box (L+W+D) = 279.4 cm - 330.2 cm in size or 34 kg - 45.3 kg in weight
- If box (L"+W"+D") = greater than 130" in size or greater than 200 lbs in weight
If box (L"+W"+D") = greater than 330.2 cm in size or greater than 90.7 kg in weight

Suggested Corrugated Box

32 ECT / 200# C-Flute (singlewall)

44 ECT / 275# C-Flute (singlewall)

48 ECT / 275# C/B-Flute (doublewall)

50 ECT / 330 or 350# C/B-Flute (doublewall)

80 ECT / 330 or 350# C/B-Flute (doublewall with innerpack)

Must meet ISTA Standards



DISPLAY BOXES (PDQ TRAYS)

- 32# ECT (Edge Crush Test*) OR 200# (Mullen test**) Bleached white outside liner **B-Flute + Scuff-Resistant Varnish**

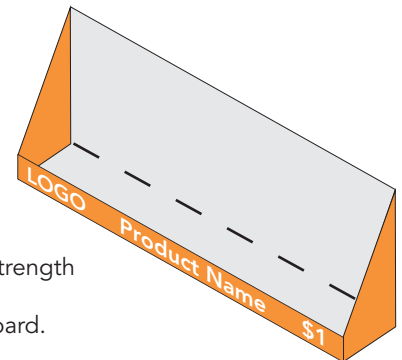
- Minimum liner combination:
175 gsm (35#) liner x 112 gsm (23#) medium x 175 gsm (35#) liner

DISPLAY BOX COVERS (Half Slotted Containers)

- 32# ECT (Edge Crush Test*) OR 200# (Mullen Test**) Kraft (Brown) C-Flute

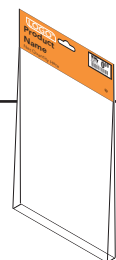
* **Edge Crush Test** - ECT The Edge Crush Test is a standard industry measure of the stacking strength for corrugated board.

** **Mullen Test** - The Mullen Test is a standard measure of the bursting strength of corrugated board.



HANG TAGS

- 250 gsm (12 point) C2S (Coated 2 sided), Sulfate Bleached Sheet (SBS) on both sides, C2S (Coated 2 Sided) with a UV Gloss Varnish.



HEADER CARDS

- Lightweight items: 300 gsm (14 point) C2S (Coated 2 Sided) Sulfate Bleached Sheet (SBS)
- Heavier items: 330 or 350 gsm (18 point) or greater C2S (Coated 2 Sided) Sulfate Bleached Sheet (SBS)
- Extremely heavy items: Must be reinforced with a metal grommet at the hanging point.

PDQ's: Best Practices

CURRENT



Color labels covers the product - customer unable to view binder colors.

RECOMMENDED



Color labels are shortened which allows the customer to see notebook colors from front and sides.



Customer can only view one design



Includes divider so when items are shopped they don't fall over and disappear in PDQ. Full assortment of colors/patterns visible.



Full highwall potentially makes product harder to shop and more costly than "recommended" version.



Dropped highwall to allow item to be shopped more easily and saves cost.

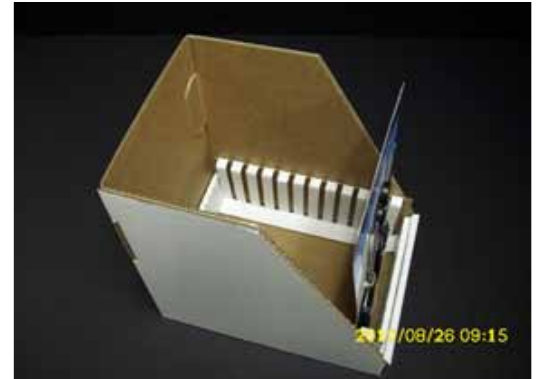
Making PDQs Easy To Shop

CURRENT



PDQ doesn't adequately hold product.

RECOMMENDED



Use a slotted tray to hold each item upright in PDQ.



Items lay flat in PDQ, hard for customer to see the selection of styles and colors.



Use stair step filler so customer can see the selection of styles and colors.



PDQ doesn't adequately hold product.



Use a wedge behind the items allowing them to lean back in the PDQ.

CURRENT

RECOMMENDED



PDQ doesn't adequately hold product.



Use a wedge and single face corrugate material in bottom of PDQ tray to hold each item up-right and neat in PDQ.



Merchandise falls forward as items are shopped.



Designed the PDQ to have a larger foot print from front to back and used a wedge behind items allowing them to lean back in the PDQ.



Bottom row of product is squashed and damaged. Front lip of PDQ blocks item description on bottom row.



Lowering front wall allows product to be seen. Deeper tray allows use of full shelf and eliminates need of stacking merchandise.

CURRENT



Product falls in PDQ



Difficult to remove product from PDQ. PDQ will likely rip.



Product falls in PDQ.



Highwall reduces product visibility; hard to remove product from PDQ.

RECOMMENDED



Utilized a slotted tray to hold each item upright in PDQ as shopped.



Dropped highwall to allow item to be shopped and saved on corrugate.



Utilized a slotted tray to hold each item upright in PDQ as shopped.



Utilized a wedge behind the items to allow them to lean back in the PDQ.

CURRENT



When item is hard to see, customer will pull on front of PDQ to try to see the item, sometimes tearing it.

Item is flimsy and falls forward.

RECOMMENDED



Utilizè d a wedge behind the items to allow them to lean back in the PDQ.



Product falling forward.



Utilizè d a wedge behind the items to allow them to lean back in the PDQ.

CURRENT



Highwall reduces product visibility; hard to remove product from PDQ.

RECOMMENDED



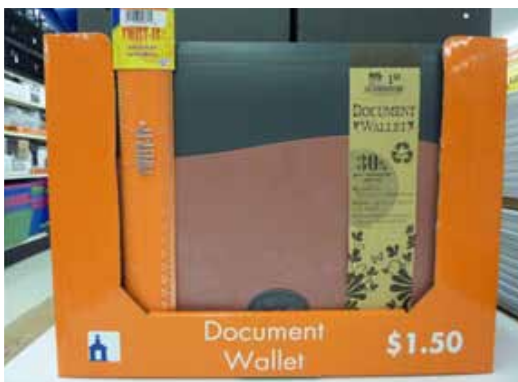
Lowering front wall allows product to be seen. Deeper tray allows use of full shelf and eliminates need of stacking merchandise.



Product falling forward.



Utilized a wedge behind the items to allow them to lean back in the PDQ.



Item was hard to shop in this highwall PDQ.



Dropped highwall to allow item to be shopped and save on corrugate.

Utilized a wedge behind the items to allow them to lean back in the PDQ.

CURRENT



Merchandise won't stand on it's own in this PDQ.



RECOMMENDED



Designed the PDQ to have a larger foot print from front to back.

Also utilized a wedge behind the items to allow them to lean back in the PDQ.



PDQ won't stand up as merchandise makes this item top heavy.



Changed PDQ design and because of their size, laid the items down so they are easy to see and shop.



Utilize Shelf Real Estate, Front to Back

By reducing the number of facings in your PDQs, you utilize the depth (front to back) of shelf. This will allow for more PDQs to fit on the shelf (left to right). Currently, stores are placing merchandise behind other merchandise on the shelf as seen below. The picture below demonstrates what we are trying to avoid.



For A/C/F allocation, more than one PDQ (same case pack) may need to be sent for a larger store utilizing front to back of shelf.

CURRENT

RECOMMENDED



Two Facings



Reduced to one Facing, utilizes front to back of shelf



Four Facings



BIGLOTS! Shelf PDQ Standards /// Utilize Shelf Real Estate

CURRENT

RECOMMENDED



Six Facings



Reduced to one facing, utilizes front to back of shelf.

Provided a tray that will allow the items to move forward in PDQ as it's shopped.

PDQ Construction



NO!



This PDQ was weakened by cutting slots into the reinforced Side Panels.

YES!



Must utilize a slotted tray to hold each item upright in PDQ as it's shopped.

PDQ Construction

NO!



The items in the above PDQ were heavy and about to fall through bottom. Bottom of PDQs need to be one solid piece of corrugate as shown below.

YES!



Notice that this PDQ construction is all one piece; No Gluing, No Taping and No Stapling is needed to construct this PDQ. A flattened PDQ using diecut tabs is shown on page 49 for your reference.

NOTE: However, taping will be allowed to adhere the cover to the bottom of the PDQ tray for shipping.

Note that the below PDQ assembly construction is one piece. This is how we require our PDQs to be constructed and folded. It is your responsibility to make sure your PDQ fits your merchandise.

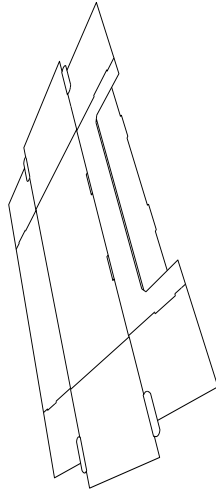
***** NO BULGING ALLOWED.** It is the Vendors responsibility to communicate if merchandise doesn't fit the PDQ. See photo to right for an example of where the merchandise doesn't fit the PDQ (Bulging). Prior to sending a color print proof for approval, you must send a photo of your PDQ filled with merchandise. The photo should show how the merchandise will be displayed based on the Buyer's case pack. The photo should be from an overhead angle to show the internal construction of the PDQ, including trays, wedges, etc. The photo of the PDQ does not need to show color, item description, or pricepoint. Additional information that needs to be included with the photos is PO#, Article#, PDQ Case Pack, Inside Dimension (ID) of PDQ (Height, Width, Depth), and Outside Dimension (OD) of PDQ (Height, Width, Depth).



An example of this is shown on page 51.

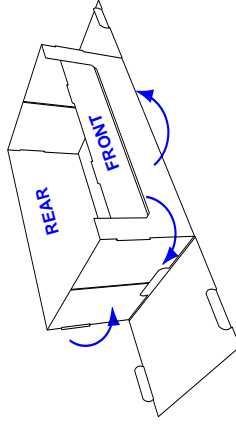
BIG LOTS HIGHWALL PDQ FOLDING INSTRUCTIONS

1



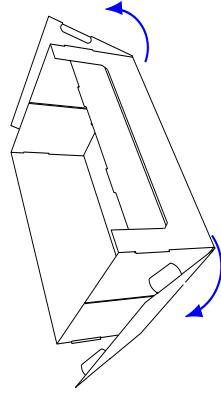
Locate tray

2



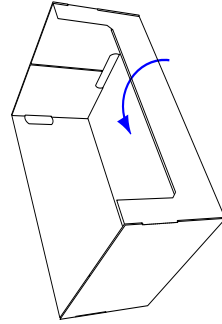
Fold the front and rear sections upward.
Fold the 4 adjoining flaps in 90 degrees.

3



Fold the side sections upward. Insert the lock tabs on the side panels into slots on the front and rear section.

4



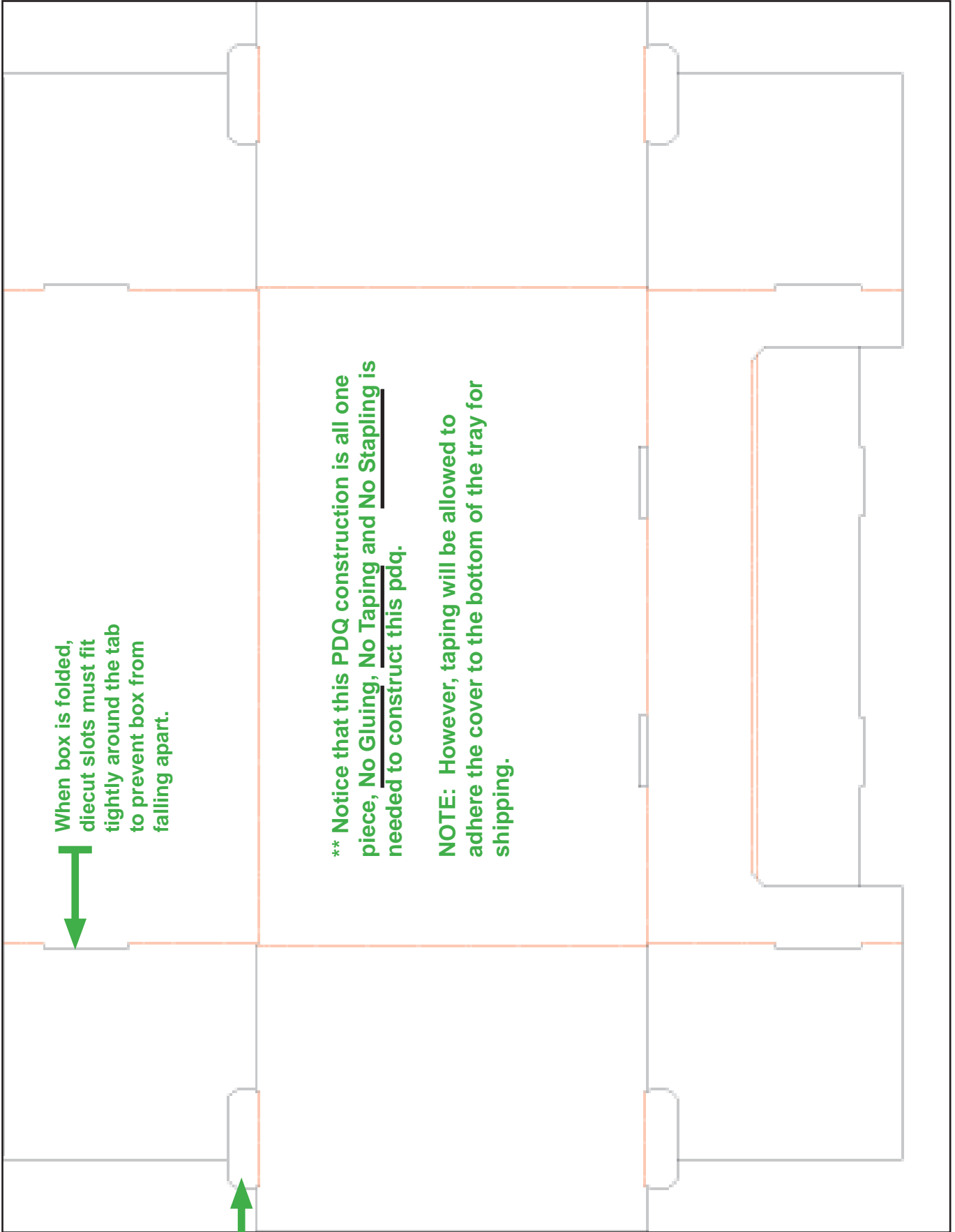
Fold and lock the front panel.

All Side Kick displays, now require ISTA 2A transit testing.

All Floor/Pallet displays (includes Stackable PDQ), now require ISTA 3E transit testing.

Failure to submit and pass to the ISTA Transit Testing, is an automatic (minimum) chargeback of \$2,500.00 (US Dollar) for side kicks and \$5000.00 (US Dollar) for floor/pallet displays.

Example of Flattened PDQ with Diecut Tabs



When box is folded, diecut slots must fit tightly around the tab to prevent box from falling apart.

** Notice that this PDQ construction is all one piece, No Gluing, No Taping and No Stapling is needed to construct this pdq.

NOTE: However, taping will be allowed to adhere the cover to the bottom of the tray for shipping.

Diecut tabs must hold the pdq together when folded.

Please list the following information when submitting photo for approval:

PO#:

Article#:

PDQ Case Pack:

Inside Dimension (ID) of PDQ (in inches):

Outside Dimension (OD) of PDQ (in inches):

Height:

Height:

Width:

Width:

Depth:

Depth:

Overall weight of PDQ:



SIDE AND FRONT SHOT OF PDQ SHOWN ABOVE

Please list the following information when submitting photo for approval:

- PO#:
- Article#:
- PDQ Case Pack:
- Inside Dimension (ID) of PDQ (in inches):
- Outside Dimension (OD) of PDQ (in inches):
- Height:
- Width:
- Depth:

Overall weight of PDQ:

<h1>Insert Photo Here</h1>	<h1>Insert Photo Here</h1>
--------------------------------	--------------------------------

SIDE AND FRONT SHOT OF PDQ SHOWN ABOVE



———— **STACKABLE PDQ STANDARDS** ————

BIG LOTS STACKABLE PDQ STANDARDS

STACKABLE PDQ DESIGN APPROVAL PROCESS: Every Stackable PDQ must go through each step in this process. Big Lots reserves the right to charge back any vendor that produces incorrect or inferior Stackable PDQ's that have not completed this process.

1. Send the electronic artwork layout on the PDQ dieline and specify the height of the front panel of the PDQ (with suggested copy wording), and shroud with carton marking icons via e-mail to packaging@biglots.com for review and approval before proceeding to step 2. **For each e-mail layout submitted, you must indicate purchase order number(s) and Article number(s).**

It is the Vendors responsibility to communicate if merchandise doesn't fit the Stackable PDQ. See page 51 for an example of where the merchandise doesn't fit the PDQ (Bulging). Prior to sending a color print proof for approval, you must submit a photo sample fully loaded with merchandise for our review and final approval. Additional information that needs to be included with the photo sample is PO#, Article# and PDQ Case Pack.

2. Once the electronic artwork layout has been approved, a color print/press proof is required. This proof must show the exact colors to be printed in mass production and be on the same corrugate (color and weight) to be used in mass production. An ink draw down swatch with Varnish on the actual corrugate is also acceptable, at this stage. If you require a signed print proof to be sent back to you, please send two. Minimum Stackable PDQ Substrate Standards are provided on page 37.

If the proof is approved, go to step 3. If the proof and white pack out sample is not approved, you will need to make revisions as necessary and re-submit a new proof. Be sure to allow time in this step if corrections are needed.

The print proofs should be sent to:

Rashi Shaneel
MANTRRA
818, ILD Trade Centre
Sector-47, Sohna Road
Gurgaon-122001, India

3. Stackable PDQs will require testing prior to mass production. See page 105 for transit testing requirements.

4. Begin mass printing after Transit Test has passed. Vendors are required to send two (2) final printed PDQ samples to Mantra. Send to the same address as in step 2 above. **If a buyer requires a sample, an additional sample should be sent separately to their attention.** If a final printed Stackable PDQ does not match the sample submitted in the print proof, Big Lots reserves the right to charge back the vendor. If the vendor does not submit a sample, Big Lots will charge the vendor up to 15% of the total retail value of the Stackable PDQ (times the number of stores this display was sent to) for failing to follow this process.

If you have any questions you may email us at packaging@biglots.com

NOTE: STACKABLE PDQ'S ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN OUR SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

REQUIRED TRANSIT TESTING FOR **ALL** FLOOR/PALLET DISPLAYS ONLY

The purpose of the ISTA testing is to make sure merchandise flows through the supply chain and out into the retail stores without damage. Our goal is to reduce complaints, increase product sales and not have to re-merchandise 1500 stores (store labor).

All Floor/Pallet displays (includes Stackable PDQ), now require ISTA 3E transit testing.

Failure to comply to the ISTA Transit Testing, is an automatic chargeback of 20% of the cost value (US Dollar) of the purchase if this process is not followed.

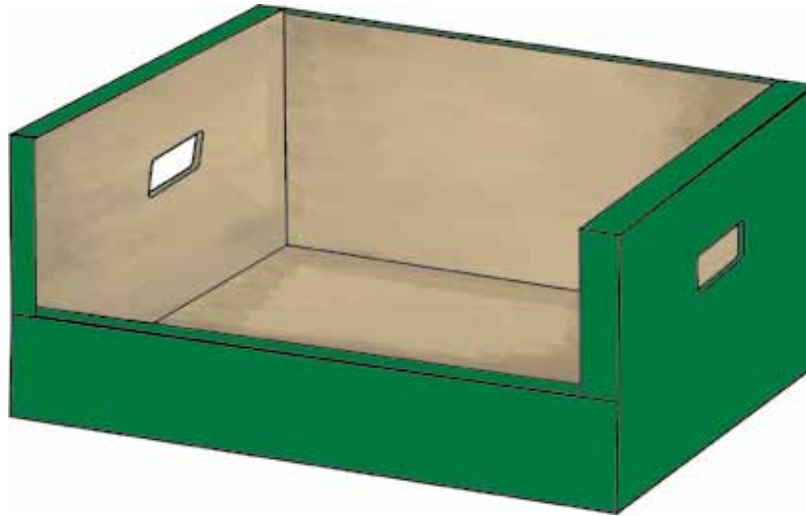
You will be required to have the Floor/Pallet Displays tested with Bureau Veritas prior to mass printing/production.

NOTE: Allow up to 1 week for testing and another week to obtain final test report.

Stackable PDQ Tray

24 in. (60.96 cm) PDQ

Package Type Code: PDQ-24S



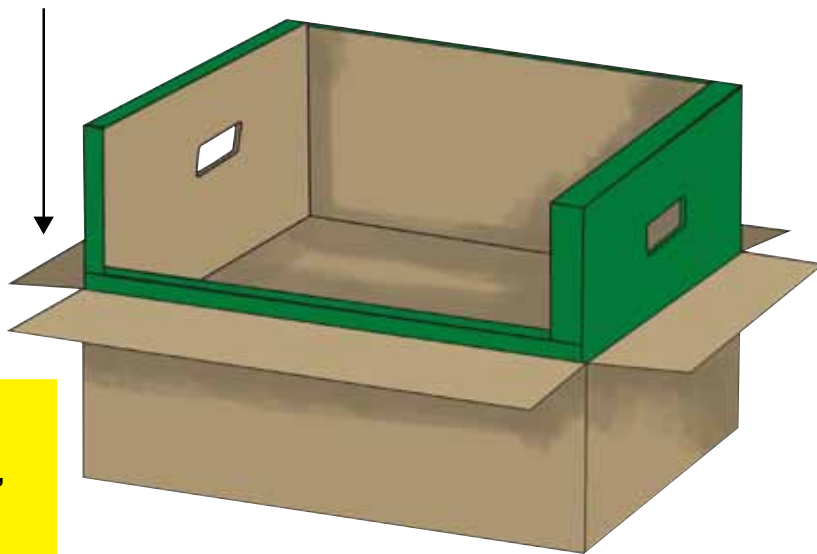
Color of PDQ should be printed so that it rolls over the front edge of PDQ

Inner Dimension (ID) of PDQ Tray is 10" x 19.15" x 15.12" (25.4 cm x 48.64 cm x 38.40 cm)

Outer Dimension (OD) of PDQ Tray is 10.25" x 23.125" x 17" (26.03 cm x 58.74 cm x 43.18 cm)

Package Type Code:

PDQ - 24S+C (with HSC cover)



Stackable PDQ Tray + HSC Cover

Cover is considered the master shipping carton

Covers may need to be used to optimize case packing and minimize damage to the PDQ product

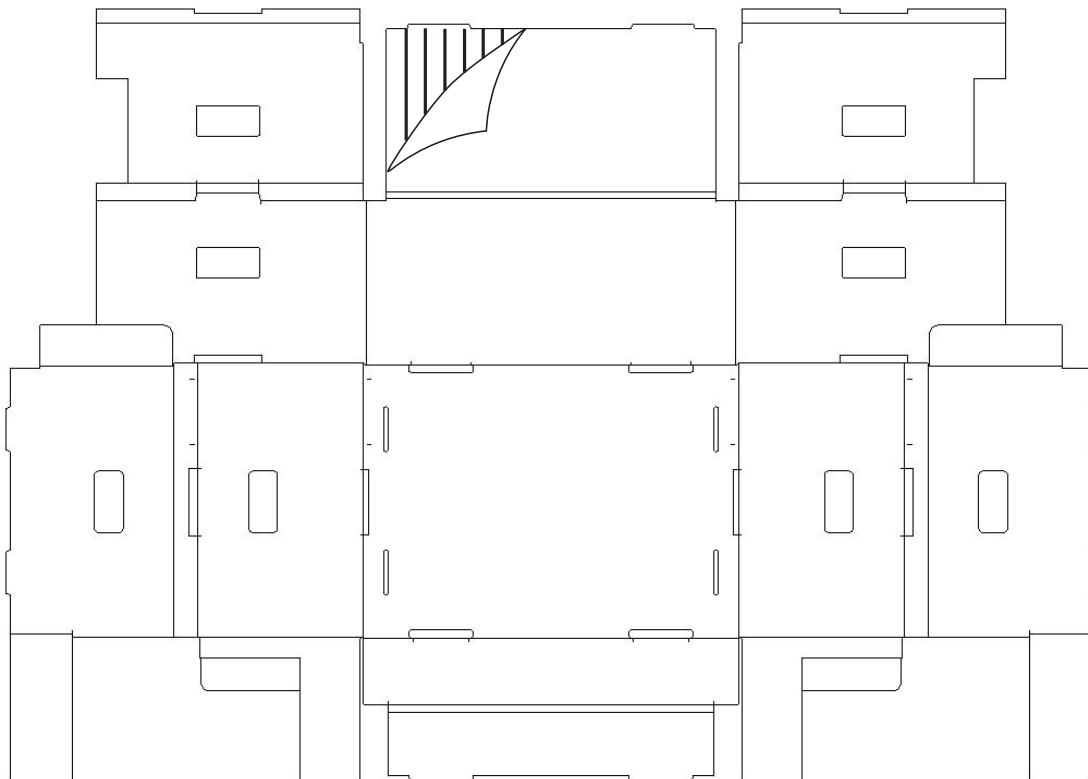
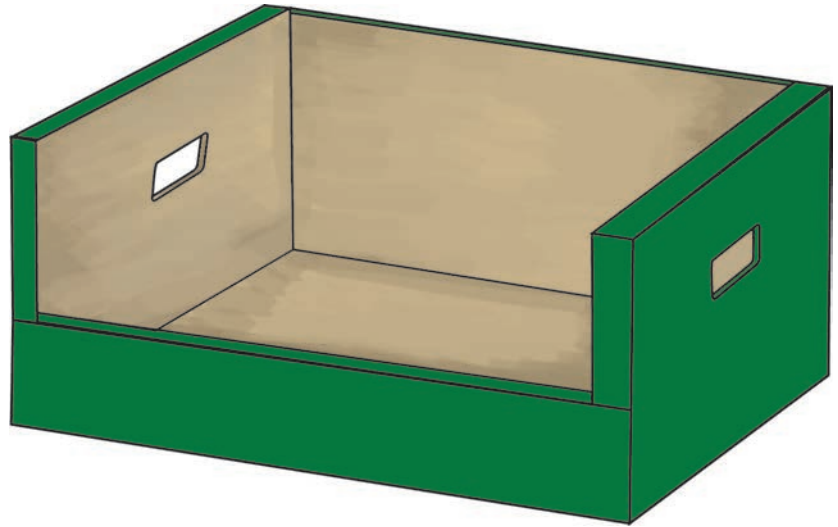
Multiple PDQ trays without covers packed in master shipping carton will have stacking strength determined by master shipping carton not PDQ tray.

ATTENTION:

Do not use E " or F " Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.

Reference page 37 for Minimum packaging standards

Stackable PDQ Tray

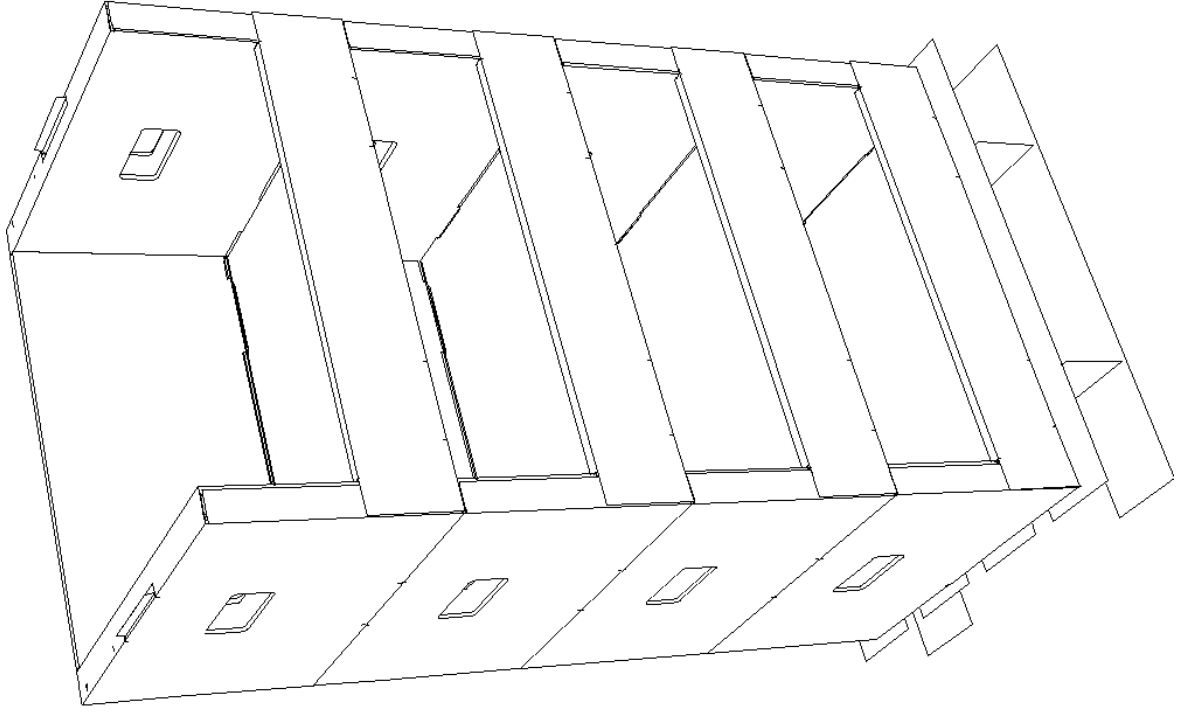


PDQ Die Line

Peel back shows direction of flute



STACKABLE PDQ VISUAL REFERENCE



Dimensions:

Maximum Weight: 20 lbs. per PDQ (tier)

Maximum Outer Dimension (OD): 10.25" H x 23.125" W x 17" D
(26.035 cm x 58.7375 cm x 43.18 cm)

Maximum Inner Dimension (ID): 10" H x 19.15" W x 15.12" D
(25.4 cm x 48.641cm x 38.4048 cm)

Maximum Overall Height for Domestic Orders:
52" H (132.08 cm) (Includes 5" (12.7cm) pallet)

Maximum Overall Height for Import Orders (Based on standard 40" Sea Container):
46" H (116.84 cm) (Maximum Height including 5" (12.7cm) pallet)

If buyer specifies pallet, use: 4 Way Pallet GMA B
Our standard size full pallet is 48" x 40" (121.92 cm x 101.6 cm)
Our standard size half pallet is 48" x 20" (121.92 cm x 50.8 cm)
Our standard size quarter pallet is 24" x 20" (60.96 cm x 50.8 cm)

Maximum Weight Limit of Display is 80 lbs. (does not include pallet)

STACKABLE PDQ STANDARDS

Revised 11.8.12

Minimum Material Specifications:

- 51 ECT (Edge Crush TEST*) OR 350# (Mullen Test**) Bleached white outside liner EB-flute + Scuff-Resistant Varnish and/or UV coating.

Minimum Liner Combination:

- 205 gsm (42#) liner x 125 gsm (26#) medium x 175 gsm (35#) liner x 125 gsm (26#) liner x 205 gsm (42#) liner

Transit Testing:

- See page 105 for Big Lots Transit Testing Standards.

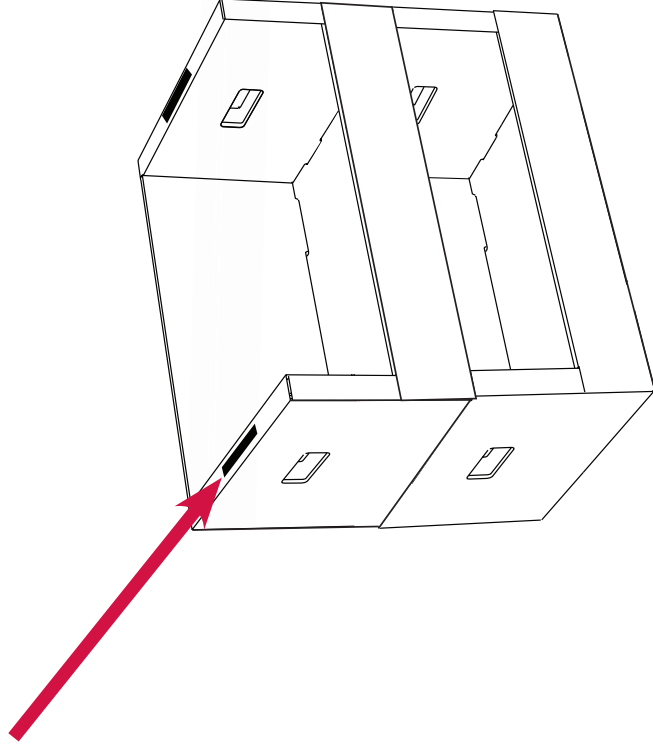
Hook and Loop Specifications:

- When two or more stackable pdq's are placed on top of each other, a minimum of 1" (W) x 4" (L) (2.54 cm x 10.16 cm) hook and loop strip must be applied to the top of each end to securely hold multiple pdq's together in store and in transit.
- If one stackable PDQ tray is used to sit on a shelf, this tray would not require hook and loop strips.

Suggested Testing Protocol for Stackable PDQ's:

ISTA (International Safe Transit Association) Test 3E

- For more information on ISTA: International Safe Transit Association
1400 Abbott Road, Suite 160
East Lansing, Michigan 48223-1900
USA
Phone: 1-517-333-3437
Fax: 1-517-333-3813
ista@ista.org or contact QA Manager at BLQA@biglots.com
for questions on corrugate display transit testing.



* **Edge Crush Test (ECT)** - The Edge Crush Test is a standard industry measure of the stacking strength or corrugated board.

** **Mullen Test** - The Mullen Test is a standard measure of the bursting strength of corrugated board.

QUARTER PALLET REQUIREMENTS

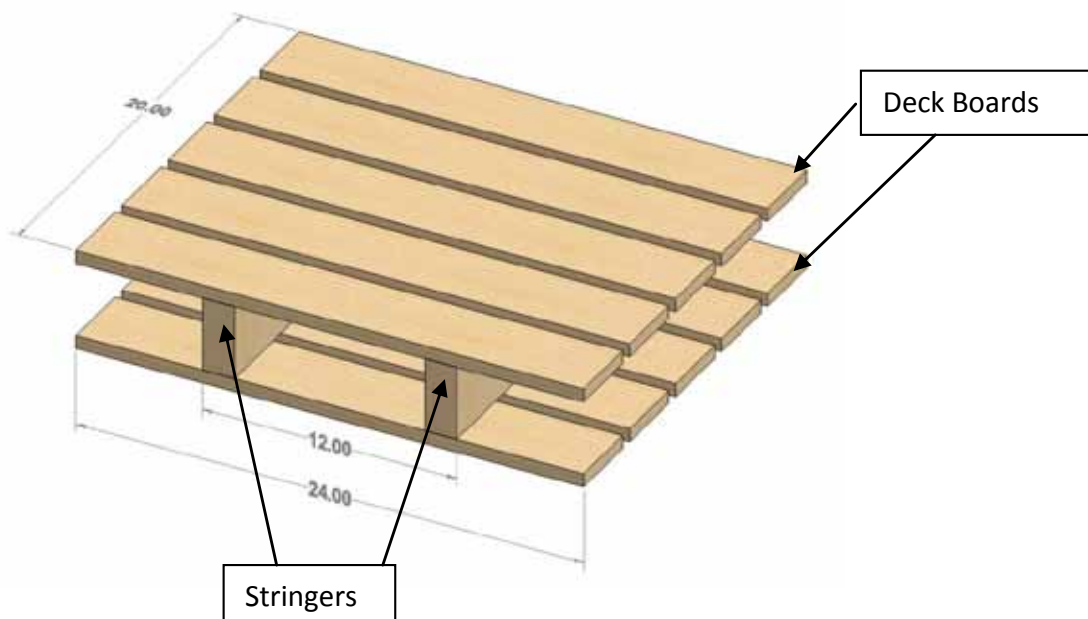
1. Structure requirements:

- Pallets to be constructed as double wing style pallet. This pallet structure will allow for accessibility with current material handling equipment throughout the Big Lots supply chain and at the retail store level.
- Failure to conform to this pallet style structure may result in damage to your display due to improper handling methods.

2. Size:

- Ideal size for quarter pallet displays = 24 x 20" (610 x 508mm)
- Maximum width = 20" (508mm)
- Maximum Length = 24" (610mm)

3. Terminology



4. Construction:

- Pallet must consist of top and bottom deck boards to provide adequate stability
- Minimum pallet height = 4.5" (114mm)
- Stringers must be a minimum of 1.5" (37.5mm) thick and 3.5" (89mm) high
- Maximum stringer spacing to outside of stringers = 12" (305mm)

5. Handling

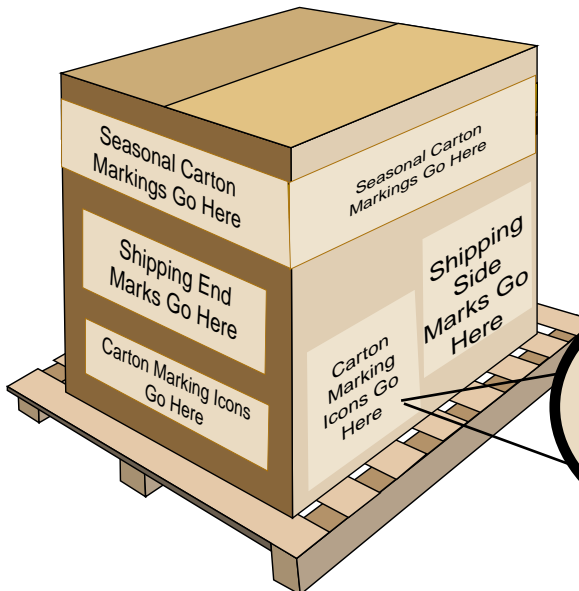


STACKABLE PDQ's Master Carton Marking Icons

This icon communicates Floor Display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the Floor Display/product when loading our trucks to avoid damaging the Floor Display.

**FLOOR
DISPLAY**

**FLOOR DISPLAY - DO NOT STACK HEAVY
PRODUCT ON TOP OF CARTON**



Example Only



NOTE: Displays with cardboard feet are NOT ALLOWED.



NOTE: Cartons containing Floor Displays, but do not display required icon(s) are likely to be crushed during shipping.

NOTE: Carton marking icons are required to be placed on at least four different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least four different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 7) for appropriate size carton marking icon(s).

- Required Carton Markings Document can be found on our website at:

<http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>

The above Carton Markings Icons can also be found on above website

NOTE: For questions on Carton Markings contact vendorcompliance@biglots.com

Please include a copy of this sheet and list the following information when submitting a White pack out sample for approval:

Inside Dimension (ID) of PDQ (in inches):

Height:
Width:
Depth:

Outside Dimension (OD) of PDQ (in inches):

Height:
Width:
Depth:

Overall weight of Stackable Display



SIDE KICK STANDARDS

**(Power Wing)
(Side Panel)**

BIG LOTS SIDE KICK STANDARDS

SIDE KICK DESIGN APPROVAL PROCESS: Every Side Kick must go through each step in this process. Big Lots reserves the right to charge back any vendor that produces incorrect or inferior Side Kicks that have not completed this process.

1. For all Import vendors assigned to an Agent, you must submit a photo sample to your Agent for review and approval. See page 51 for an example of where the merchandise doesn't fit the PDQ (Bulging). At this step in the process, Big Lots and Big Lots Agents reserve the right to request any design changes. Recommended design changes will be sent to the vendor via email. Be sure to allow time in this step for corrections as needed. Additional information that needs to be included with the photo sample is PO#, Article# and PDQ Case Pack.

NOTE: A sample is not required for close-out items.

If the photo sample is approved, go to step 2. If the sample is not approved, you will need to make revisions as necessary and re-submit a new photo sample.

2. Once the revised photo sample is approved, **send the electronic artwork layout on the Side Kick dieline (with suggested copy wording) and the shipping container with carton marking icons via e-mail to packaging@biglots.com** for review and approval before proceeding to step 3. **For each e-mail layout submitted, you must indicate purchase order number(s) and Article number(s).**

3. Once the electronic artwork layout has been approved, a color print/press proof is required. This proof must show the exact colors to be printed in mass production and be on the same corrugate (color and weight) to be used in mass production. An ink draw down swatch with varnish on the actual corrugate is also acceptable, at this stage. If you require a signed print proof to be sent back to you, please send two. Minimum Substrate Standards are provided on page 37.

If proof is approved, go to step 4. If proof is not approved, you will need to make revisions as necessary and re-submit a new proof. Be sure to allow time in this step if corrections are needed.

The print proofs should be sent to:

Rashi Shaneel
MANTRA
818, ILD Trade Centre
Sector-47, Sohna Road
Gurgaon-122001, India

4. Side Kicks will require testing prior to mass production. See page 105 for transit testing requirements.

5. Begin mass printing after Transit Test has passed. Vendors are required to send two (2) final printed Side Kick samples (please ship samples flat packed for our files) to Mantra. Send them to the same address as in step 3 above. **If a buyer requires a sample, an additional sample should be sent separately to their attention.** If a final printed Side Kick does not match the sample submitted in the print proof, Big Lots reserves the right to charge back the vendor. If the vendor does not submit a sample, Big Lots will charge the vendor up to 15% of the total retail value of the Side Kick (times the number of stores this display was sent to) for failing to follow this process.

If you have any questions you may email us at packaging@biglots.com.

NOTE: SIDE KICKS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

REQUIRED TRANSIT TESTING FOR **ALL** SIDE KICKS DISPLAYS ONLY

The purpose of the ISTA testing is to make sure merchandise flows through the supply chain and out into the retail stores without damage. Our goal is to reduce complaints, increase product sales and not have to re-merchandise 1500 stores (store labor).

All Side Kick displays now require ISTA 2A transit testing.

Failure to comply to the ISTA Transit Testing, is an automatic chargeback of 20% of the cost value (US Dollar) of the purchase if this process is not followed.

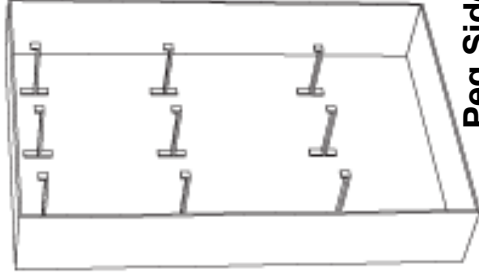
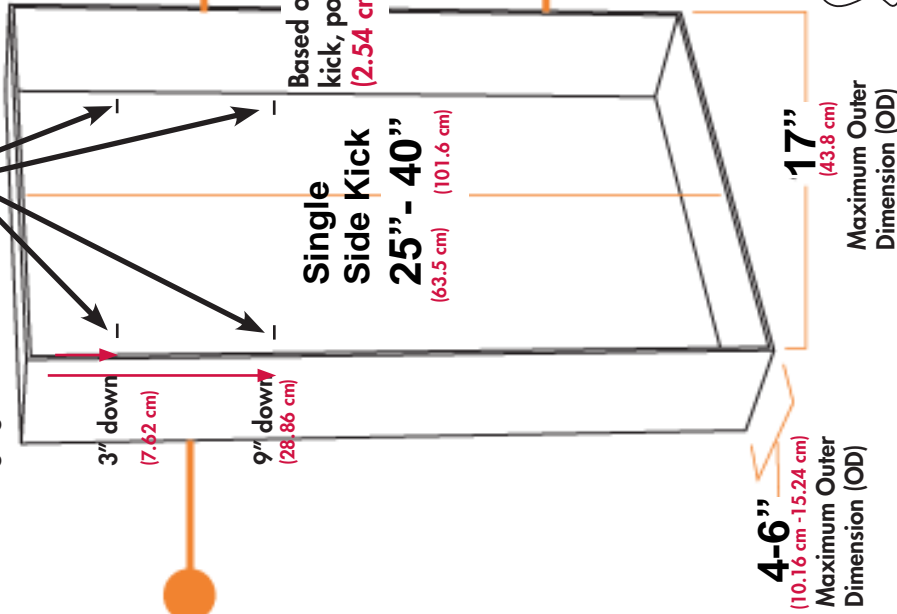
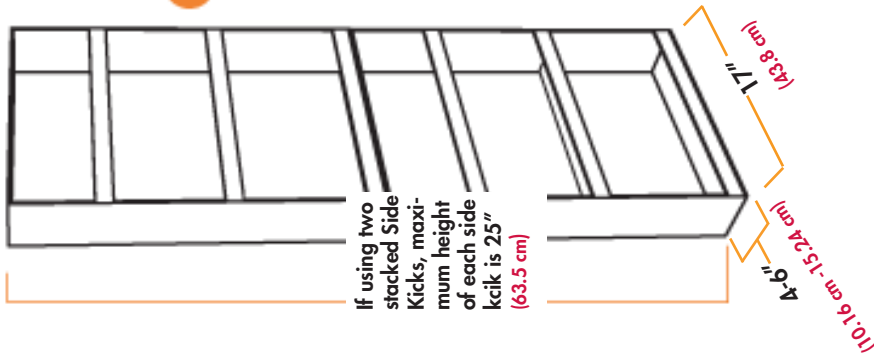
You will be required to have the Side Kicks tested with Bureau Veritas prior to mass printing/production.

NOTE: Allow up to 1 week for testing and another week to obtain final test report.

Side Kick VISUAL REFERENCE

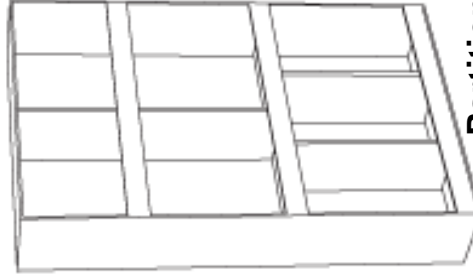
(4) die-cut slots at 1-1/4" W (3.175 cm) are needed in the back for the Power Wing Clips. This will allow sidepanel to properly hang when fully loaded. Additional die-cut slots allow store associate to change how the Side Kick hangs. Using the lower slots prevents the display from swinging backwards.

Double Stack Shelf Side Kick



Peg Side Kick

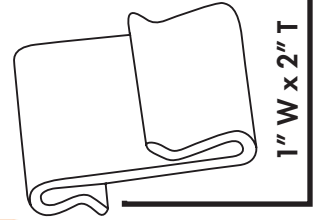
Vendor to provide and include proper hooks (see page 76 with display.



Partitioned Side Kick



One piece divider interlocked in sidepanel display keeps corrugate dividers from collapsing and holds product in place.



1" W x 2" T

(2.54 cm x 5.08 cm)

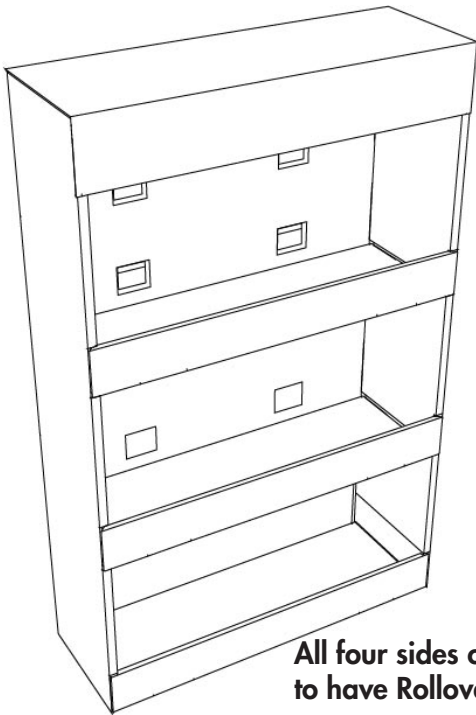
Power Wing Clip

- Holds corrugated display on our Wire Rack
- Holds 1/8" (0.3175 cm) B-Flute corrugate
- Each sidepanel must have a minimum of 2 clips (Heavier panels should utilize 4 or more clips)

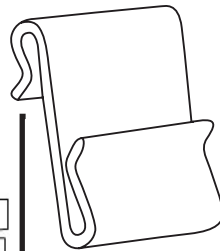
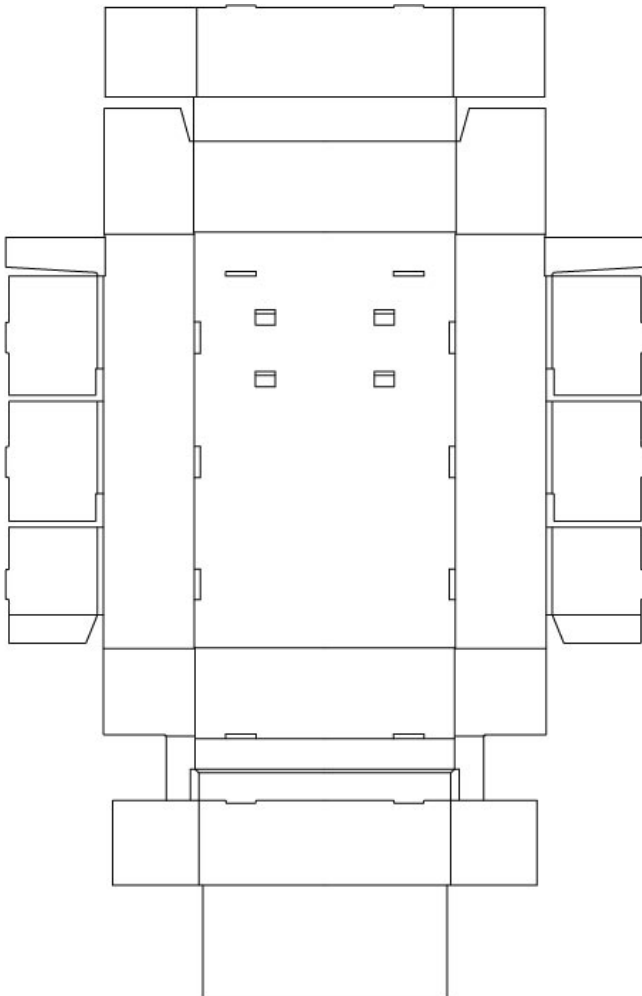
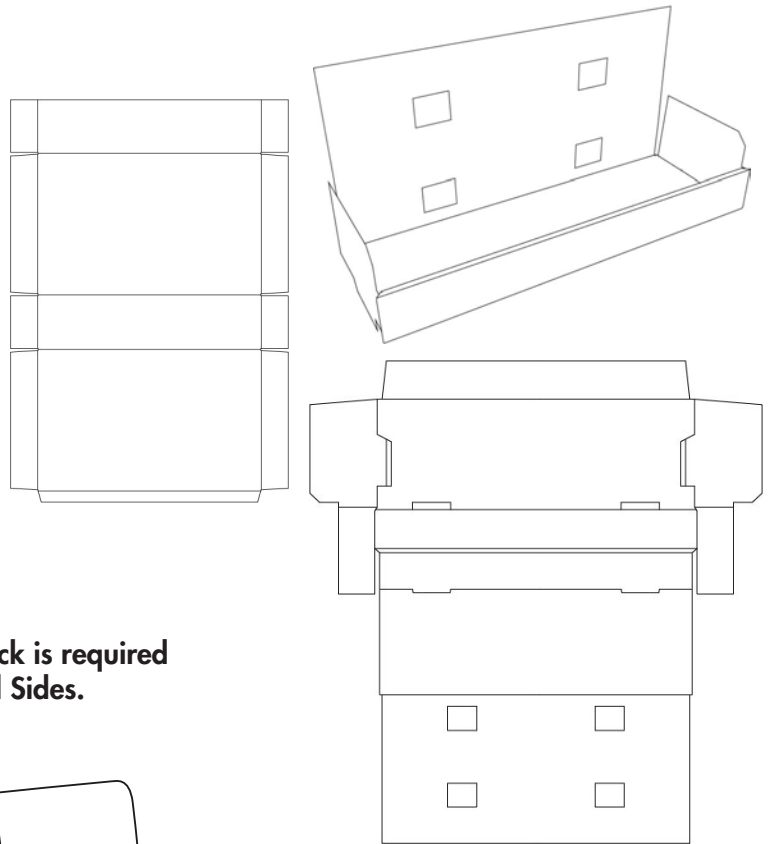
All four sides of the Side Kick is now required to have Rollover Reinforced Sides.

Heavy Duty Shelf Side Kick w/Reinforced Front & Side Panels

For heavier or bulky items (16 lbs. or greater but still less than 20 lbs.), we recommend this PDQ.



All four sides of the Side Kick is required to have Rollover Reinforced Sides.



1" W x 2" T

Power Wing Clip

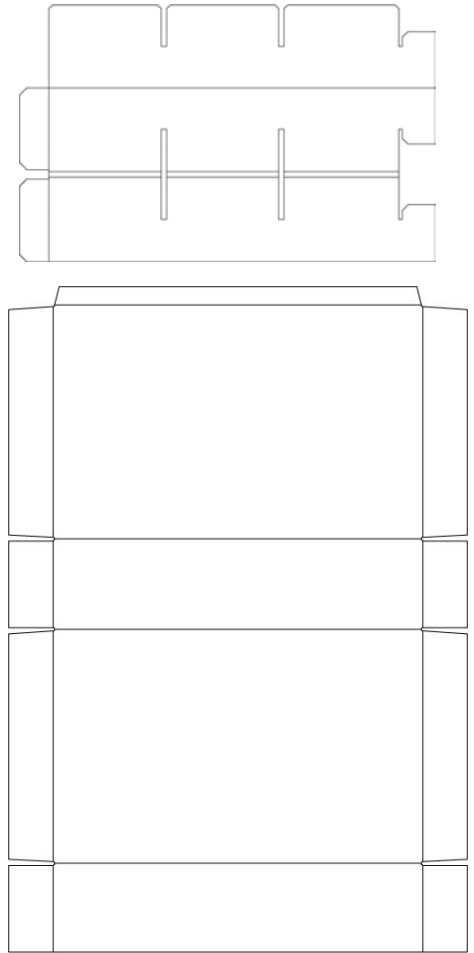
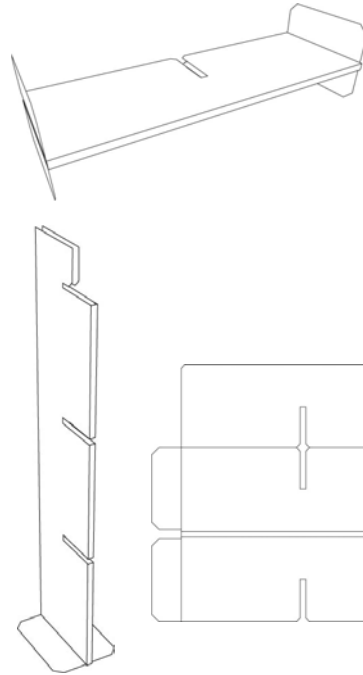
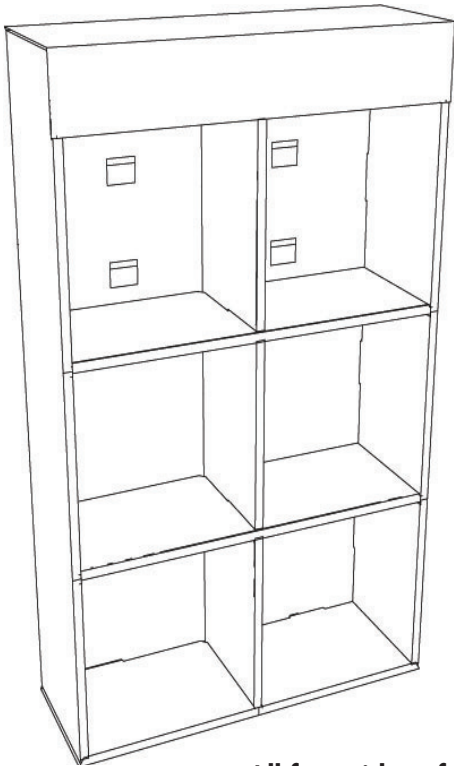
- Holds corrugated display on our Wire Rack
- Holds 1/8" B-Flute corrugate
- Each sidepanel must have a minimum of 4 clips

Heavy Duty Construction Requirements for Side Kicks

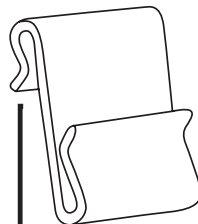
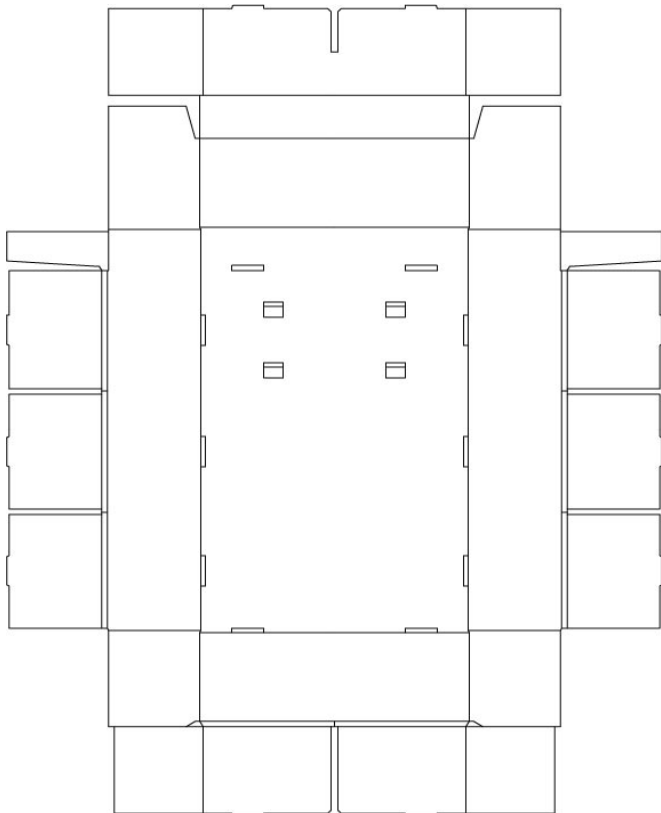
- Under 5 lbs is considered light
- 6-15 lbs is Medium
- 16-20 lbs is Heavy (Requires Heavy- Duty Constuction, see considerations below)
- Display reviewed by a Packaging Engineer for overall better construction and/or material
- All four sides of the Side Kick is required to have Rollover Reinforced Sides.
- More and/or better hardware
- Void filler inserts to help restrict movement of product within display

Heavy Duty Partitioned Side Kick w/Reinforced Front & Side Panels

For heavier or bulky items (16 lbs. or greater but still less than 20 lbs.), we recommend this PDQ.



All four sides of the Side Kick is required to have Rollover Reinforced Sides.



1" W x 2" T

Power Wing Clip

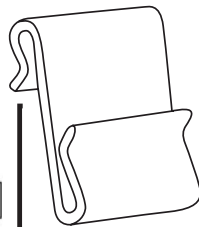
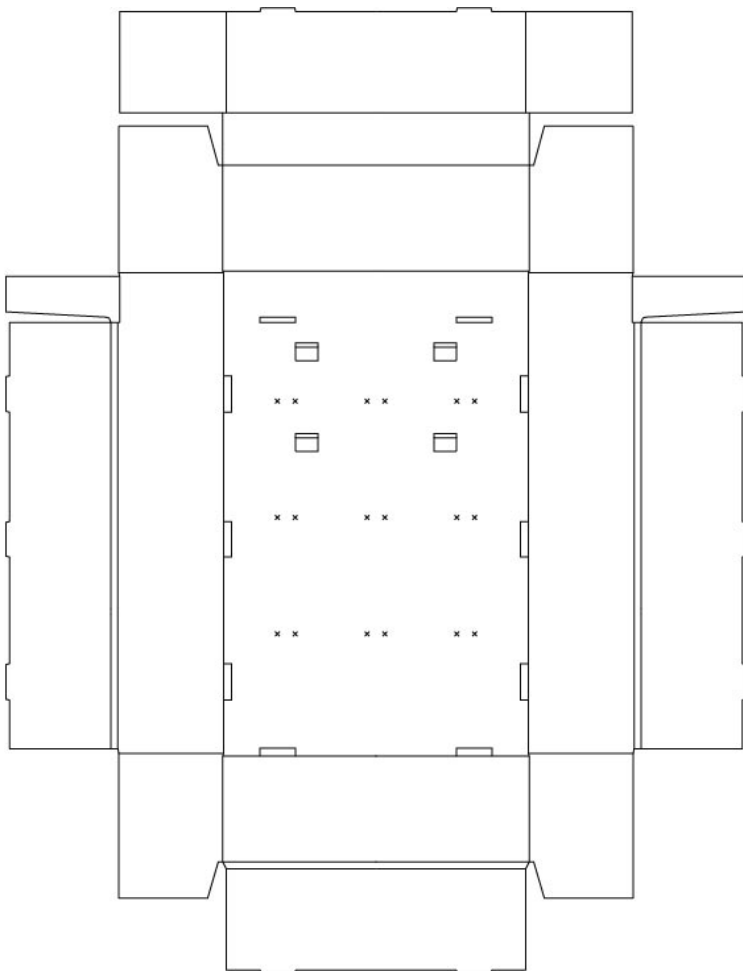
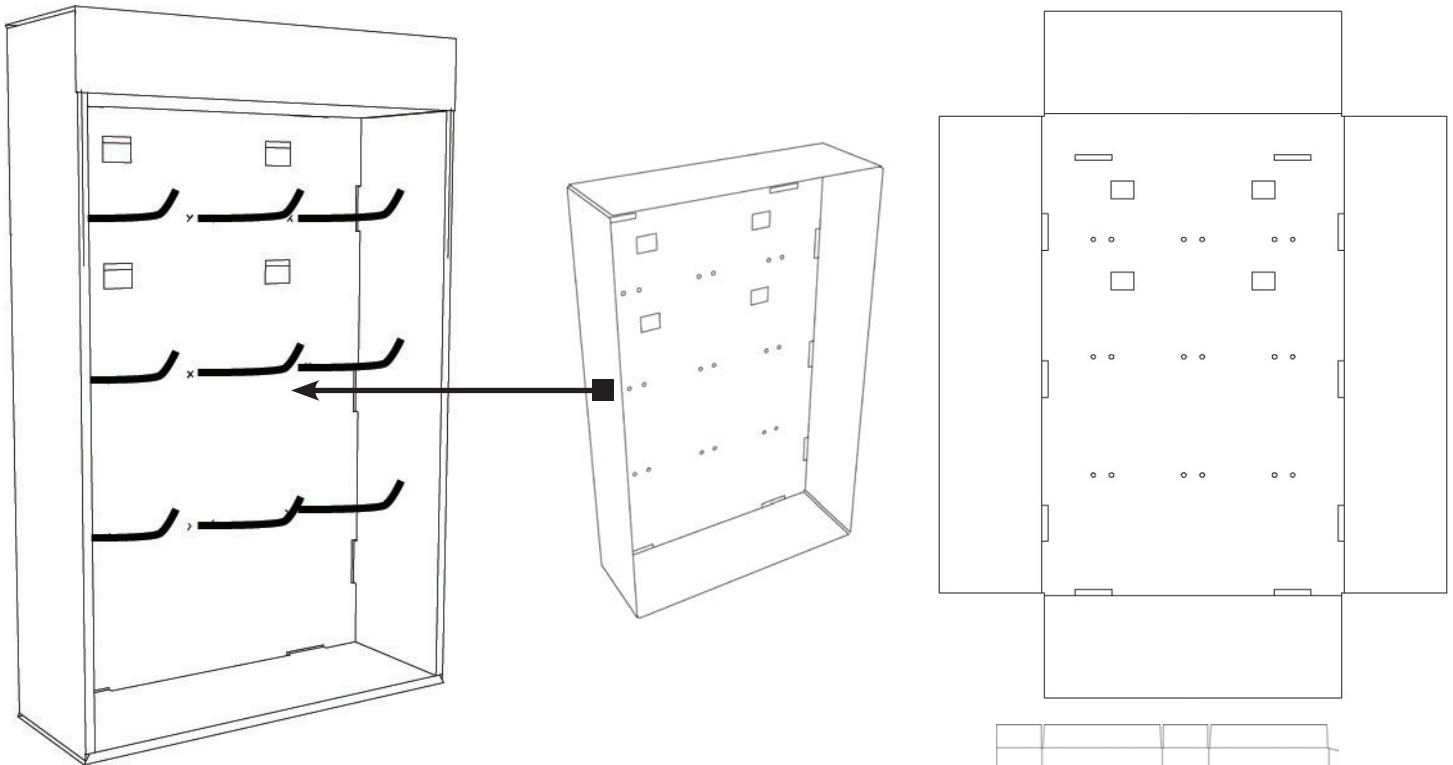
- Holds corrugated display on our Wire Rack
- Holds 1/8" B-Flute corrugate
- Each sidepanel must have a minimum of 4 clips

Heavy Duty Construction Requirements for Side Kicks

- Under 5 lbs is considered light
- 6-15 lbs is Medium
- 16-20 lbs is Heavy (Requires Heavy- Duty Constuction, see considerations below)
- Display reviewed by a Packaging Engineer for overall better construction and/or material
- All four sides of the Side Kick is required to have Rollover Reinforced Sides.
- More and/or better hardware
- Void filler inserts to help restrict movement of product within display

Heavy Duty Peggable Side Kick w/Reinforced Front & Side Panels

For heavier or bulky items (16 lbs. or greater but still less than 20 lbs.), we recommend this PDQ.



1" W x 2" T

Power Wing Clip

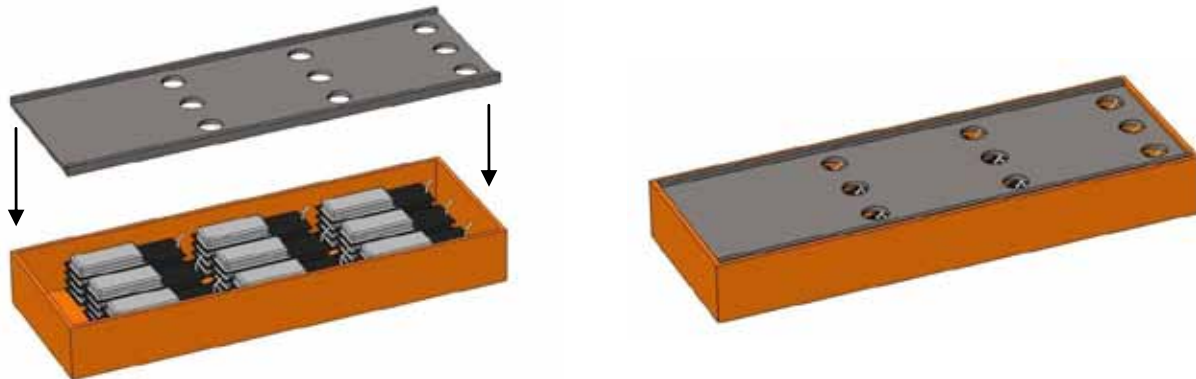
- Holds corrugated display on our Wire Rack
- Holds 1/8" B-Flute corrugate
- Each sidepanel must have a minimum of 4 clips

Heavy Duty Construction Requirements for Side Kicks

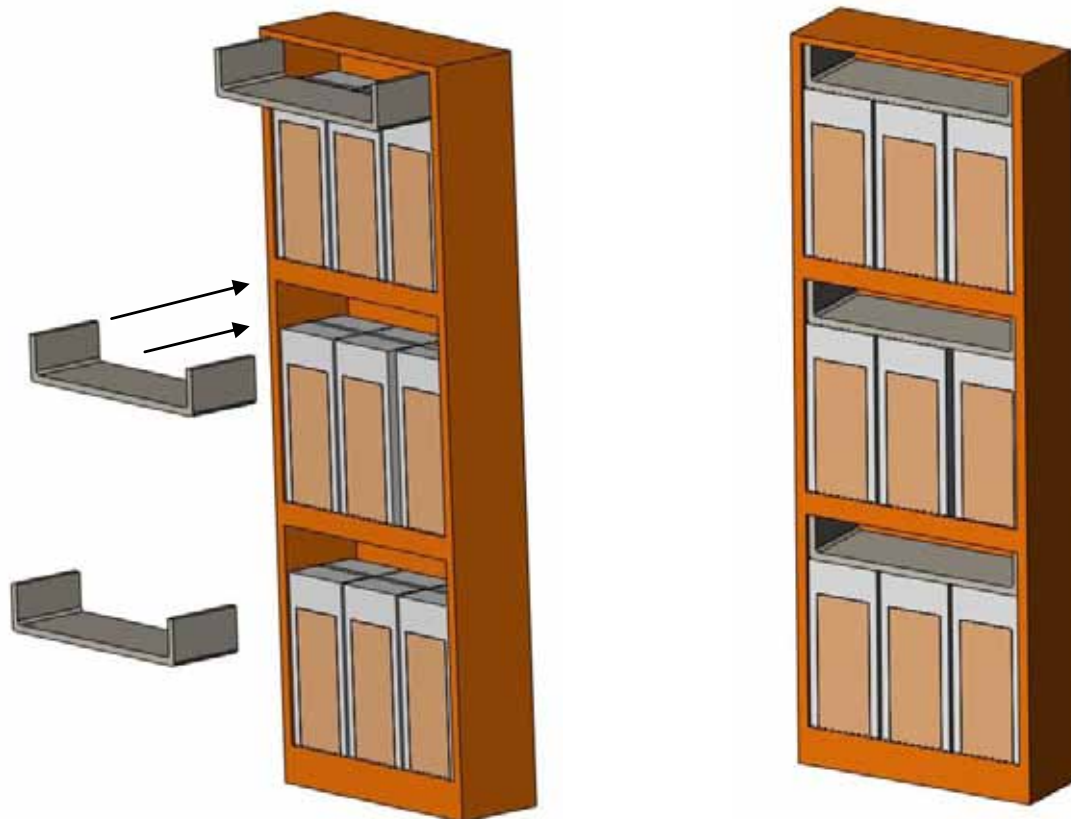
- Under 5 lbs is considered light
- 6-15 lbs is Medium
- 16-20 lbs is Heavy (Requires Heavy- Duty Constuction, see considerations below)
- Display reviewed by a Packaging Engineer for overall better construction and/or material
- All four sides of the Side Kick is required to have Rollover Reinforced Sides.
- More and/or better hardware
- Void filler inserts to help restrict movement of product within display

GENERAL RECOMMENDATIONS

Displays shall utilize protective inserts to protect pegged product and restrict movement during distribution. Inserts may include, but not limited to: die-cut corrugated, peg-hook accessories.



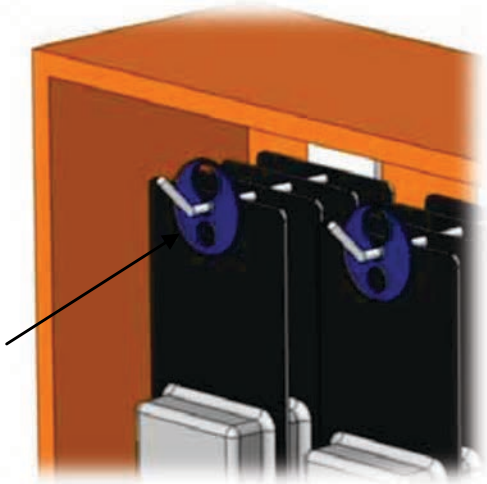
Above Image shows protective corrugated insert for shipping. This insert holds down pegged product to restrict movement and also nests over the display pegs to provide additional support of the pegs and to limit movement of the peg hooks.



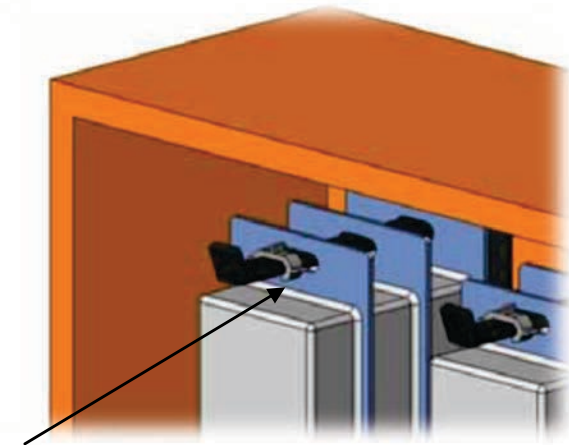
Void fill inserts shall be used to help restrict movement of product within the display. Void fill inserts are to be removed from the display at the retail store level and are not intended to provide additional structural support during the selling cycle period of the display. Corrugated roll-ups are preferred for void fill materials.

Revised 11.8.12

GENERAL RECOMMENDATIONS cont'd



Accessory product stops restrict movement of product during shipment and keeps it on peg hooks. Example shown is for standard metal or plastic peg hooks



Accessory product stops restrict movement of product during shipment and keeps it on peg hooks. Example shown is for butterfly style peg hooks.

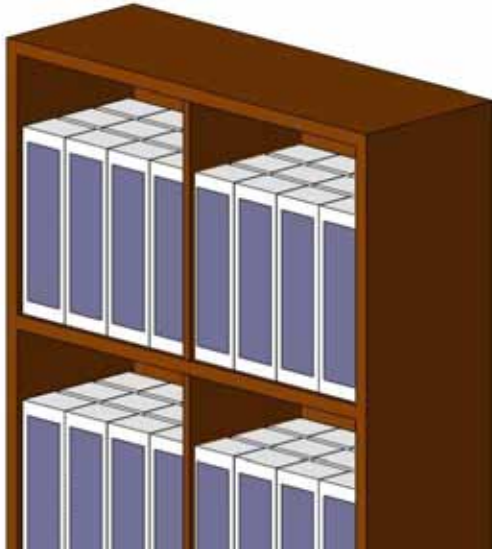
NOTE: Product can not “sag” on clip,
see guidelines below.

4" (10.16 cm) plastic hooks, no more than 1 lb per hook
5" (12.7 cm) plastic hooks, no more than 3/4 lb per hook
6" (15.24 cm) plastic hooks, no more than 1/2 lb per hook

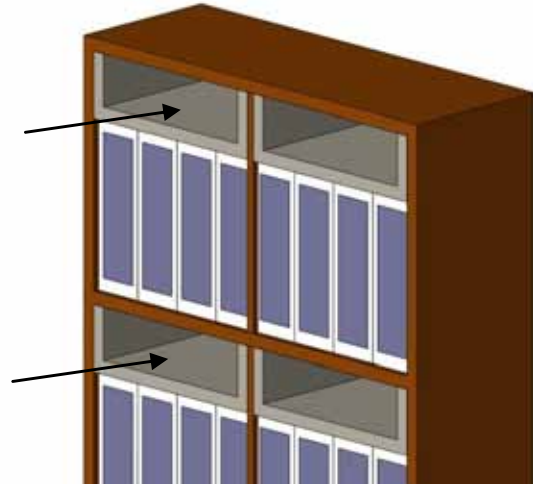
GENERAL CONSTRUCTION

Heavier products shall utilize shelf dividers or similar structural support to help distribute the weight of the product across the full shelf. Dividers will help maintain the structural integrity of the display throughout the sell cycle period.

Display dividers shall be flood coat printed to match the color of the Side Kick display.



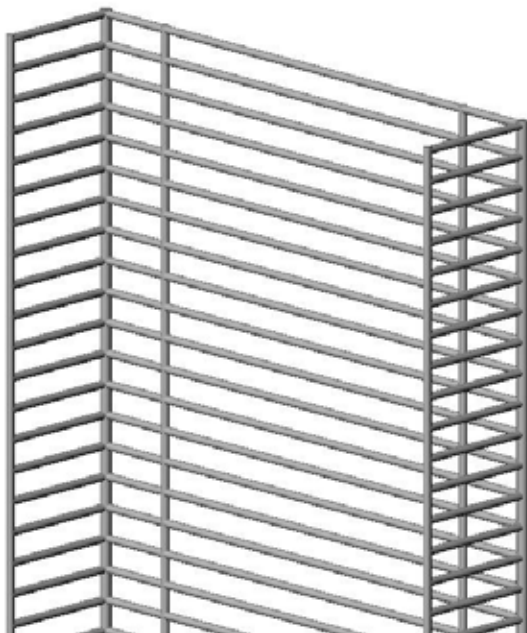
Side Kick Display with dividers



Divider side kick with void fill inserts for shipment

All four sides of the Side Kick is now required to have Rollover Reinforced Sides.

Side Kick displays will be hung on existing wire rack structures or power bar supports.



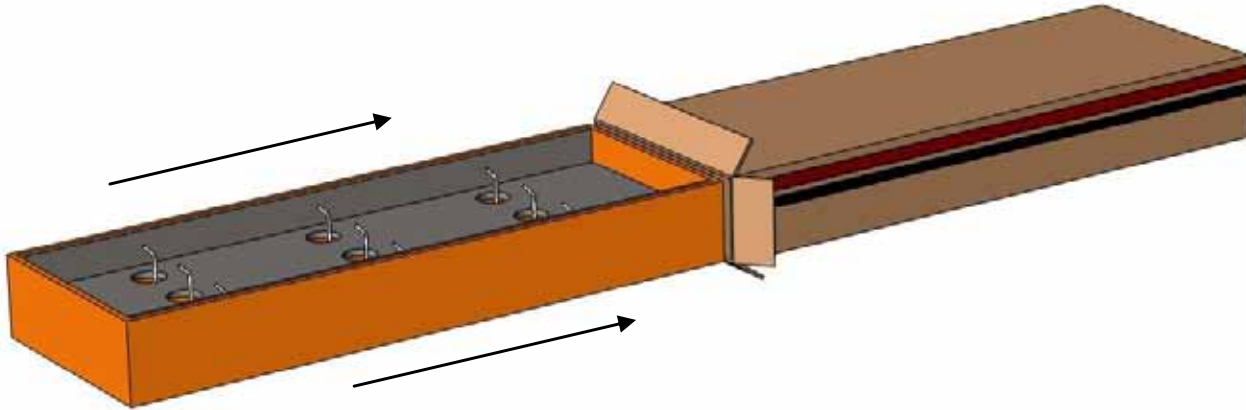
Wire Rack cage



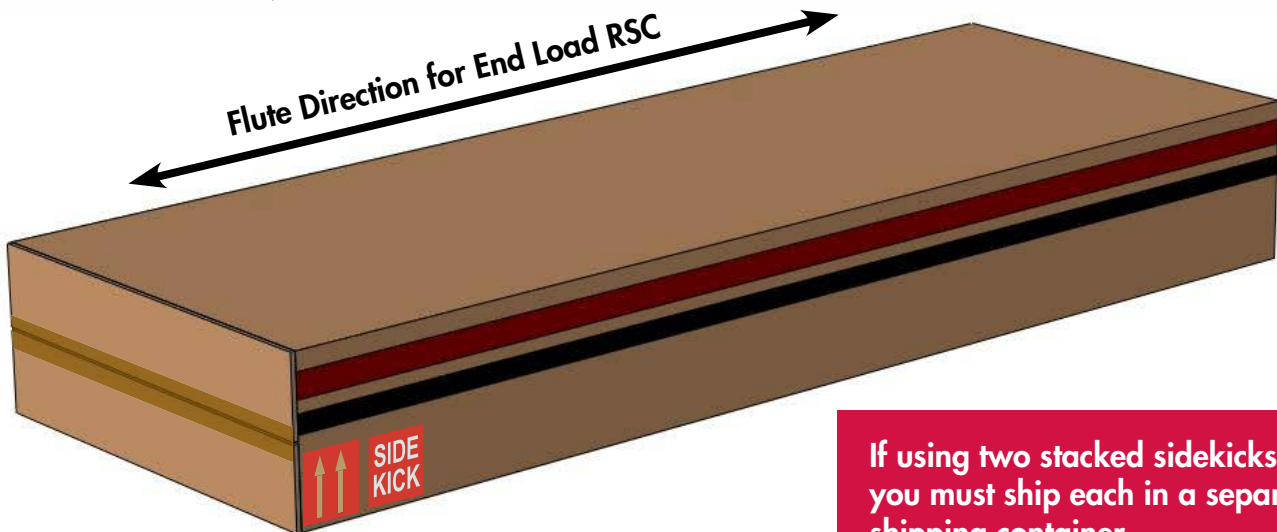
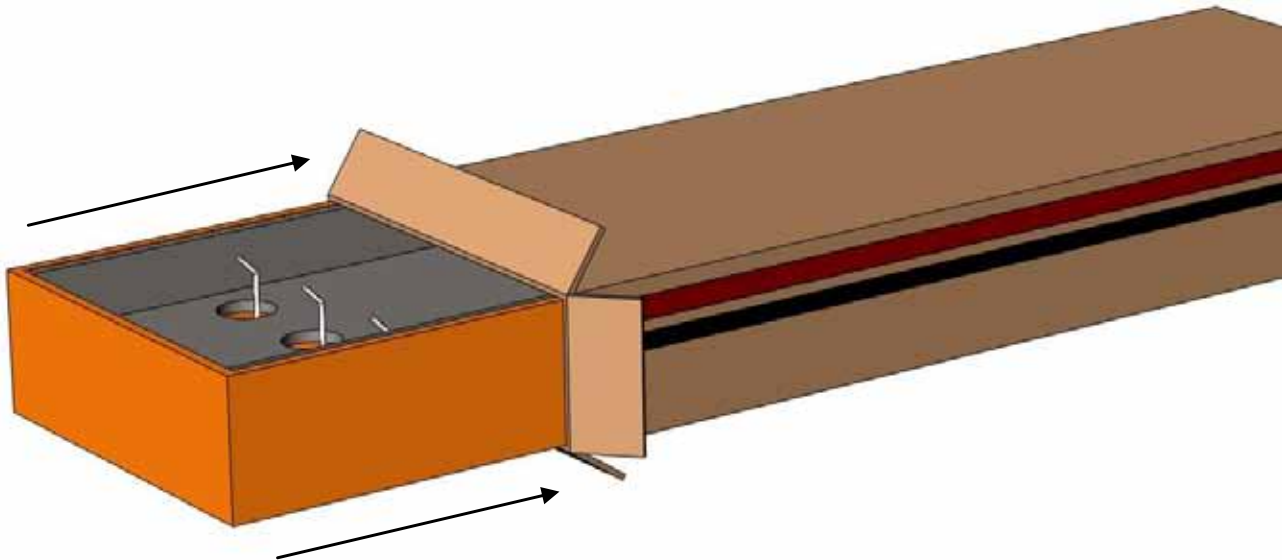
Power bar support hung on shelf structure.

SIDE KICK MASTER CARTON

Side Kick's shall utilize end loading shippers. This style shipper allows for ease of loading and unloading at store level, and also utilizes minimal material required for the shipper box. See page 5 - 7 for proper carton marking icons.



Load Side Kick display into shipper as shown



If using two stacked sidekicks, you must ship each in a separate shipping container.

Close shipper and seal with adhesive tape.

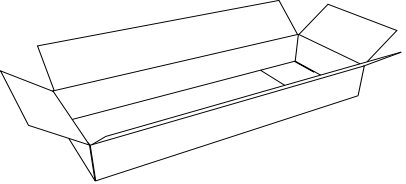
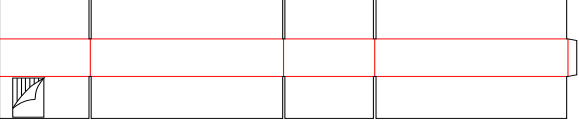
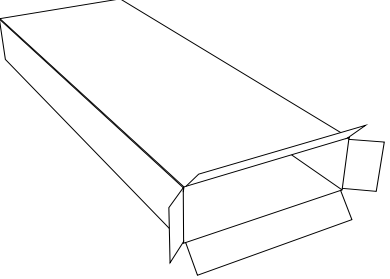
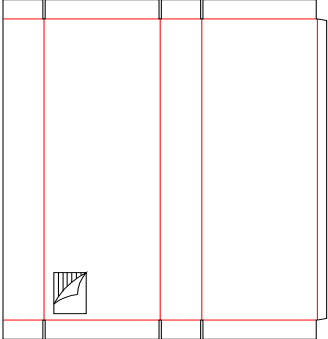
Revised 11.8.12

SIDE KICK MASTER CARTON

Three good reasons to use a End Load RSC Box for Side Kicks:

- 1). End Load RSC is 16% less expensive than Top Load RSC
- 2). Easier to pull display out of an End Loaded RSC box
- 3). End Load box will use less tape

Standard Side Kick Size: 47 x 17 x 6"

Description	3D Rendering	Flat Layout	Blank Size (sq in)	% Less Material
Top Load RSC			3118.5	-
End Load RSC			2622	-16%

Peel back shows direction of flute

PROPER LOADING OF SIDE KICKS

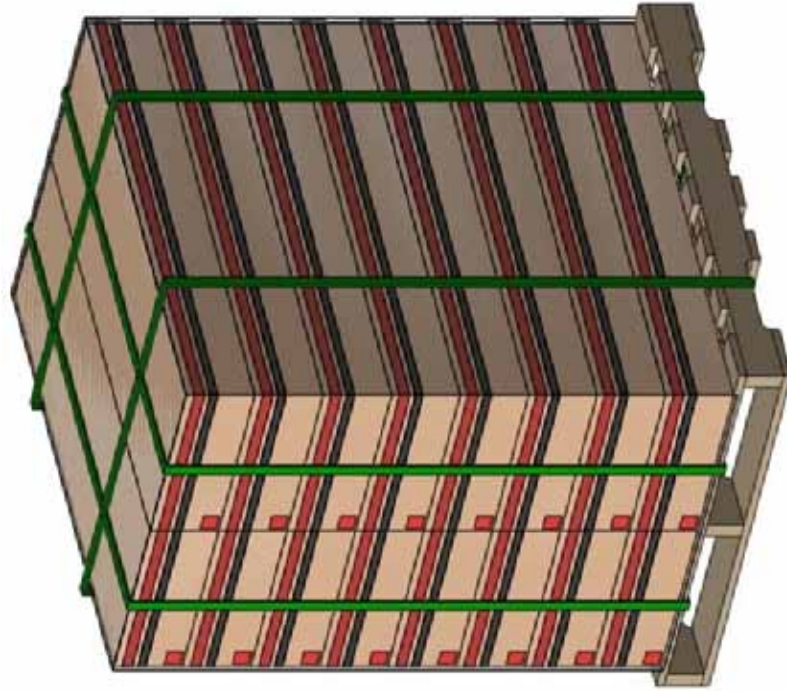


Image shows proper loading for incoming pallet shipments. Side Kick displays shall be column stacked when possible. Pallet shipments shall utilize stretch wrapping and banding to properly restrain the master cartons during distribution throughout the supply chain. A minimum of 80 gauge stretch film, wrapped three times or the equivalent in performance is required.

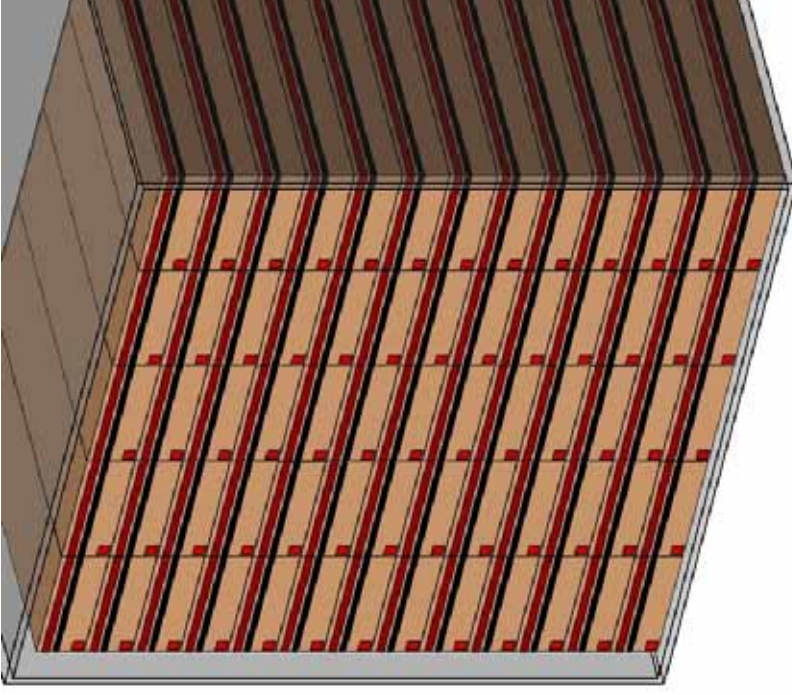


Image shows proper floor loading for incoming sea container shipments for import Side Kick displays. Side Kicks shall be shipped flat and column stacked. This provides the best stacking of strength and also helps to limit the movement of the product inside the display. Use void fill material within the container to prevent shifting or movement of the master cartons during transit to ensure the displays arrive in good condition.

NEW STANDARDS – Side Kicks: Hooks for Hanging Product on Corrugated Displayers

**DO NOT USE
OVER THE TOP HOOK**



OVER THE TOP HOOK -
As this hook gets weighed down by the product, it causes the clip to lift from where it attaches to the corrugate. This lets product slide down the hook, adding more pressure to the clip and tearing the corrugate.

**DO NOT USE
HOOK WITH PRONGS**



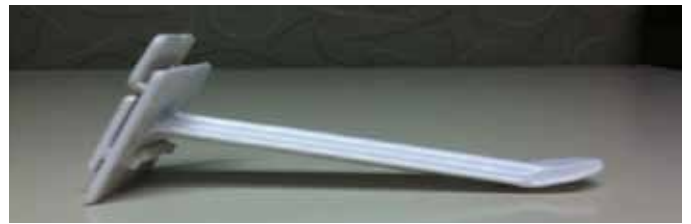
HOOK WITH PRONGS - Same disadvantages as the OVER THE TOP HOOK above

**USE
PPC HOOK**



PPC HOOK - When product is hung on this hook, it causes the clip to press against the corrugate above the hook. This keeps the front end of the hook from falling down, and keeps product from sliding off.

**USE
BUTTERFLY HOOK**



BUTTERFLY HOOK - Same benefits as the PPC HOOK above, but with a wider front hook.

**4" (10.16 cm) plastic hooks, no more than 1 lb per hook
5" (12.7 cm) plastic hooks, no more than 3/4 lb per hook
6" (15.24 cm) plastic hooks, no more than 1/2 lb per hook**

SIDE KICK Construction



NO!



Construction was weakened by design of this Side Kick.

- From the side, the bottom is much wider than the top, therefore there is no structural support for corner of Side Kick
- Too much weight on each hook
- Product is too heavy for each hook and therefore sliding off hooks
- Hooks are too close to top edge

Side Kick STANDARDS

All four sides of the Side Kick is now required to have Rollover Reinforced Sides.

Minimum Material Specifications:

- 32 ECT (Edge Crush TEST*) OR 200# (Mullen Test**) Bleached white outside liner B-flute + Scuff-Resistant Varnish

• Minimum Liner Combination:

175 gsm (35#) liner x 112 gsm (23#) medium x 175 gsm (35#) liner

Dimensions:

- Minimum Height is **25" (63.5 cm)**
- Maximum Outer Dimension (OD): **17" W x 6" D (43.18 cm x 15.24 cm)**
- Maximum Weight: 20 lbs

Transit Testing:

- See page 105 for Big Lots Transit Testing Standards.

Testing Protocol for Side Kicks:

ISTA (International Safe Transit Association) Test 2A

- For more information on ISTA: International Safe Transit Association
1400 Abbott Road, Suite 160
East Lansing, Michigan 4823-1900
USA

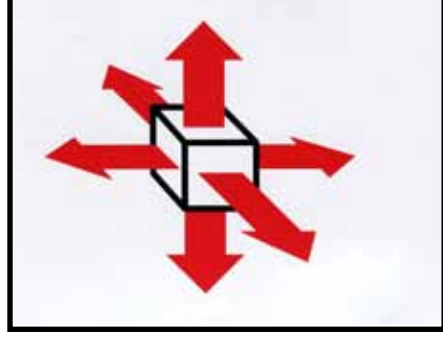
Phone: 1-517-333-3437

Fax: 1-517-333-3813

ista@ista.org or contact QA Manager at BLQA@biglots.com for questions on corrugate display transit testing.

* **Edge Crush Test (ECT)** - The Edge Crush Test is a standard industry measure of the stacking strength or corrugated board.

** **Mullen Test** - The Mullen Test is a standard measure of the bursting strength of corrugated board.



NOTE: Side Kick displays must be able to be shipped in any orientation.

NOTE: SIDE KICKS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

CURRENT – NO!



1st Issue
No support at bottom of tray per shelf.
Weight of product collapses the shelf bottom.



2nd Issue
As customer shops calendars to look at designs, calendars fall forward and tear front of tray.



3rd Issue
Quantity and weight of product in tray pushes shelf apart.



YES! HEAVY-DUTY CONSTRUCTION REQUIRED YES!



1.



2.



3.



4.

The new design has rolled-over corrugate in key areas to give the shelves more rigidity and strength. The shelves have independent side walls that fit inside the display tray (see inset photo). The sides and bottoms of the shelves are tied to the display back with wide straps (see photo 2). Shelves are angled out slightly to make the display easier to shop (see photos 3 and 4).

weight of above display is 17.5 lbs. (7.94 kg)

Revised 11.8.12

79.



Project Management Form

Project # **211101972R2**

QUANTITY TO QUOTE: 1500

CUSTOMER NAME: Big Lots

SALES REP: V Hoop

DATE: 01/11/2012

PROJECT DESCRIPTION: Side Panel for Calendars

DESIGNER: BM

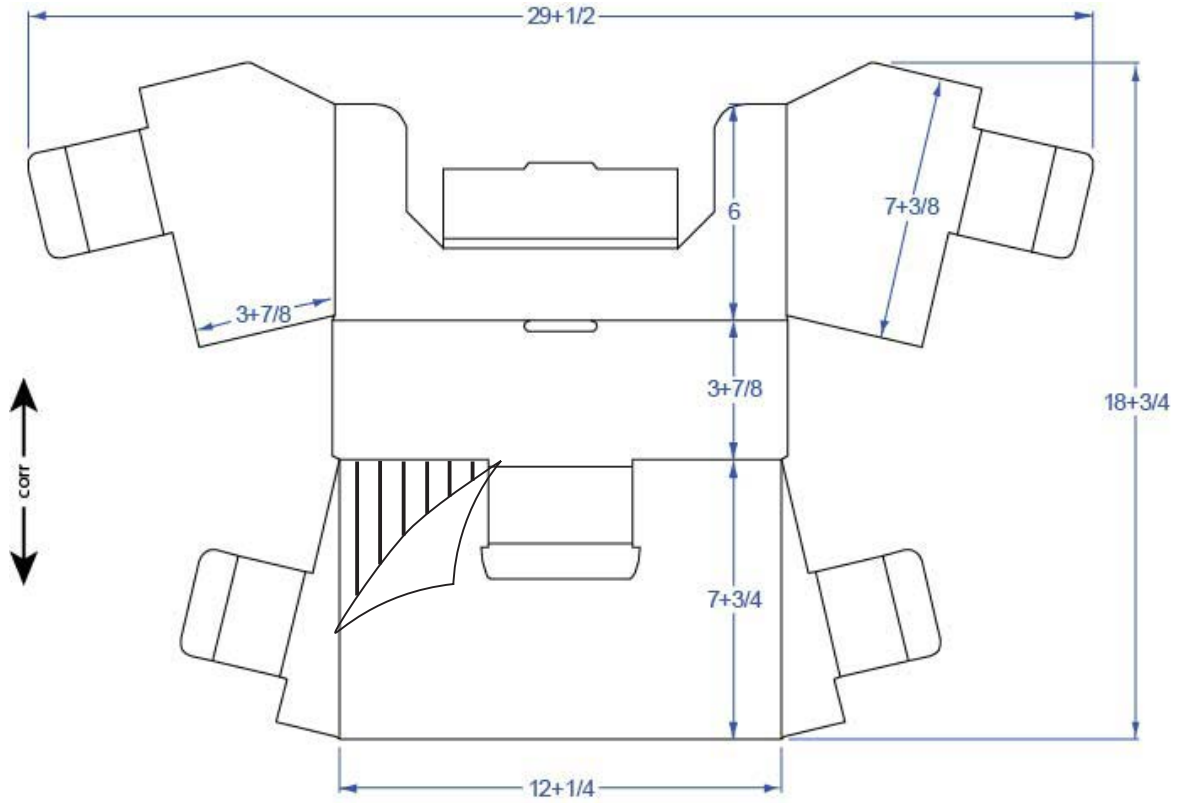
REVISION LEVEL: 2

BVP EST #	COMPONENT #	ITEM	CAD #	# REQD	PART DESC	STYLE	MATERIAL	JOINT	BLANK SIZE	PRINT	RENDERING
	A	2120120106	1	Tray	D/C Tray	Ect 32 B BW KEMI	None	64'02 x 37'06	2 Color		
	B	2120120107	3	Shelf	D/C Sht	Ect 32 B BW KEMI	None	18'12 x 29'08	2 Color		
	C	2120116184	2	WC3 Powerwing clips	Power Wing Clip	Plastic	None	0 x 0			
	D	2120120116	1	Filler	Scored Sht	Ect 32 B	None	26'11 x 12'08	Plain		
	E	2120120108	1	Shipper	FOL	Ect 32 C	Glue In	53'05 x 41'10			
	F										
	G										
	H										
	I										
	J										
	K										
	L										
	M										
	N										

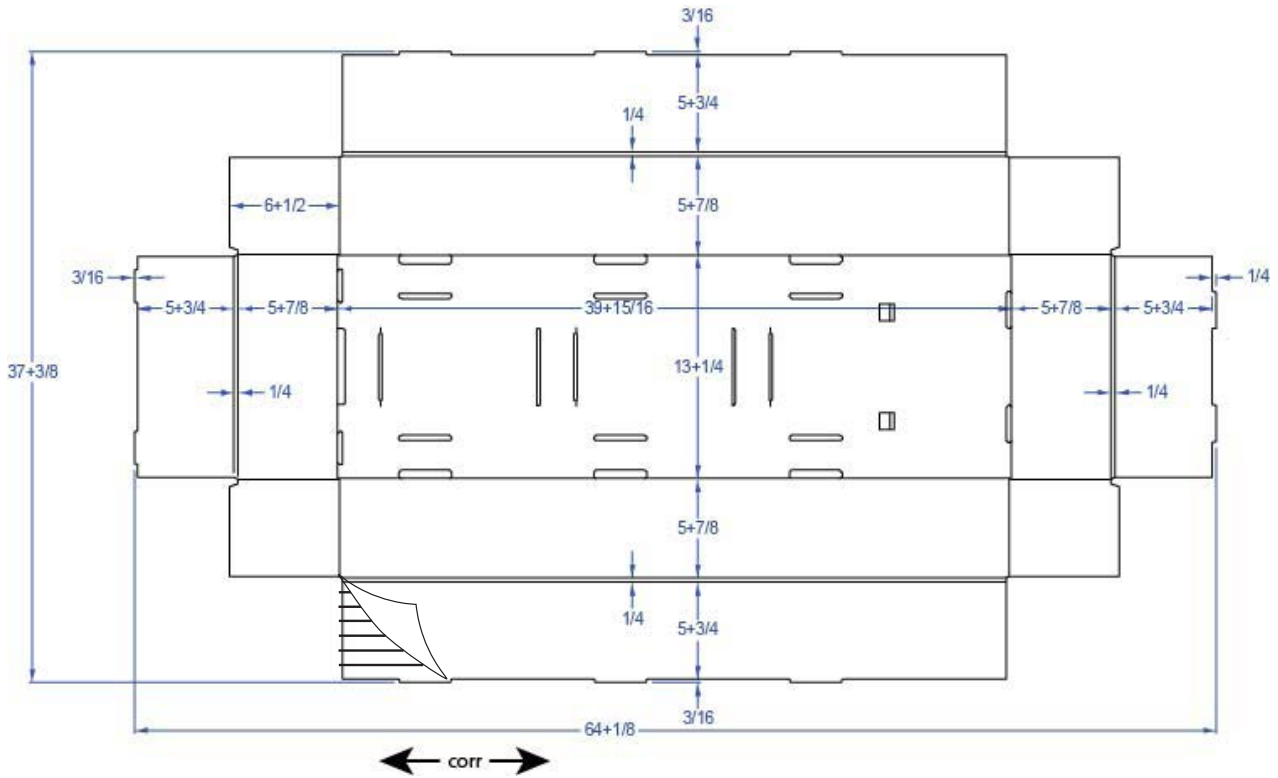
Design Use Only		COMMENTS/NOTES:		SPECIAL INFO:	
Validated By:	BM	A	1C - 100% + Varnish	H	
Validation Method:		B	1C - 100% + Varnish	I	
Sample & Spec Per Request		C		J	
Verified by Associate Designer:		D		K	
Reference Design Request		E		L	
Time Tracking Tab		F		M	
		G		N	

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dws 6/22/10

HEAVY DUTY SIDE KICK CALENDAR DIE LINE

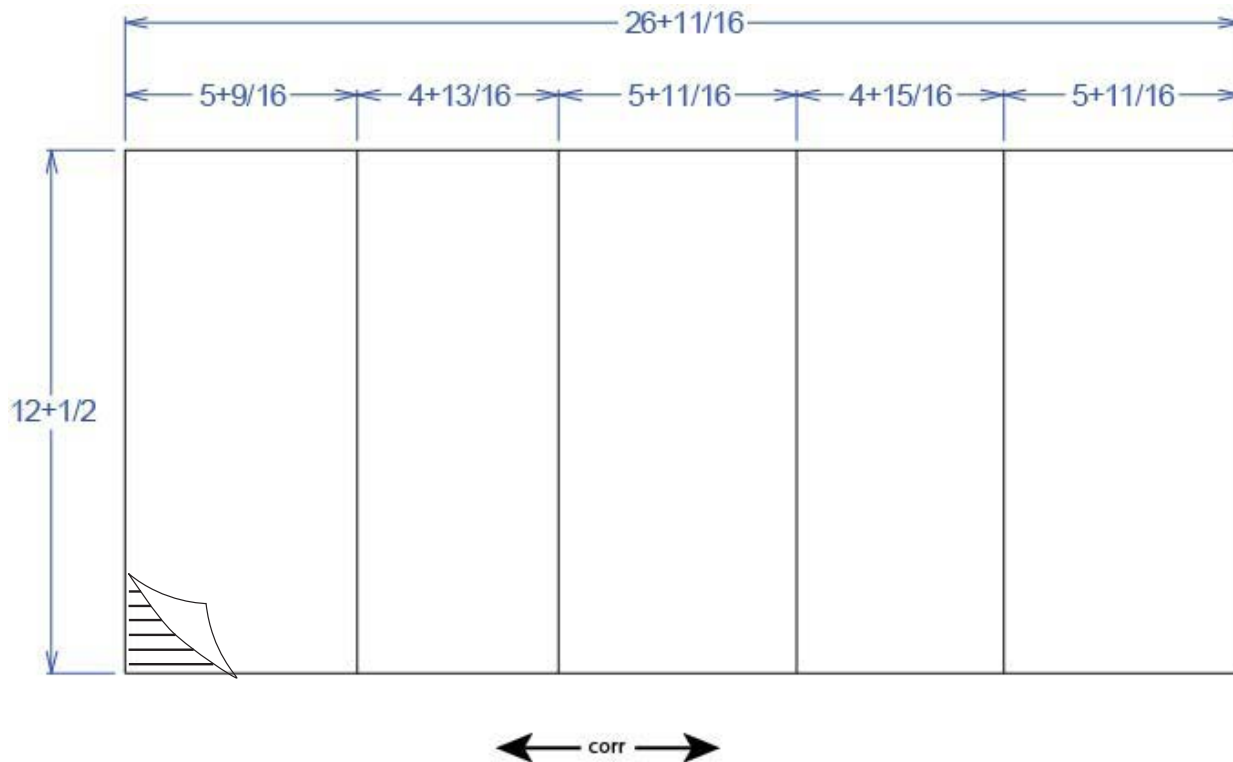


Peel back shows direction of flute



Peel back shows direction of flute

HEAVY DUTY SIDE KICK CALENDAR DIE LINE cont'd



Peel back shows direction of flute

Heavy Duty Construction Requires one or more of the following:

- Display reviewed by a Packaging Engineer for overall better construction and/or material
- All four sides of the Side Kick are required to have Rollover Reinforced Sides.
- More and/or better hardware
- Void filler inserts to help restrict movement of product within display

NOTE: SIDE KICKS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

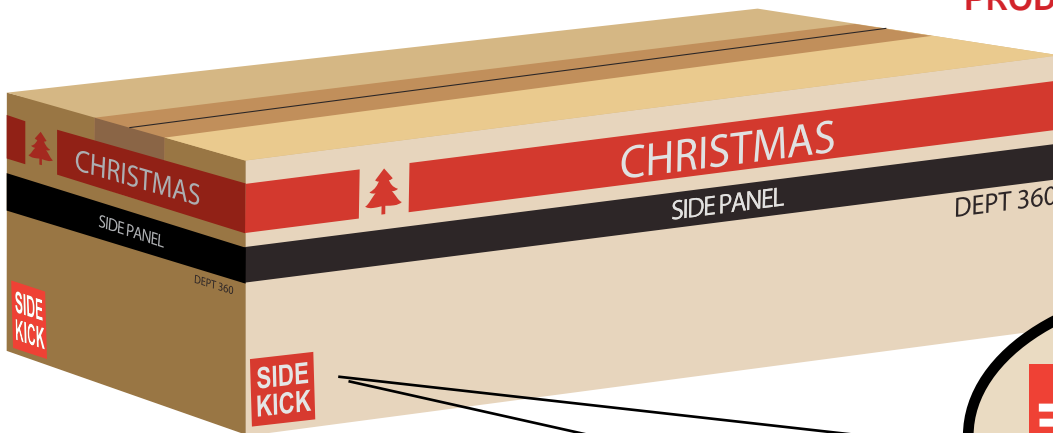
SIDE KICK

Master Carton Marking Icons

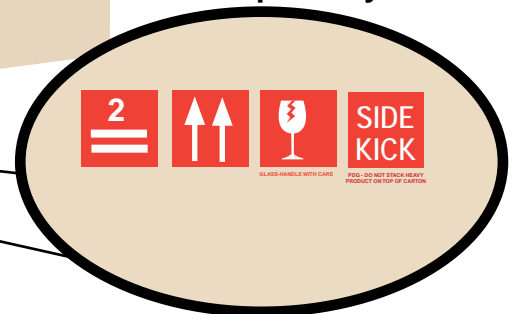


This icon communicates SIDE KICK display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the SIDE KICK display/product when loading our trucks to avoid damaging the SIDE KICK.

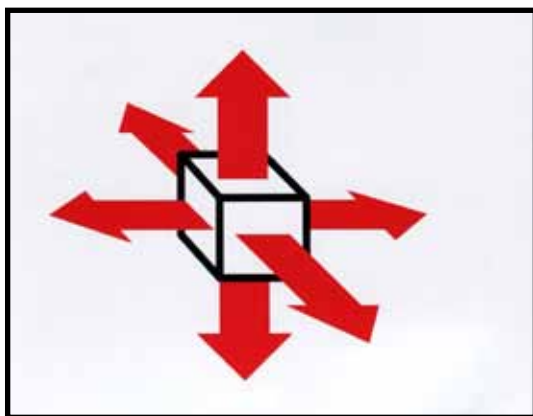
SIDE KICK - DO NOT STACK HEAVY PRODUCT ON TOP OF CARTON



Example Only



NOTE: Carton marking icons are required to be placed on at least four different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least four different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 7) for appropriate size carton marking icon(s).



NOTE: Side Kick displays must be able to be shipped in any orientation.

- Required Carton Markings Document and icons can be found on our website at:

<http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>

NOTE: For questions on Carton Markings contact vendorcompliance@biglots.com



FLOOR DISPLAY STANDARDS

BIG LOTS FLOOR/PALLET STANDARDS

FLOOR/PALLET DISPLAY DESIGN APPROVAL PROCESS: Every Floor Display must go through each step in this process. Big Lots reserves the right to charge back any vendor that produces incorrect or inferior Floor Displays that have not completed this process.

1. For all Import vendors assigned to an Agent, you must submit a photo sample to your Agent for review and approval. At this step in the process, Big Lots and Big Lots Agents reserve the right to request any design changes. Recommended design changes will be sent to the vendor via email. Additional information that needs to be included with the photo sample is PO#, Article# and PDQ Case Pack.

Be sure to allow time in this step for corrections as needed.

If the photo sample is approved, go to step 2. If the sample is not approved, you will need to make revisions as necessary and re-submit a new photo sample.

2. Once the photo sample is approved, please send the electronic artwork layout for the Floor Display dieline (with suggested copy wording) and the shroud layout (with carton marking icons) via e-mail to packaging@biglots.com for review and approval before proceeding to step 3. For each e-mail layout submitted, you must indicate purchase order number(s) and Article number(s).

3. Once the electronic artwork layout has been approved, a color print/press proof is required. This proof must show the exact colors to be printed in mass production and be on the same corrugate (color and weight) to be used in mass production. An ink draw down swatch with Varnish on the actual corrugate is also acceptable, at this stage. If you require a signed print proof to be sent back to you, please send two.

If the proof is approved, go to step 4. If the proof is not approved, you will need to make revisions as necessary and re-submit a new proof. Be sure to allow time in this step if corrections are needed.

The print proofs should be sent to: Rashi Shaneel
MANTRA
818, ILD Trade Centre
Sector-47, Sohna Road
Gurgaon-122001, India

4. Floor Displays will require testing prior to mass production. See page 105 for transit testing requirements.

5. Begin mass printing after Transit test has passed. Vendors are required to send two (2) final printed Floor Display samples (please ship samples flat packed for our files) to Mantra. Send them to the same address as in step 3 above. **If a buyer requires a sample, an additional sample should be sent separately to their attention.** If a final printed Floor Display does not match the sample submitted in the print proof, Big Lots reserves the right to charge back the vendor. If the vendor does not submit a sample, Big Lots will charge the vendor up to 15% of the total retail value of the Floor Display (times the number of stores this display was sent to) for failing to follow this process.

If you have any questions you may email us at packaging@biglots.com.

NOTE: FLOOR/PALLET DISPLAYS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN OUR SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

REQUIRED TRANSIT TESTING FOR **ALL** FLOOR/PALLET DISPLAYS ONLY

The purpose of the ISTA testing is to make sure merchandise flows through the supply chain and out into the retail stores without damage. Our goal is to reduce complaints, increase product sales and not have to re-merchandise 1500 stores (store labor).

All Floor/Pallet displays (includes Stackable PDQ), now require ISTA 3E transit testing.

Failure to comply to the ISTA Transit Testing, is an automatic chargeback of 20% of the cost value (US Dollar) of the purchase if this process is not followed.

You will be required to have the Floor/Pallet Displays tested with Bureau Veritas prior to mass printing/production.

NOTE: Allow up to 1 week for testing and another week to obtain final test report.

NOTE: ALL DISPLAYS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

FLOOR DISPLAY STANDARDS

Allow approximately 4 months to create display from design to completion of mass printing.

Definition of a shoppable display:

- Able to easily see the assortment (color and sizes of a given item)
- The ability to pull the item from the display without damaging and/or without having to move pieces of the display to get item out.

What to Consider When Designing a Floor Display:

- Consider the life of the display in store as this will help the designer determine the appropriate corrugate. Displays are expected last 9-14 weeks on store floor.
- Identify where the display is going to be located.
- Determine with Big Lots buyer how many sides display will be shopped in the store
- What size pallet is needed for the display
 - Quarter - 24" x 20" (60.96 cm x 50.8 cm)
(Maximum Weight Limit of Display is 80 lbs)
 - Half - 40" x 24" (101.60 cm x 60. cm)
 - Full Pallet - 48" x 40" (121.92 x 101.60)
- Corrugator will need samples and case pack of each item to design display.
- How many colors will be printed on the display?
- Is there any items that should be prominent on display?
- Able to reach in and pull out an item without display collapsing.
- Product not falling forward after partially shopped.

What to Consider When Quoting a Floor Display:

- How many stores will this display reside in?
- Will display be flat packed and shipped?
 - Assembly instructions will need placed inside each box
- Will display ship assembled and loaded?
 - See page 5-7 for REQUIRED CARTON MARKING ICONS
- Required Transit Testing, see page 105.

Performance and Transit Testing:

Prototype testing is absolutely critical, and must be conducted by an ISTA certified facility. While the overall appearance of the display is very important, it is not an indicator of how well the merchandise will be protected in shipping, from the manufacturer, and out to our stores. It also does not indicate how well the unit will withstand the duration of its in store use.

NOTE: ALL DISPLAYS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

Shoppable Display



GENERAL FLOOR DISPLAY GUIDELINES AND REQUIREMENTS

The following guidelines represent some displays and best practices; however the exact style and design may vary depending on the specific product involved. A proactive approach to designing a new display will help ensure the success of the display program as it reaches the retail stores.

Displays shall be designed to support the weight of the product through distribution and the supply chain as well as maintain integrity through the entire sell cycle period at the retail store. This period may last 9 to 14 weeks.

Preliminary graphic renderings, plan-o-gram images, or sample mock-ups are highly encouraged during the approval process

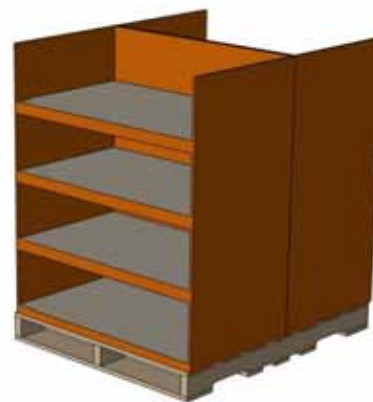
Please allow 4 months to allow full design, graphic art, testing, production, approval and refinements to be made prior to launch date of the display.

Displays are intended to be shop through style. This means that the product should not support any load of the display structure. Customers should be able to remove product from the display without having to alter the construction of the display or move components of the display.

Display may be 1, 2, 3, or 4 sides shoppable, depending on merchandising and buyer requirements.



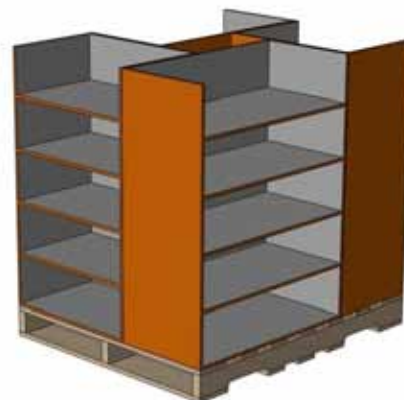
Example: 1 side shoppable display. Customer is able to select product from 1 side only.



Example: 2 side shoppable display. Customer is able to select product from 2 sides.



Example: 3 side shoppable display. Customer is able to select product from 3 sides.



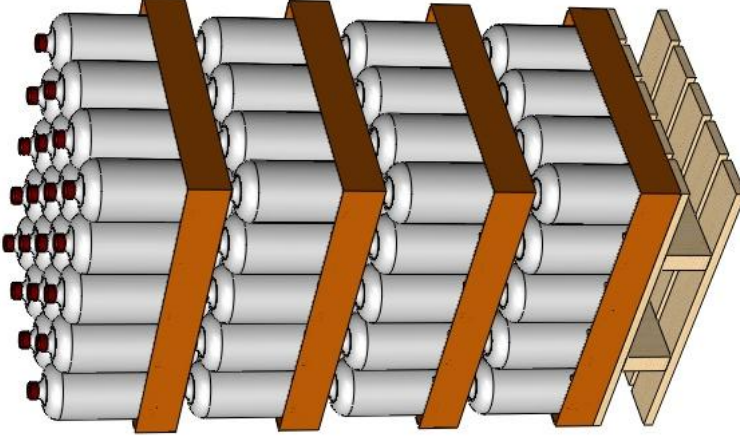
Example: 4 side shoppable display. Customer is able to select product from all 4 sides.

PALLET DISPLAY OPTIONS



Shop Through Display:

Shop through displays can include a mix of products. The product does not bear any load of the display or other products, which allows the consumer to pick and choose their product selection from multiple levels or positions within the display.



Shop Down Display:

Shop down displays are primarily used and allowed for displays that have the exact same product throughout the pallet. Each layer of the display bears the weight of the product layer above it, which requires the shopper to buy from the top layer and work down the display.

The use of display headers is allowed (but not required). Graphic headers shall be shipped knocked down flat, to be assembled and attached to the main display at the retail store.

PALLET REQUIREMENTS

Pallet displays must be engineered to withstand multiple fork lift and pallet jack touches.
 Pallet displays must be designed to withstand dynamic forces (vibration) from long distance transit (over 1,000 miles) without damage.
 Pallet displays shall be designed to withstand compressive load from mixed load product placed on top of the display during distribution to retail stores.
 Displays must be designed to withstand high humidity environmental factors without failure.

Pallet Requirements:		
		
Big Lots standard for pallets is: 4-way Pallet GMA B 48" x 40"	Chep, Peco and iGPS are allowed, but not preferred	Corrugated pallets are <u>not allowed</u>
Pallets should be of sound quality: free of debris, stains, odor and bugs. All stringers and deck boards shall be intact. No nails or fasteners shall be protruding		

Display Materials:

Minimum material requirements are 32 # ECT B flute or 200# Mullen Burst B flute

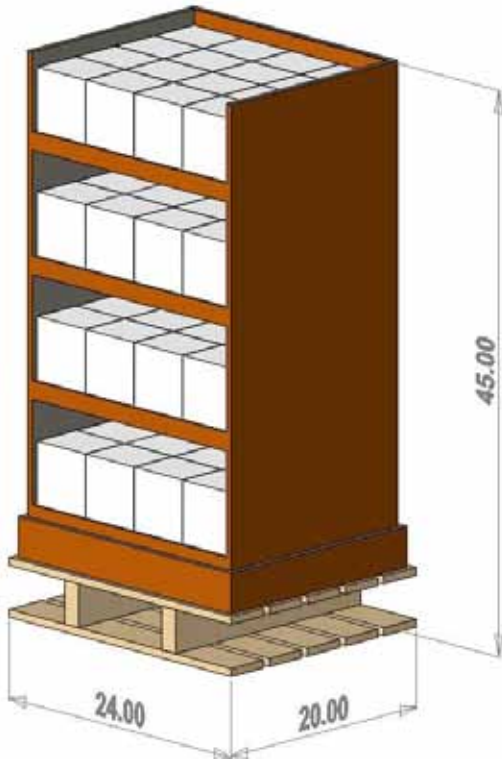
Paper combinations:

35lb (175g/m²) Liner / 26lb (125 g/m²) Medium / 35lb (175g/m²) Liner

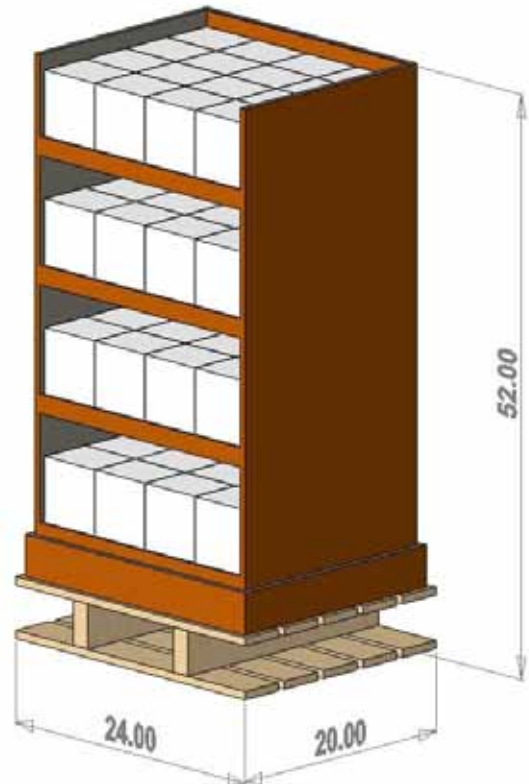
B flute is typical for displays due to its high graphic quality and cost balance. Heavier paper combinations or specialty flutes, such as EB doublewall, may be required or utilized depending on various factors including (but not limited to) transit distance, product weight and density, display construction, compression requirements and environmental factors

QUARTER PALLET DISPLAYS

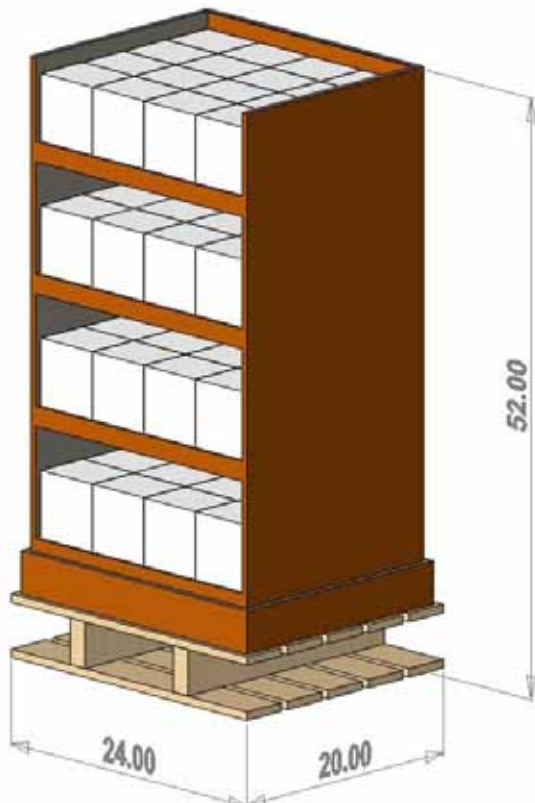
Quarter pallet displays size requirements:



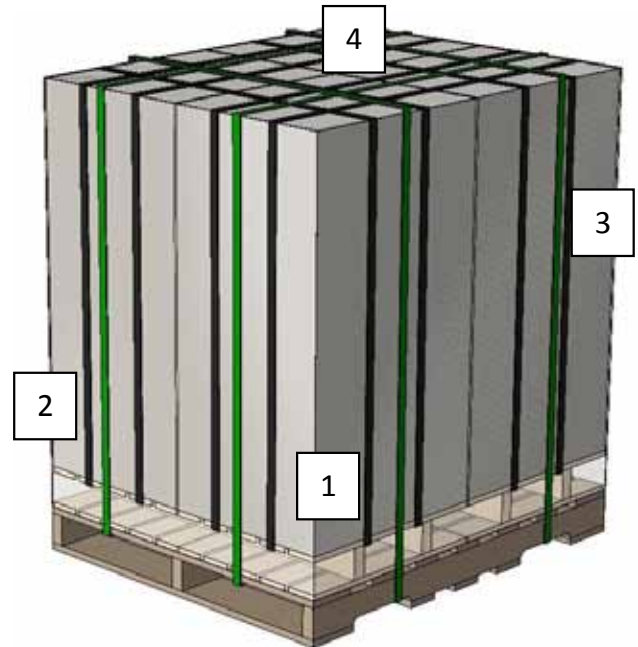
Import Displays- standard 40 foot sea container:
24" x 20" x 45" Tall (Including Pallet)



Import Displays – imported in 40 foot High Cube containers: 24" x 20" x 52" tall (Including pallet)



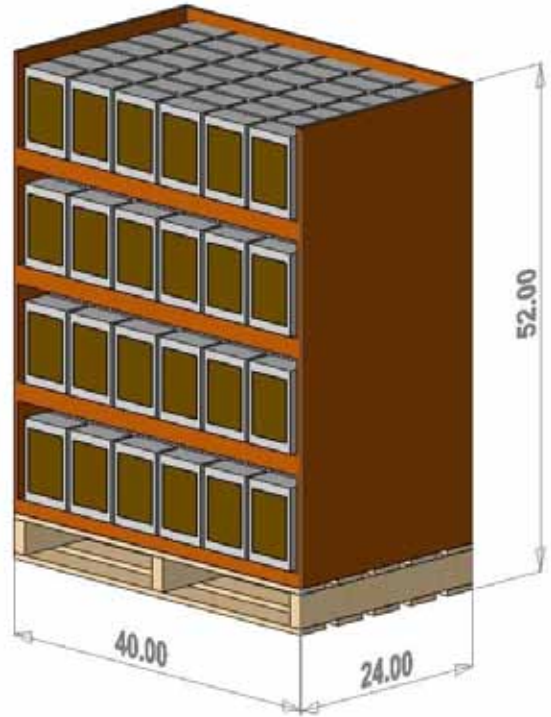
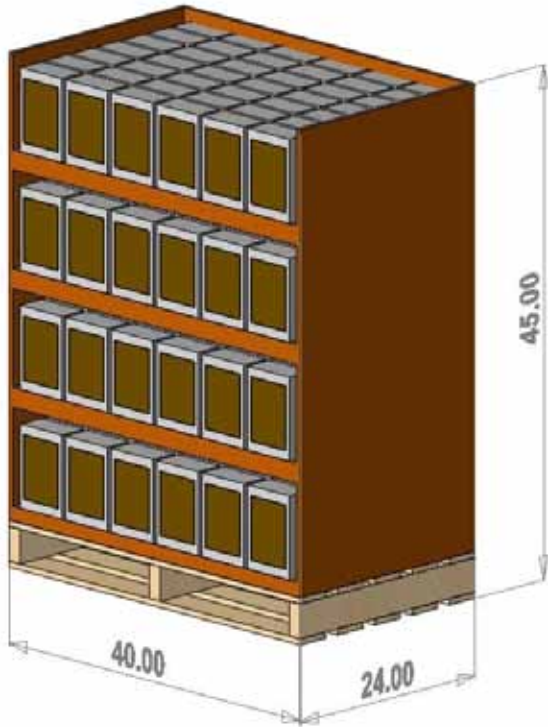
Domestic Displays: 24" x 20" x 52" tall (Including Pallet)



Incoming shipments must ship 4 Quarter Pallet units secured to a standard 48 x 40" pallet

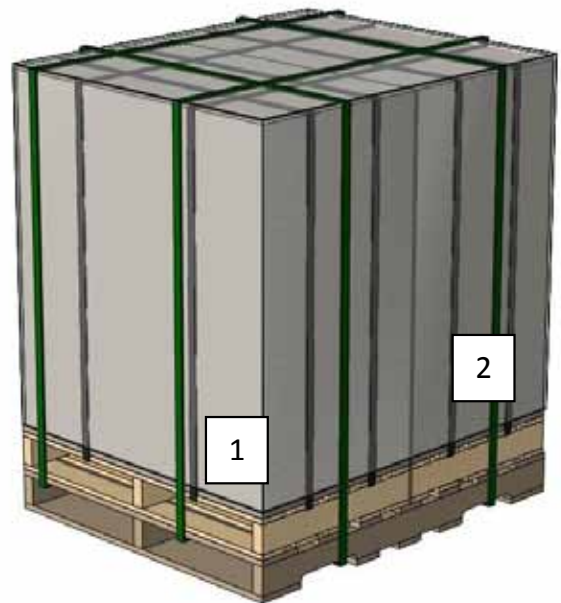
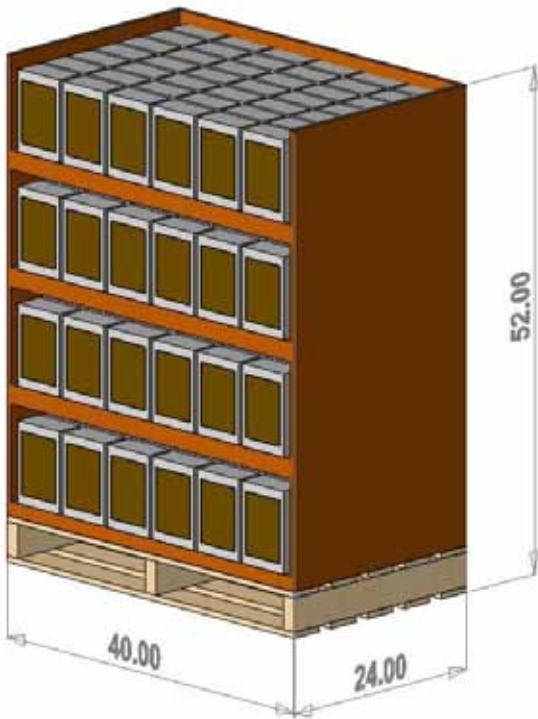
HALF PALLET DISPLAYS

Half Pallet Displays Size Requirements:



Import Displays - standard 40 foot sea container:
40" x 24" x 45" Tall (Including Pallet)

Import Displays – imported in 40 foot High Cube containers: 40" x 24" x 52" tall (Including pallet)

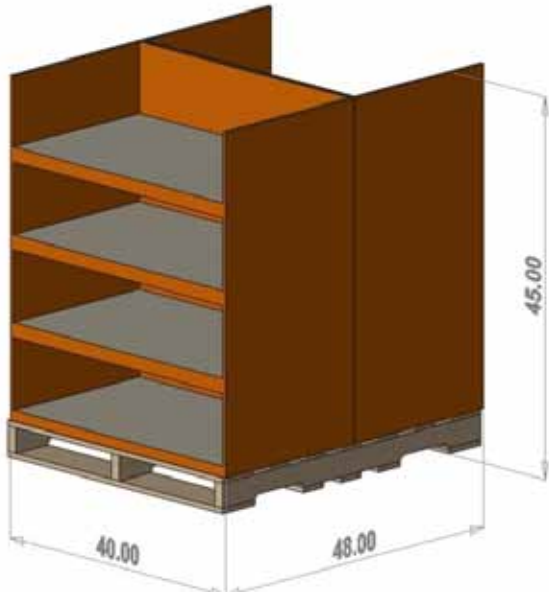


Domestic Displays: 40" x 24" x 52" tall (Including Pallet)

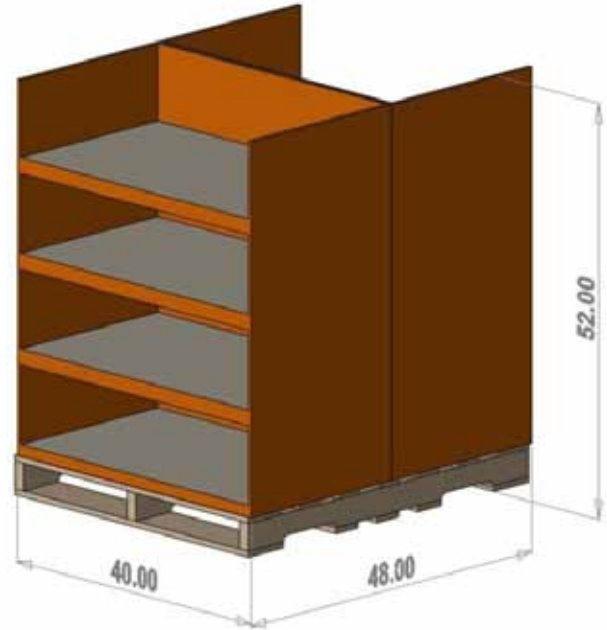
Incoming shipments must ship 2 Half Pallet units secured to a standard 48 x 40" pallet

FULL PALLET DISPLAYS

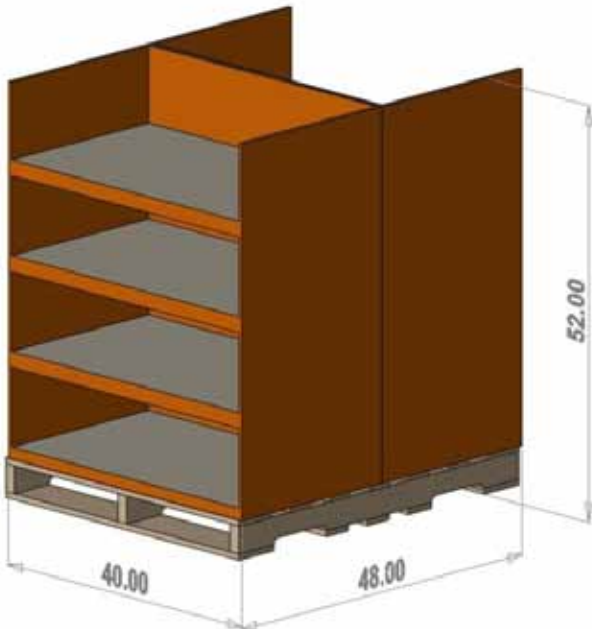
Full Pallet Displays Size Requirements:



Import Displays- standard 40 foot sea container:
48" x 40" x 45" Tall (Including Pallet)



Import Displays – imported in 40 foot High Cube containers: 48" x 40" x 52" tall (Including pallet)



Domestic Displays: 48" x 40" x 52" tall (Including Pallet)

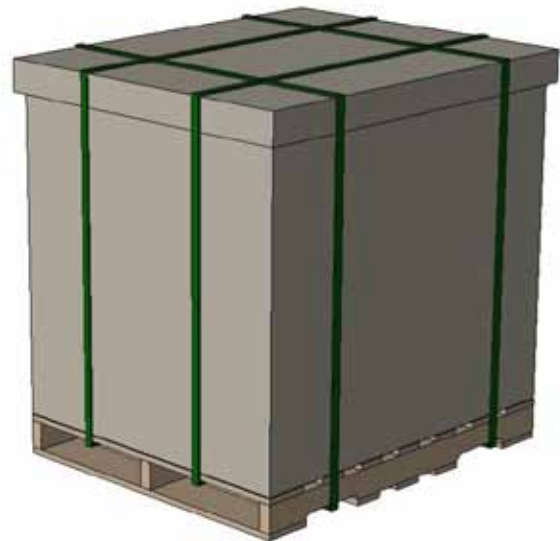
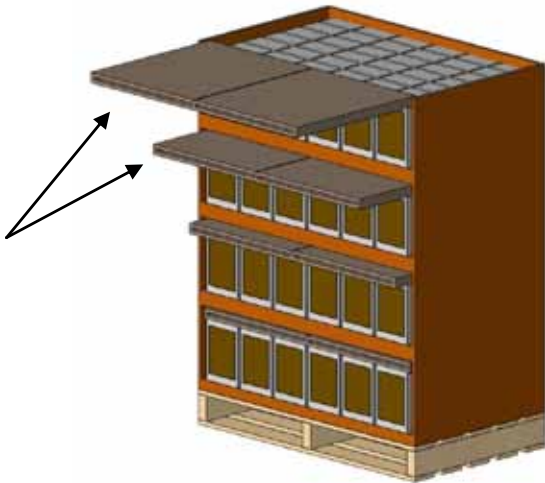


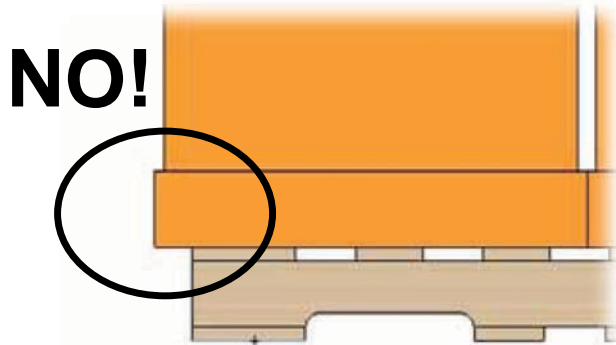
Image shows full pallet display with shroud, cap and banding.

SECONDARY PACKAGING

Secondary packaging includes any protective packaging used to help restrict movement of the product and protect the display during distribution and handling. Secondary packaging may include, but not limited to: void fillers, corrugated shroud and cap, corrugated HSC cover, stretch wrap, corner posts, banding & strapping and pallets.



Void fillers shall be utilized in shipment of displays to help restrict movement of the product inside the display during distribution

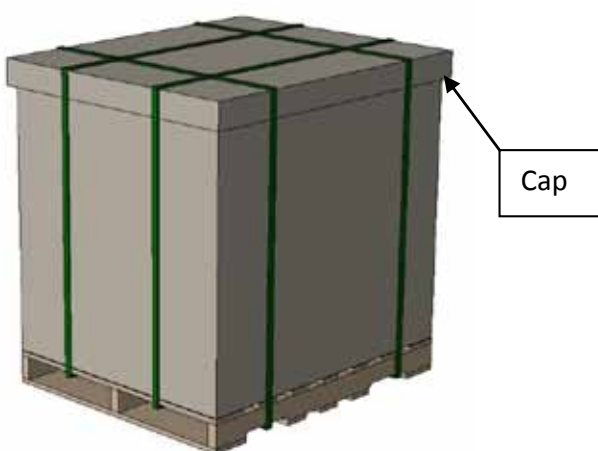


Display must NOT overhang pallet. Pallet overhang reduces the compression strength of the display and also increases the likelihood for damage during distribution handling.

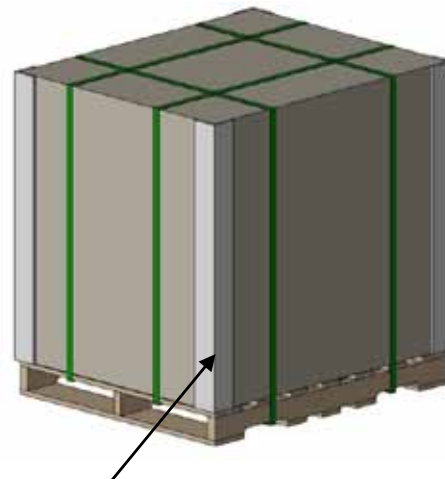
Pallet displays shall utilize corrugated shroud and banding to properly restrain the display to the pallet during transit. Corrugated shrouds also help improve overall compression strength of the display and help prevent punctures to the display and packaged product during distribution handling.

Pallet displays without a corrugated shroud MUST utilize stretch wrapping and banding to properly restrain the display to the pallet during transit.

A minimum of 80 gauge stretch film, wrapped three times or the equivalent in performance is required



Pallet display with corrugated shroud, cap and banding. The top cap also protects the display from strapping and other cartons stacked on top of the display.



Corner boards added for additional protection and compression strength. Corner boards also protect the display from damage due to tight stretch wrap or strapping.

HARDWARE



Metal tube supports may also be used to provide additional strength support to display shelving. Metal tube supports may be used depending on product mix, shop-ability of the display and display plan-o-gram.

Image shows metal tube support in use. Support is typically ¾" aluminum tubing.

Style Recommendations/ Display Layouts:

Pallet display layouts to maintain 80% utilization of pallet footprint (only 20% "air space" allowed). Considerations for this requirement shall be made when determining the number of product facings, number of sides shop-able, and total number of products per display.

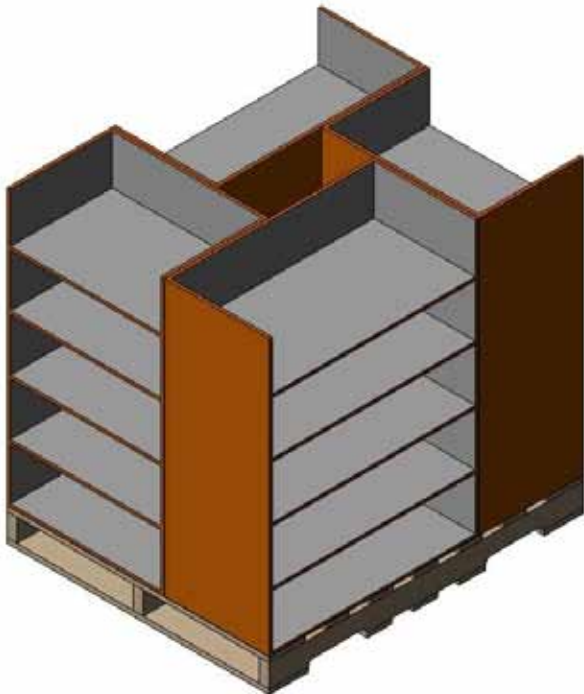
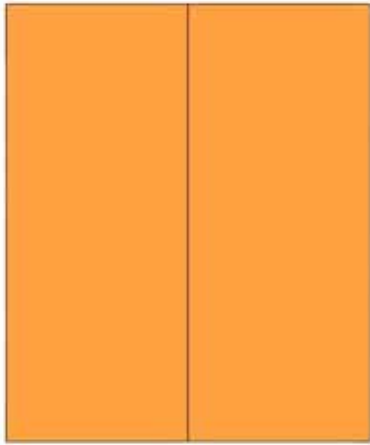
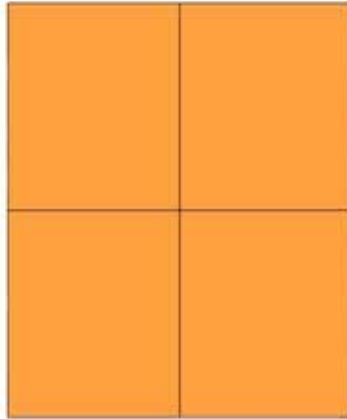


Image shows example of display layout with less than 20% open space in the center of the pallet display.

TOP VIEW OF PALLET LAYOUTS



Layout shows the Top View of two half pallet designs combined to make a Full pallet



Layout shows the Top View of four quarter pallet designs combined to make a Full pallet

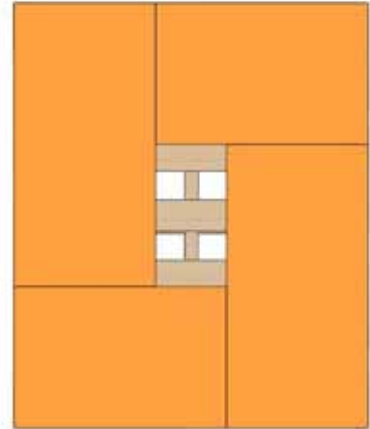


Image shows the Top View of potential pinwheel layout of Full pallet display.

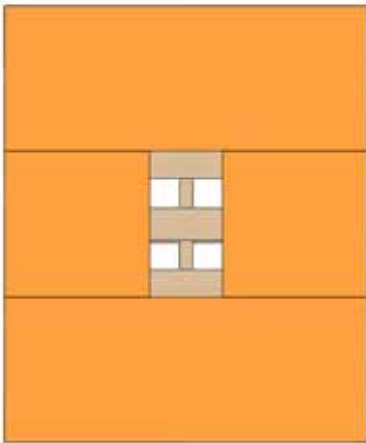


Image shows the Top View of potential layout of full pallet display.

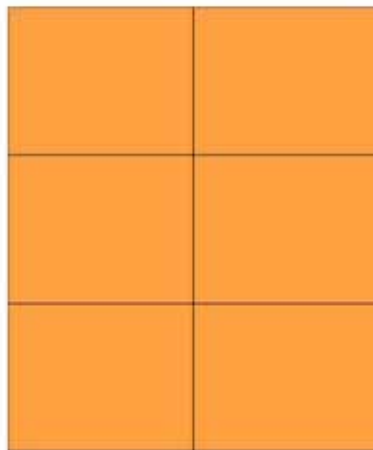


Image shows the Top View of potential layout of full pallet display.

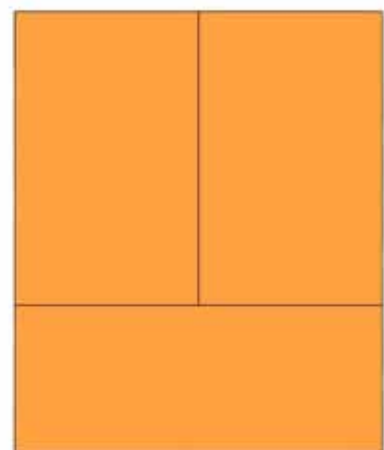


Image shows the Top View of potential layout of full pallet display.

Floor Displays: Best Practices

CURRENT



The display was a shop down display and was not built strong enough. When corrugate filler used to support the tray above was removed, the display began to collapse in store.

Corrugate void fillers are intended for restricting movement during shipping. Void fillers will be removed once the display reaches the retail store. They should not be intended to add any additional support to the display at the retail store level.

Displays must be constructed to hold the weight of the product once these void fillers are removed.

**Big Lots standard for pallets is:
4-way Pallet GMA B,
48" x 40" (121.92 cm x 101.6 cm)**

RECOMMENDED



Each tier has been designed to handle the weight of the merchandise and allows the display to be shopped, since each tier isn't resting on the product below.

Floor Displays: Best Practices

CURRENT



Weight of product is too heavy for construction of display. Trays were damaged in shipping and had to be taped together to contain product.

RECOMMENDED



Each tier has been designed to handle the weight of the merchandise and allows the display to be shopped, since each tier isn't resting on the product below.



No carton marking icons were used on shroud and/or master carton to indicate Pallet Display enclosed. Displays can start to buckle when too much weight is placed on display unnecessarily.



Using carton marking icons on the shipping shroud or master carton communicates to DC associates to be careful with what is loaded on this floor display for shipment to stores.

**Big Lots standard for pallets is: 4-way Pallet GMA B
48" x 40" (121.92 cm x 101.6 cm)**

FLOOR DISPLAY WITH SHROUD

Visual of Shroud covering the floor display for shipping.
NOTE: Carton Marking Icons placed on all four sides of shroud/display.



If Shroud covers the pallet, allow for cut-aways at base of shroud for the floor jack.



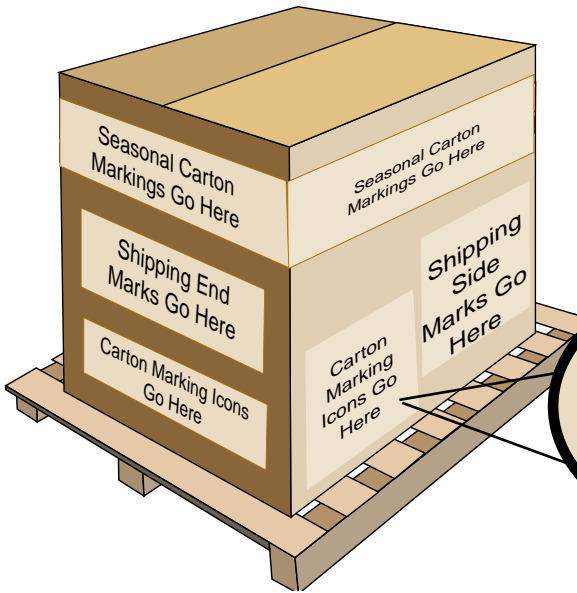
FLOOR DISPLAYS

Master Carton Marking Icons

This icon communicates Floor Display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the Floor Display/product when loading our trucks to avoid damaging the Floor Display.

FLOOR DISPLAY

**FLOOR DISPLAY - DO NOT STACK HEAVY
PRODUCT ON TOP OF CARTON**



Example Only



NOTE: Cartons containing Floor Displays, but do not display required icon(s) are likely to be crushed during shipping.



NOTE: Displays with cardboard feet are NOT ALLOWED.

NOTE: Carton marking icons are required to be placed on at least four different sides of the Master Shipping Carton. If the master shipping carton contains a casepack of one then the carton marking icons are also required on at least four different sides of the box. See [Carton Marking Icon Sizing Chart](#) (page 7) for appropriate size carton marking icon(s).

- Required Carton Markings Document and icons can be found on our website at:

<http://www.biglots.com/corporate/vendor-relations/vendor-routing-and-compliance>

NOTE: For questions on Carton Markings contact vendorcompliancemanager@biglots.com

Please include a copy of this sheet and list the following information when submitting white pack out samples for approval:

PO#:

Article#:

Case Pack per Article:

Dimensions of Pallet (in inches):

Height:

Depth:

Width:

Dimensions of Display (in inches):

Height:

Depth:

Width:

Weight of Display:



CASH WRAP MERCHANDISING

CASH WRAP MERCHANDISING PROGRAM

Introduction: This new program will provide a monthly assortment of select merchandise to be presented at the cash wrap. Stores will receive 2 - 3 unique Articles two weeks prior to the first of the month. Articles will release the same week as the monthly impulse 4-way program.

Criteria:

- Merchandise will be purchased specifically with the cash wrap in mind, not to exceed dimensions of 18" (W)x 12" (D)x 9" H (45.72 cm x 30.48 cm x 22.86 cm).
- Shipping carton labels will read: REGISTER COUNTER and should be marked with the "PDQ" carton marking icon.
- All Merchandise will arrive in a PDQ or a selling container, such as a fish bowl etc...
- All merchandise is set up to be UPC scanned. NO price ticketing required.

JANUARY SKU LIST

SKU	DESCRIPTION	RETAIL
120115282-4	Blistex lipbalm (combo), pk 72	\$1.00
120068085	Cough Drops Smith Bros, pk 20	\$0.50
120115312	Absorbine Jr, pain patches, pk 18	\$1.00

Custom price stickers are attached for the JAN/FEB/MAR items and should be applied to the PDQs or selling container to display the retail price prior to placing the monthly offering on the cash wrap.

Placement of the retail price custom sticker should be determined based on the information on the PDQ. Try to keep the brand information exposed whenever possible.

AS SHOWN BELOW



Below is a reliable packaging contact or corrugator with contact information. Please note it is the vendor's responsibility to contact the printer and pay for any services provided. Please reference my name, Carey Young, when speaking to Menasha Packaging or YFYJupiter.

DOMESTIC CONTACTS

John Hugus

Menasha Packaging Company, LLC
567 Waltz Mill Road
Ruffs Dale, PA 15679
Phone: 724-722-4218
Fax: 920-751-2477
john.hugus@menasha.com

INTERNATIONAL CONTACTS

Contact this office if you reside in the USA

YFYJUPITER

Jan Freeman

Senior Project Manager
84 S. 10th Street Suite 400
Minneapolis, MN 55403
jan.freeman@yfyjupiter.com
Phone: 612-333-3815

Contact this office if you reside outside USA

YFYJUPITER

Ellot So

Project Manager
15/F, Yen Sheng Centre, 64 Hoi Yuen Rd.
Kwun Tong, Kowloon, HK
ellot.so@yfyjupiter.com
Phone: 852-3120-2041



————— **REQUIRED TRANSIT TESTING** —————



1. Purpose

The purpose of this document is to establish standardized package performance test methods and procedures to ensure that Side Kick and Pallet Displays are designed, tested and evaluated prior to shipping to withstand normal shipping and handling hazards. These tests are intended to help determine if the current and future levels of packaging provide adequate protection through the distribution system to retail stores. All displays shall be designed to “Pass” its specified test protocol.

2. Overview

Side Kick and Pallet Displays will be subjected to drops, vibration and compression testing to evaluate the performance of the entire packaging system (primary, secondary, tertiary and protective packaging).

3. General requirements

Side Kick displays to be tested per ISTA 2A test protocol. Pallet displays to be tested per ISTA 3E test protocol. Testing to be completed by Bureau Veritas testing facility.

A “passed” test report shall be valid for a 1 year time period. Any changes in product samples, materials, package size, design structure shall require new testing and validation. Vendors shall provide a letter to QA Manager at BLQA@biglots.com, outlining that no changes were made.

4. Sample size requirements

For all tests, a minimum sample size of one side kick display or pallet display will be required loaded with actual product samples. Perform each series of tests on each individual side kick or pallet display. Packages shall be over packed with protective materials for delivery to test lab facility, so that the test package does not endure rigors of transportation shipment before it gets to the lab. This may include over boxing the display with protective foam.

5. Pre-inspection

Inspect the product and packaging for damage, abrasion, punctures, etc. prior to beginning the first test sequence. Photos shall be taken at pre-inspection to note and record current package condition and any noted damage prior to testing.

6. Acceptance Criteria

See separate “Big Lots – Display Acceptance Criteria” document for additional details




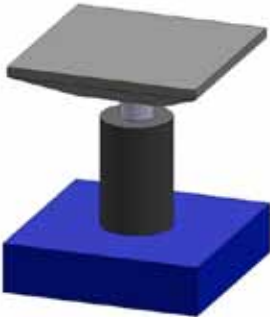

7. Test Report Format

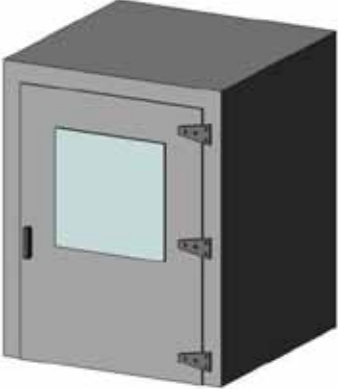
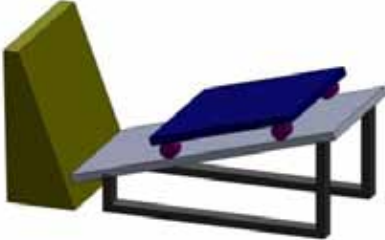
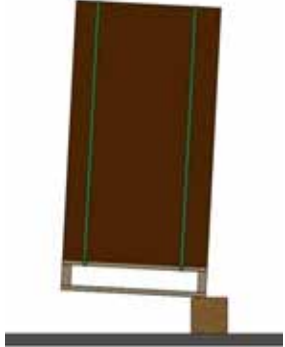
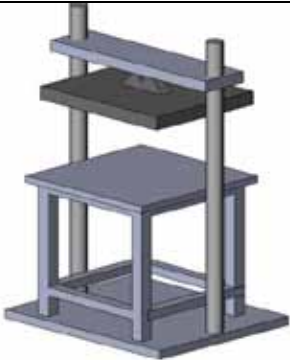
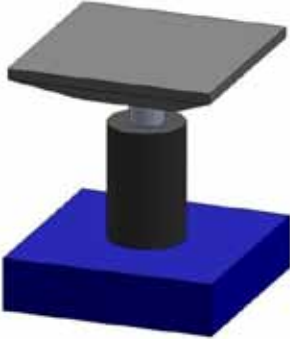
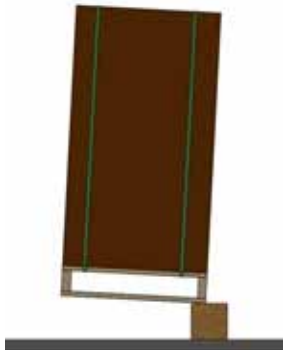
Test report format to include, but not limited to, the following:

- Test sample size and description
 - Size, weights, etc
- Pre-inspection photos
- Documented test procedures and results
 - To include images of test setup and procedures
- Post inspection photos
- Any noted damage during any of the test series procedures

8. Test Overview

Summary of Testing			
Display Type	Test Procedure	Test Description	Summary
Side Kicks	ISTA 2A	Packaged-Products 150 lbs (68kg) or Less	Atmospheric conditioning, compression, fixed displacement <i>or</i> random vibration, shock testing
Floor/Pallet Displays (Includes Stackable PDQs)	ISTA 3E	Unitized Loads of Same Product	Atmospheric conditioning, compression, random vibration, shock testing

Side Kicks – ISTA 2A Summary		
		
Atmospheric Conditioning		Compression
		
Fixed Displacement Vibration	Random Vibration (Alternative method)	Shock Testing

Pallet Displays – ISTA 3E Summary		
		
Atmospheric Conditioning	Shock – Horizontal Impact	Shock – Rotational Edge Drop
		
Compression	Random Vibration	Shock – Rotational Edge Drop



Big Lots! Package Testing Acceptance Criteria

Purpose:

- The function of retail displays is to present the product and increase sales and velocity, while maintaining its structural integrity and aesthetic appeal throughout the life of the display
- The purpose of this document is to give some definition to types of acceptable and unacceptable damage – either to the display packaging or the product - and to make the review process more consistent and less subjective.
- After testing, the reviewers will ask themselves “is this result acceptable or unacceptable?” They will need to determine what will be considered “damage” and result in a FAILED test, which would then need to be enhanced and retested.
- Extensive damage to the product, primary packaging and/or display packaging has a negative effect on the sale of goods and results in increased store labor and potential loss of sales
- All vendors with Import products requiring corrugate displays are required to under go ISTA testing and have a “passed” test report to obtain an FCR in order to get paid.

Product damage

- Product damage can be any condition which causes the product to not meet its performance specifications. It can include both structural and cosmetic damage which makes the product unacceptable to the customer and would result in a 1) lost sales or 2) store markdown and discounted product.

Product(s) must not be missing, torn, dented, scratched, cracked, broken, crushed, bent, wrinkled, wet, or have smeared artwork as a result of testing

- Examples of general acceptance criteria are as follows:
 - The product functions per its original intention
 - Product is damage-free; no structural damage including no detached, loose, fractured or deformed materials
 - Product cosmetic areas are not degraded beyond manufacturing or final acceptance criteria. Cosmetic damage is defined as non-structural defect that does not affect the function or safety of the product that would be also be deemed unacceptable by the customer
- Examples of general product failure criteria are as follows:
 - Failure of the product to perform as originally intended
 - Damage that negatively impacts the sale of the item (chipped and/or scuffed paint, dents, scratches, tears, etc)

Secondary and Protective Packaging

- The purpose of the package is to absorb, distribute or modify the energy transmitted by the distribution environment and to protect and preserve the product in its original, undamaged condition.

Packaging must support the product and not show damage to the product during or after completion of each test identified in the test procedure

- Some package damage and degradation to the secondary and/or protective packaging is expected and acceptable

- UNACCEPTABLE package degradation may be defined, but not limited to:
 - ANY structural or cosmetic damage that would cause the customer to believe the product inside is damaged, even if the product is not
 - Cosmetic wear that would result in a markdown to the product
 - Any change in package condition, including fractured or deformed materials that may result in product damage or permanent displacement of the product and accessories from their intended position
 - Edge ruptures to the shipper to the extent that it can no longer contain the product, support the product's weight, or facilitate the movement of the packaging in the distribution environment
 - Excessive puncture, tearing or breaking of retail display
 - Leaking of liquids or granular product
 - Severe damage to packaging materials is not acceptable

Display Packaging - Side Kick displays criteria






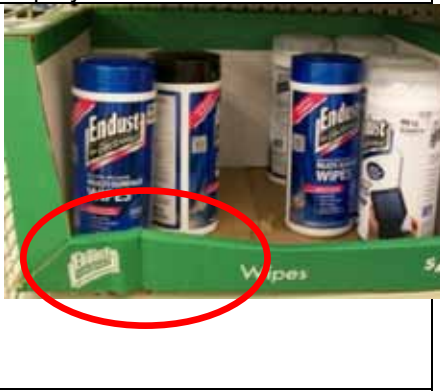
Shipper glue joint seams shall remain sealed (glue joint failure in shipper box)

Shipper shall remain sealed and in-tact – either by its original tape or adhesive closure

Method or apparatus for hanging display has not been damaged or deteriorated beyond use in the store or missing from display shipper

- Examples of potential FAILURES:

<p>Product loose and displaced from peg</p>	<p>Product loose within Side Kick and displaced from peg hooks</p>
<p>Product peg hooks are not to be deformed, broken, missing or punctured through display shipper (Peg Hook Missing shown)</p>	<p>Peg hooks sag, crack or break due to weight of product and lack of protective insert</p>

	
<p>Products loose within display tray = greater labor at store level</p>	<p>Display shall remain on pallet (no shifting of display or trays from pallet base)</p>
	
<p>Damage to internal supports & display structure damage – will severely impact the life and image of the display</p>	<p>Internal structure & supports damaged such that it affects the performance and safety of the display</p>
	
<p>Front facing of display scratched, dented, damaged = lowers perception of product/ package by customer</p>	<p>Display tray facing dented, creased</p>

****Overall acceptance criteria is dependent on the degree (severity) and location of the damage on the display. Any and all exceptions are to be approved by Big Lots point person****

<p>Tray front lip dented and creased – likely from weight of product and lack of support structure</p>	<p>Damage, wrinkling to main facing of side kick display</p>
<p>Display construction deteriorated</p>	<p>Ruptured shipper shown</p>

Display Packaging - Pallet display damage examples

Void fill materials are not damaged or compressed beyond means of providing adequate protection
 There shall be no broken or missing parts that compromise the structural integrity of a pallet, upon completion of transit testing
 To secure display to a pallet, there shall be no missing bands, shrink wrap, or clips

<p>Layered display tiers shall not deform, sag, or detach from adjacent layered trays (due to adhesive failure, lock tab failure or other)</p>	<p>Leaning displays – top heavy – presents safety concerns</p>	<p>Leaning displays – top heavy – presents safety concerns</p>