

Cinmar Product Packaging Requirements

For: Frontgate and Grandin Road

Re-Shipper Boxes

Ship Alone

Please note : **Frontgate** and **Grandin Road** graphics are shown.
The appropriate logo should be substituted in same location and follow same specifications.



Re-Shipper Packages

Definition

A Re-shipper style box is a brown box and ships directly to our customers in the exact carton we received.

This box will ship by motor freight (LTL) or small parcel carrier to the customer.

Introduction

While you may be well versed in ISTA compliance for unitized loads of same product, please know we will be shipping this individual carton to our customer exactly the way it was received. Your pack will need to protect the product from the rigors of transit while simultaneously enhancing the FRONTGATE brand.

Please examine your present packaging, test the pack to the in-house packaging test (provided), if damage occurs revise and retest. Send revised pack to MTL/BV with a test request form. The Cinmar QA team may request digital pictures of your in-house drop test.

Included :

1. Description of the handling your product will undergo in transit to our customers.
2. Re-shipper packaging requirements
3. Cinmar testing requirements.

Re-Shipper Packages

Typical Package Handling Situation

Product handing situation

Since we ship in the “direct to customers” supply chain, our packaging standards exceed the standards required for shipping pallet loads to the retail channels.

Each box travels a harsh route

Handled up to 20 times by hand at the various carrier hubs
Travels up to 30-miles on high-speed sorting equipment
Travels up to 2500 miles loosely loaded in a carrier trailer

For instance a ground shipment from Cincinnati, OH to San Jose, CA, a box will travel the following path:

CCSG Distribution Center

Packed & labeled with customer address, sorted on automated sorter, loaded onto UPS trailer

Local Carrier Hub

Unloaded from trailer, sorted by destination, loaded on outbound trailer bound for intermediate hub

Intermediate Carrier Hub

Unloaded, sorted, loaded onto trailer on flat car for west coast hub

CA depot

Unloaded from flat car, sorted on conveyor, transported on trailer to local depot

Local delivery sort

Unloaded from trailer, sorted, loaded onto local delivery truck bound for customer’s home or office

Re-Shipper Packages

Box type

The box

Brown boxes are required to be brown (no tans, golds, or yellow tone).

We require the box be made of Brown 200# Double Walled material minimum.

Double Wall Corrugated: Two corrugated mediums with a linerboard facing adhered between them and to both sides.

No part of the corrugated should be of a recycled nature.



Box tape

Two inch wide (minimum), brown, tri-directional, gummed, water activated tape. Tape should fold over corner and hang down two inches (minimum).



Re-Shipper Packages

Box construction

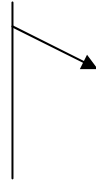
Your item may weigh more than 60 pounds or be larger than 85”

If so, please follow the chart in determining your box strength

Double Walled Box	Max Weight in box	Maximum Box Dimensions L+W+D
200 #	60	85
275 #	80	95
350 #	100	105
400 #	120	110
500 #	140	115
600 #	150	120

Re-Shipper Packages Graphics

Use only this approved logo.
Cinmar will supply the logo in a
variety of digital formats.



FRONTGATE®
OUTFITTING AMERICA'S FINEST HOMES™

The Frontgate logo

Print Color: Black

Artwork : supplied by Cinmar or visit
www.ccsinc.com (Frontage Vendor Partnership)

Logo placement

Our packaging logo is to be printed in black and centered on front and back panels of the box.

Logo size

It will be necessary to increase the size of the logo, proportionally to accommodate the package.

Logo length should be 1/2 the width of the box, not to exceed 20".

Only the size of the logo should be altered, the type font and spacing is to remain as shown.

There is to be no manipulation that would affect the logo proportion. Never distort by increasing logo height or length individually.



Place on front and back panels, long sides

Re-Shipper Packages Graphics cont'd

Exception to previous page :

Flat boxes should place logo on the top rather than front and back..

If UCC label is larger than edge of box, wrap the label around the bottom, leaving the bar code exposed to the side.

All other points apply.



Re-Shipper Packages

Graphics cont'd

Printed Item Number and Description - placement

Type font

1/4 inch high. Use Horley Old Style MT Reg. or equivalent. (If the above font is not available, please call for alternatives).

Type color

Black



Item Number and description

Ex: 12345

Shower Caddy

Print our Cinmar Item Number on right side panel of the box, located to left edge, even with the logo.

Print Cinmar item description directly below the item number.

Re-Shipper Packages

Graphics cont'd

Address and Made in.... To read:

Frontgate
West Chester, Ohio, 45069 USA
Made in

Or

Grandin Road
West Chester, Ohio, 45069 USA
Made in

Address and Made In....

Address and "Made In...." copy lines
are to be no more than 1/4" in height.
Locate on left side panel, bottom
edge, to the right.



Re-Shipper Packages

Cushioning

Cushion the item

Cinmar's recommended cushioning is a pre-formed polystyrene mold. (as shown in these pictures).

We request a 2" thick cushion as a benchmark for sufficient cushion within a package. The cushion should protect all 6 sides of the product from the box side, in an effort to "float" the item centered in the re-shipper box

Note: Any alternative cushioning must be approved by Cinmar QA.

Internal components

Internal components should be separated from each other with cushioning. It is not only imperative the item be protected so it has no contact with any box side or edge, it is equally as important that no two components touch within the box.

Do not use

Never use protection filler such as: Paper towels, rags, printed newspaper, small foam pieces (peanuts), shredded boxes etc.

We do not accept the use of bubble-wrap as a cushion solution. The cushion solution should have a designed appearance.

Note: In the event that your pack requires correction in our fulfillment center, you will incur chargebacks.



Re-Shipper Packages

Inner packaging

Poly Bags

Poly bags should be used to protect the finish.

Slip the item into a new, clear, size-appropriate poly-bag.

Small parts and fasteners

Packaged in a poly bag, sealed and attached to the instruction sheet bag.

Include one extra fastener of each type.

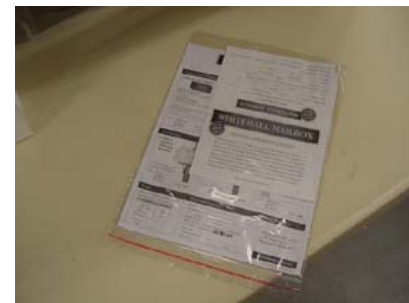
Package should be easily located by customer, unable to move in the box, and should not harm the product.

Included tools

Package included tools in fastener bag.

Instruction sheets

See separate page of this document for instruction sheet development and their inclusion in packaging.



Re-Shipper Packages Labeling

UCC label placement:

For additional information on label placement, please reference our Vendor Compliance Manual

Place label on the lower left hand side of the smallest end of the case.
Place one inch from bottom and left edge



Re-Shipper Packages

Package Development Procedure

Determine box size

The box should be sized so the item and packaging / cushioning is snug inside the box (no movement possible)

Protect the finish of the product, components, and parts

Use clear, size appropriate poly bags

Cushion the item

Please use 2 inch cushion as a benchmark for sufficient cushion within a re-shipper package.

Apply UCC labeling

UCC label on the re-shipper package

Determine use of banding

No banding is to be used on packages smaller than 130" length and girth.

Perform packaging test

Test, per guidelines following, and make changes necessary to retest and pass.
Send to MTL for transit test.

Re-Shipper Packages

Packaging Test Specifications

Overview:

All items must be Package Tested before they are shipped to insure that our customers receive undamaged merchandise. All packaging samples must have a Merchandise Testing Lab's (MTL) passing test result. When submitting to MTL/BV use a Cinmar Test Request form, specifically. (Please request the "How to Submit to MTL" literature from Teri Fleming or your Cinmar QA representative).

Important:

In an effort to minimize damages, failure to provide packaging that adequately protects the item in transit to our customers, will result in a charge back penalty for any re-work necessary. Please see the Vendor Compliance manual (page 15) for details.

Note:

Please email Teri Fleming at tfleming@cinmar.com if you need assistance on improving the packaging of your item. (Please submit with digital pictures)

Please test your pack at your facility before submitting to MTL.

Re-Shipper Packages

Packaging Test Specifications

Cinmar Requires Drop Test Requirements:

All items with weight less than 150lbs and Girth less than 165 inches.

Item will be dropped from a height of 30 inches.

The item will be dropped a total of **14** times using the drop techniques that follow:

1. Item is dropped on the manufactured corner bottom, the direct opposite top corner and the three seams leading away from each of those corners. (8 drops).
2. Item is dropped on the top, bottom and all four sides. (6 drops).

(See illustrations on page 16)

All items with a weight more than 150lbs and Girth more than 165 inches will be dropped from a height of 24 inches.

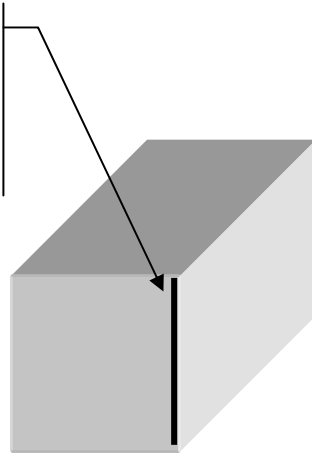
The item will be dropped a total of **10** times using the drop techniques that follow:

1. Item is dropped on the manufactured corner bottom and the three seams leading away from those corners a total of 4 times.
2. Item is dropped on the top, bottom, and all four sides a total of 6 times.

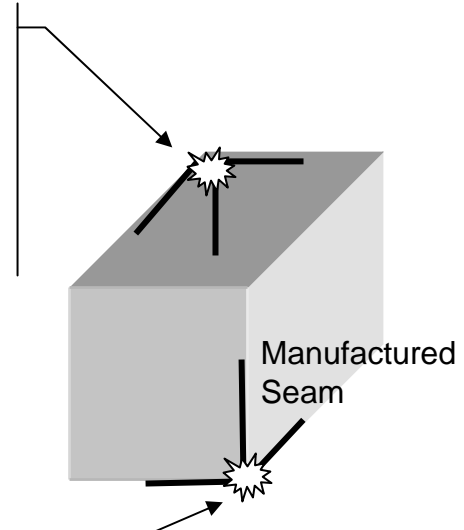
Re-Shipper Packages Packaging Test Specifications cont'd

Drop test

This is the manufactured seam where you see the manufactured edge.



1. This is the top corner of seam directly opposite manufactured seam and three seams leading away from that corner.



2. This is the bottom corner of manufactured seam and three seams leading away from corner.

Instruction Sheets

Instructions are to be secured with parts bag to the item, easily viewed by customer, not hidden in packaging. If the pack requires to be opened in a particular fashion then instructions on how to open must be affixed to the outermost part of the pack.

Instructions are mandatory if any one part must be assembled

1. Instructions are mandatory if any one part must be assembled.
2. Instructions are to include the appropriate logo (Frontgate or Grandin Road). Approximate size to be 1/2 width of instruction sheet. Locate logo at top of the page. No manufacturers logo or reference should be made on instructions.
3. Instructions must be written in English.
4. It is inappropriate to provide an assembly illustration only (Assembly Illustrations: 1 exploded picture of an item with each part identified)
5. Instructions must first include a Bill of Material (BOM) / parts listing (Inclusive of part number, description, quantity needed, extras included and picture of each part).
6. Instructions must then list any and all tools needed but not supplied (hammer etc)
7. Instructions should be listed in Step-by-Step fashion.
8. Each step should be separated from other steps.
9. Each step should be numbered and listed in order.
10. Each step should include a picture of the action with parts identified. Each step should contain a description of the action (example" Add bolt C to join pole F to basket H)
11. If any 2 parts are alike (right or left side is an example), these parts should be identified with a white computer generated label with black print of the corresponding part number on the instructions.
12. A picture of the complete, assembled item should be included after the last step.
13. All items require some kind of care. Include a CARE AND MAINTENANCE section below the picture of the complete assembled item. State any cleaning or maintenance that is suggested for the item.
14. Instruction sheets should be printed not photocopied for production. Paper stock : 50lb Productolith or equivalent. Color : white.

Instruction Sheets cont'd

Frontgate - add this copy at bottom of sheet, last page :

Please contact one of our Product Specialists for assembly assistance or questions at 1-800-537-8484 or email : ps@frontgate.com. Specialists are available weekdays 8:00AM to 8:00PM EST or Saturdays 9:30AM to 6:00PM.

Grandin Road – add this copy at bottom of sheet, last page :

Please contact one of our Product Specialists for assembly assistance or questions at 1-800-491-4958. Specialists are available weekdays 8:00AM to 8:00PM EST or Saturdays 9:30AM to 6:00PM.