

## Hat World & Lids Packaging Standards

### Packaging Guidelines—Shipments to the DC

- All merchandise processed through our distribution center must be packed in corrugated cartons with minimum burst strength of 125 pounds

#### Maximum Dimensions

|        |     |
|--------|-----|
| Length | 42" |
| Width  | 18" |
| Height | 22" |

- Carton dimension exceptions may be granted for apparel and accessory items
- Carton opening must be at the top of the largest surface area
- Cases must be sealed with tape on the top closure
  - Do not use staples for the top closure
  - Do not glue the top closure
- Do not use straps or bands to secure cases
- Do not tape or label over any case markings or labels
- Package each carton separately by Style/SKU unless otherwise authorized by the Hat World & Lids Buying and Merchandising Team
- Special handling notations are to be included on the carton if applicable
- Packing slips are mandatory for all shipments.
  - Packing Slips should be easily visible on the front of the first pallet located in a Packing Slip envelope
  - A valid Hat World & Lids SKU must appear on the Packing Slip
  - Additionally, please provide an electronic ([hwlogistics@hatworld.com](mailto:hwlogistics@hatworld.com)) or fax (317-337-8496) copy of the Packing Slip to the Hat World & Lids Logistics Department at the time the shipment is made
- Only one purchase order number may be packed in a carton
- No shorts or substitutions without prior approval

## Hat World & Lids Packaging Standards

- All merchandise must have price tickets

### **Packaging Standards—Direct To Store Shipments**

- Direct to Store merchandise is to be packed by store, with the quantity, style, size, and color as stated on the purchase order
- Do not combine multiple purchase orders in one carton
- Package each purchase order in a separate carton
- Do not under-pack the cartons
  - Shipments should be contained in the fewest number of cartons possible
  - When authorized by the Hat World & Lids Buying and Merchandising team, all styles/SKUs may be combined in order to minimize the total number of cartons being shipped
- Packing slips are mandatory for all shipments
  - A valid HW & L SKU or Style Number should appear on the Packing Slip
- Do not use metal or plastic banding or straps; cartons must be of a construction that will withstand transportation handling
- When previously authorized by the Hat World & Lids Buying and Merchandising team, ticketing requirements may be waived for Hot Market situations

### **Carton Labeling Guidelines**

- Apply a standard shipping label to each carton containing at least the following information:
  - Hat World & Lids Ship to: address
  - Hat World & Lids Purchase Order Number
  - Hat World & Lids SKU Number
  - Style Number
  - Item description
  - Total units in carton
  - Carton numbering (carton x of xx)

## Hat World & Lids Packaging Standards

- Carton labels are to be applied to the cartons in the following manner
  - Apply one label to each case
  - Position the label on the "SIDE" of the box in the lower right hand corner, 2" from the bottom edge and 1" from the side edge
  - Labels should be horizontal, with the bar code (if applicable) in a 'picket fence' orientation
  - Affix carton labels using the self-adhesive backing (Do not use tape)