

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/Size unless otherwise authorized by the 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 Lids SKU must appear on the Packing Slip
 - Additionally, please provide an electronic (hwlogistics@hatworld.com) or fax (317-337-8496) copy of the Packing Slip to the Lids Logistics Department when the routing request is submitted.
- Only one purchase order number may be packed in a carton
- No shorts or substitutions without prior approval

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- 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 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 Lids 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 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:
 - Lids Ship to: address
 - Lids Purchase Order Number
 - Lids SKU Number
 - Style Number
 - Item description
 - Total units in carton
 - Carton numbering (carton x of xx)
- Carton labels are to be applied to the cartons in the following manner

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- 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)