



CORRUGATE DISPLAY STANDARDS

Effective Immediately

Vendors are required to conform to the process outlined in this guide, or run the risk of being charged back.

For PDQs:

Items shipping on or after June 2016, "NO" Item Description to be used.

Goal: NO ITEM DESCRIPTIONS for in store 2016 Christmas set.

Only Color Exceptions for PDQ's/Displays can be found on Page 10. Otherwise reference Big Lots Brand Guides and Art Packs.

REQUIREMENTS FOR:

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

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Blue section headings are clickable links

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BIG LOTS DISPLAY STANDARDS: GUIDELINES FOR BUYERS

THERE ARE ONLY 2 TYPES OF DISPLAYS:

1. BRANDED (EITHER BIG LOTS CAPTIVE LABEL OR ANY BRAND THAT DOES NOT REQUIRE THE USE OF THEIR PDQ or DISPLAY)

PDQs: will contain a Brand Logo and Retail only.

Displays (Side Kicks & Floor Displays): will contain Brand Logo, Item Description & Retail

2. NATIONAL BRANDS – Big Lots will accept pre-produced PDQs & Displays for highly recognized national brands that require the use of their display for display purposes. These brands must be approved by SVP, Marketing or EVP, Merchandising/Marketing. EPR's must be submitted as Transit Testing documents will need to be submitted to the Big Lots Packaging team (packaging@biglots.com) for approval prior to mass printing. The brands that have been approved for this type of display are on **Garfield/Marketing/Package Design**

- The majority of our PDQs and Displays will fall into the first category.
- For products without a national/captive brand, the PDQ will have just the retail price (this option shouldn't occur as often as the others).
- For products without a national/captive brand, the Displays (Side Kicks & Floor Displays) will have the Item Description and retail price.
- No "Vendor Art" displays will be accepted. Buyers will need to submit EPRs (Electronic Package Request Form) for these items and indicate the appropriate PDQ art codes used. Only the item price will be listed.
- **An EPR is required for ALL Side Kicks, Stackable PDQ's and Pallet/Floor Displays (includes all Vendor Art and/or National Brands).**
- **Key exception:** If you are purchasing a close-out or an "in and out" item in commodities that is **already in a display**, you should NOT incur the additional cost of CHANGING the display to these standards.

BIG LOTS DISPLAY STANDARDS: GUIDELINES FOR BUYERS

EVERYTHING YOU NEED TO KNOW ABOUT CAPTIVE AND/OR NATIONAL BRAND PDQs & DISPLAY DESIGN

- ALL Displays (Side Kicks & Floor Displays) only will utilize white type for the item description, item price point and logos. Any Displays (Side Kicks & Floor Displays) using Pantone 7527 C Beige the item description, item price point and logo will be printed in black for better visibility.
- ALL PDQs only will utilize white type item price point and logos. Any PDQs using Pantone 7527 C Beige the item price point and logo will be printed in black for better visibility.
 - o ALL Displays & PDQs require at least (2) color printing: background color + gloss varnish to provide a glossy scuff-resistant finish
- ALL information on the PDQs and the Displays is required to be printed directly on the corrugate. **Peel and stick labels are not allowed. Front facing costs about the same as color facings, therefore, you should NOT use stick-on labels.**

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. **Our colors shown on pages 19 - 29 are for example only. See Big Lots Art Packs and Brand Guides for specific PDQ colors. Color Exceptions appear on page 10 of this document.**

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 information 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).

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 7, 8 and 9) 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 31, 59, 82 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, 51, 62 and 84.

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 9).



THIS SIDE UP INDICATOR

ICON: Carton is to Ship this side up.

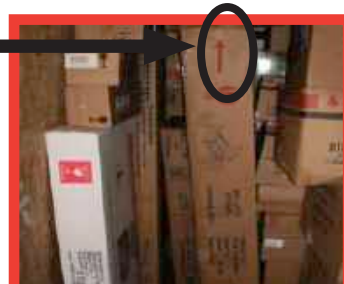
USE: when the safety of the contents necessitates the container be stored or stacked with the top surface up, and on cartons that should never be inverted or laid on their side

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.



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



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

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



HEAVY

ICON: Team Lifting

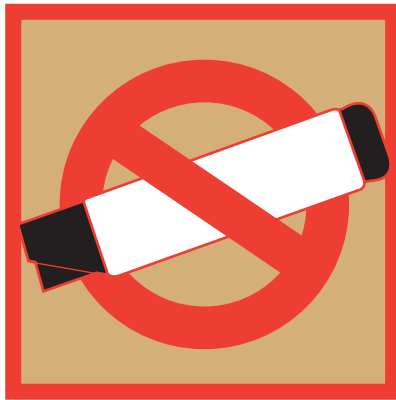
ICON: Team Lifting

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.



**DO NOT USE SHARP
OBJECT WHEN OPENING BOX.**

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.

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 CORRUGATE DISPLAY STANDARDS

GENERAL SPECIFICATIONS - ALL PDQ's, Stackable PDQ's, Side Kicks & Floor Displays

ALL PDQ's including National Brand) will be **flood coated on three sides (front and both side panels)**

ALL Stackable PDQ's and Floor Displays will be **flood coated on four sides (front, back and both side panels)**

ALL Side Kicks will be **flood coated on top, bottom, both side panels and inside of side kick back panel**

FOR PDQ's

ALL PDQ's (other than National Brand) will utilize white type for the item price point and logo. Any PDQ's using Pantone 7527 C Beige the item price point and logo will be printed in black for better visibility.

- These PDQ's require at least 2 color printing : background color + **gloss varnish to provide a glossy scuff - resistant finish**

- ALL information on the PDQ's plus logo and price, should be **printed on the corrugate.**

- Peel and Stick labels are not acceptable.

- **ALL PDQ's must meet the minimum corrugate standard of B-Flute, 200# burst strength**

FOR DISPLAY's (Side Kicks & Floor Displays)

ALL displays (other than National Brand) will utilize white type for the item description and item price point, as well as white logos, Any Displays (Side Kicks & Floor Displays) using Pantone 7527 C Beige the item description, item price point and logo will be printed in black for better visibility.

- These displays require at least 2 color printing : background color + **gloss varnish to provide a glossy scuff - resistant finish**

- ALL information on the displays plus item description and price, should be **printed on the corrugate.**

- Peel and Stick labels are not acceptable.

- **ALL displays must meet the minimum corrugate standard of B-Flute, 200# burst strength**

COLORS EXCEPTIONS :

Color Exceptions for PDQ & Display colors see required colors below.

See Big Lots Art Packs and Brand Guides for additional specific PDQ colors.

- For Jewelry use Pantone 877 (Metallic Silver)



**ARTCODE:
PDQSILVER**

- For Electronics & Electronic Accessories and Mirror & Wall Art Displays use Pantone Black



**ARTCODE:
PDQLECBK**

or

**ARTCODE:
PDQMIRWALLBK**

- For Back to School items use Pantone 647 (Blue)



**ARTCODE:
PDQBTSBlue**

- For NVO Big Lots (BL) Captive Brand items, match color of PDQ to brand (see brands listed below)

Aprima
iFlavor
Fresh Finds
Mastercuisine
Arctic Trail
Pet Luv
B Loved
Sound Body
Shop Basics

Wilson & Fisher
Climate Keeper
Living Colors
Great Gatherings
Big Lots
Just Home
Stratolounger
Stratford
Winter Wonder Lane

- For NVO (Not BL Captive Brand) and Everyday items only.



**ARTCODE:
PDQBEIGE**

- For Holiday items not BL Captive Branded



**ARTCODE:
PDQ7636**



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 to packaging@biglots.com. Send shipping container with carton marking icons via e-mail to vendorcompliance@biglots.com for review and approval before proceeding to step 2.
2. **For each e-mail layout submitted, you must indicate purchase order number(s) and article number(s).**

It is the Vendor's responsibility to communicate to Buyer if merchandise doesn't fit the PDQ. 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 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 48.

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 32.

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:

**For Food, Electronics & Softlines
and Furniture:**

Steve Rothrock
300 Phillipi Road
Columbus, OH U.S.A. 43228-5311

For Seasonal:

Keith Walker
300 Phillipi Road
Columbus, OH U.S.A. 43228-5311

For Consumables:

Thomas Mack
300 Phillipi Road
Columbus, OH U.S.A. 43228-5311

For Home & Hardlines:

Jon Fehrman
300 Phillipi Road
Columbus, OH U.S.A. 43228-5311

3. Begin mass printing. Vendors are required to send one final printed PDQ sample to Big Lots. Send it 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.

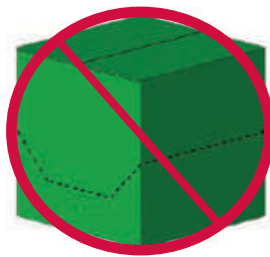
If you have any questions you may email us at packaging@biglots.com.

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

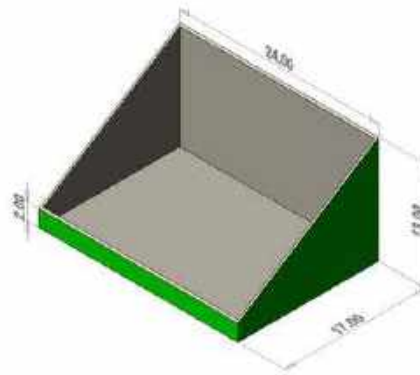
BIG LOTS SHELF PDQ STANDARDS cont'd

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 - 28 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 glossy 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 20 lbs, however bakeware and paper items should not exceed 15 lbs. 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)



8. Peel and stick labels are not acceptable.

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: ALL PDQS MUST MEET THE MINIMUM CORRUGATE STANDARD OF B-FLUTE

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 275# (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 275# (Mullen Test**) Kraft (Brown) BB-Doublewall Flute

For All Vendors Except India

DISPLAY BOX COVERS (Half Slotted Containers)

- 32# ECT (Edge Crush Test*) OR 275# (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 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

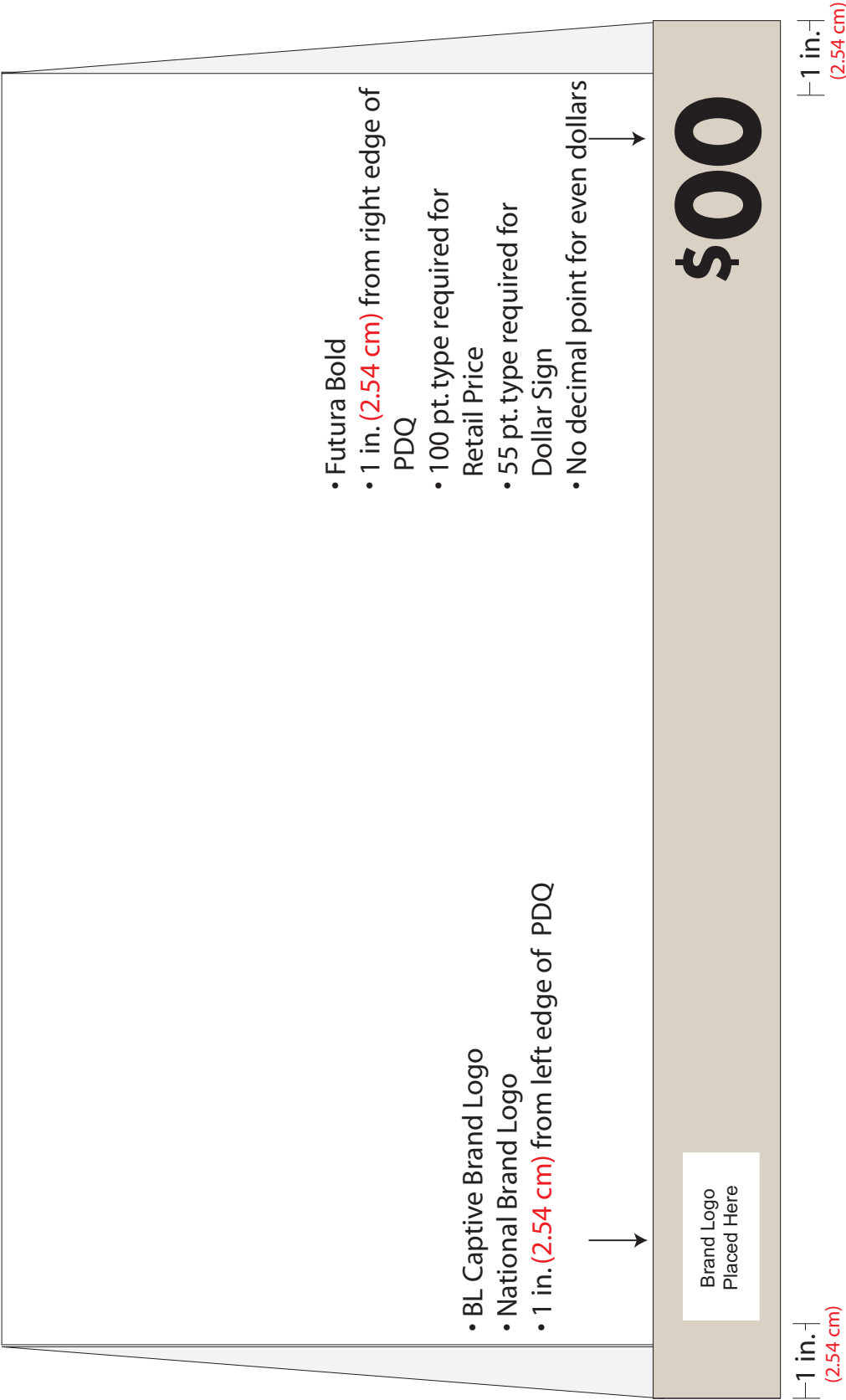
Note: If the retail price is a whole number, use ONLY the dollar sign and amount

\$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

BIG LOTS SHELF PDQ STANDARDS



NOTE: For Color Exceptions see page 10 otherwise reference Brand Guides or Artpacks for PDQ and Display color direction.

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.



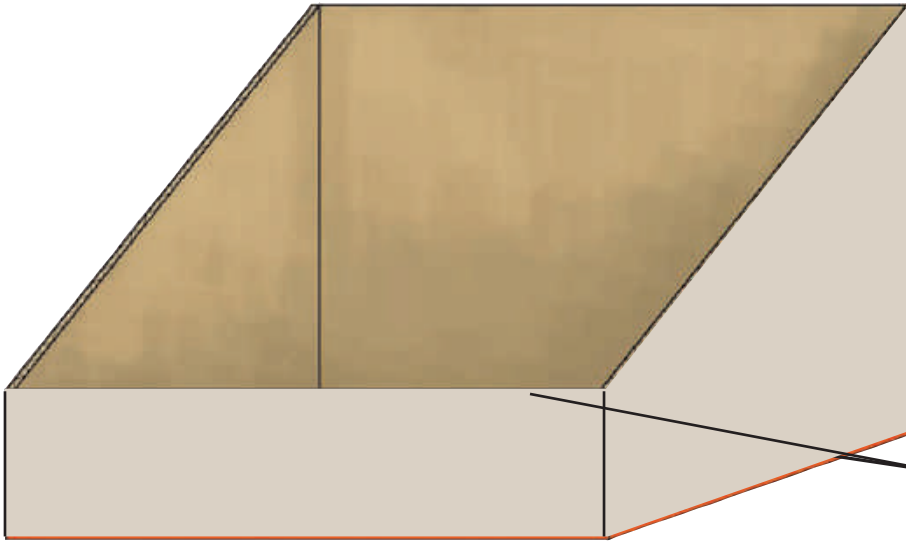
NOTE: Above photo was a mock-up only and therefore copy and price had not yet been added.

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**



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)

ATTENTION:

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

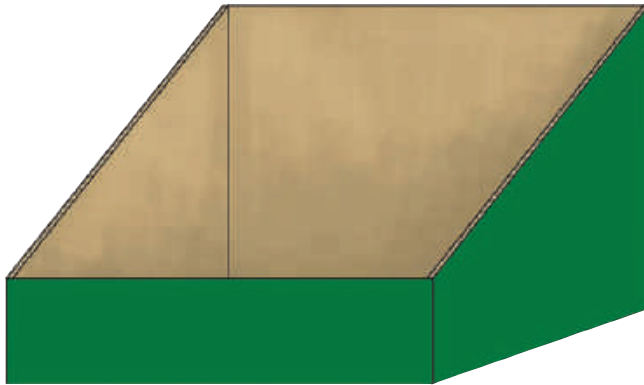
Reference page 32 for Minimum packaging standards

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

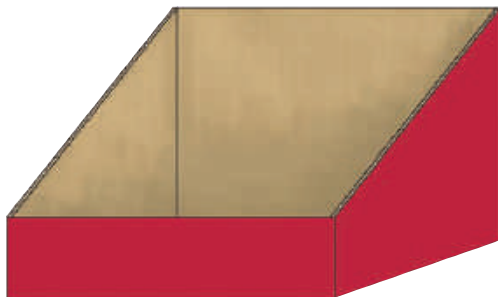
Package Type Code: **PDQ-12RFP**



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**



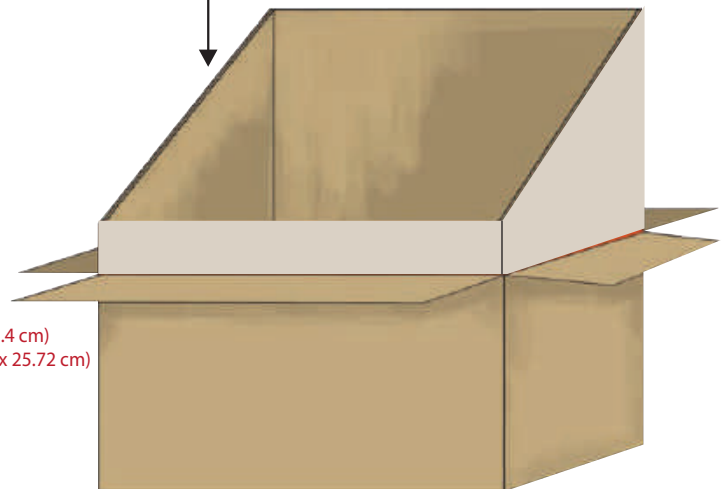
Inner Dimension (ID) of PDQ Tray is 8-9/16" x 5-3/16" x 10" (21.75 cm x 13.18 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 9-7/16" x 5-7/16" x 10-1/8" (23.97 cm x 13.81 cm x 25.72 cm)

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

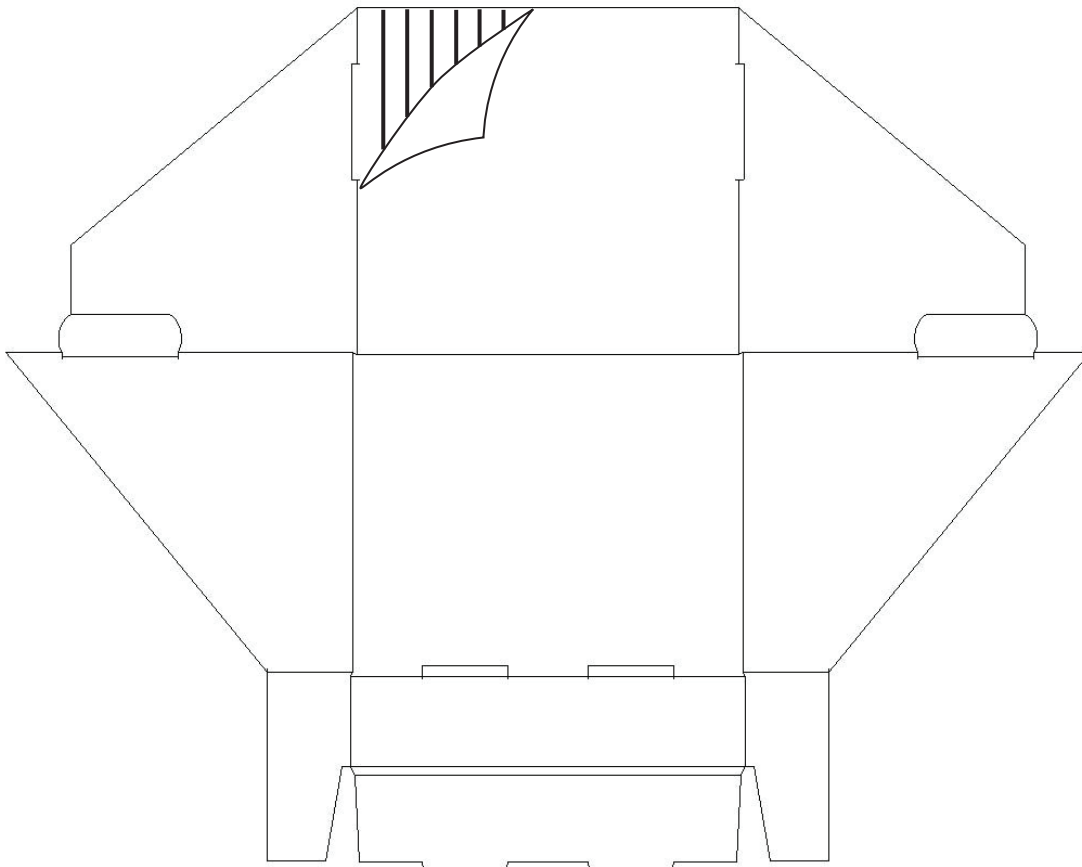
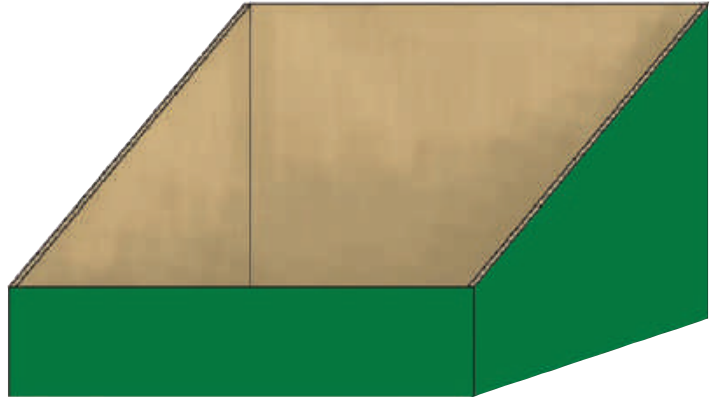
Cover is considered the master shipping carton

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

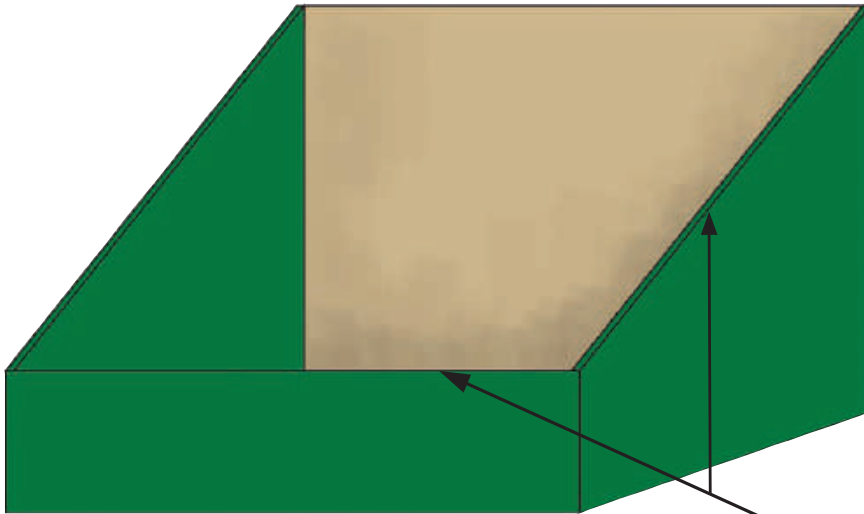
Peel back shows direction of flute

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

For heavier or bulky items (greater than 10 lbs. but still less than 20 lbs. or items that are “stuffed” into the PDQ), we recommend this PDQ.

24 in. (60.96 cm) PDQ

Package Type Code: PDQ-24RFSP



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)

ATTENTION:

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

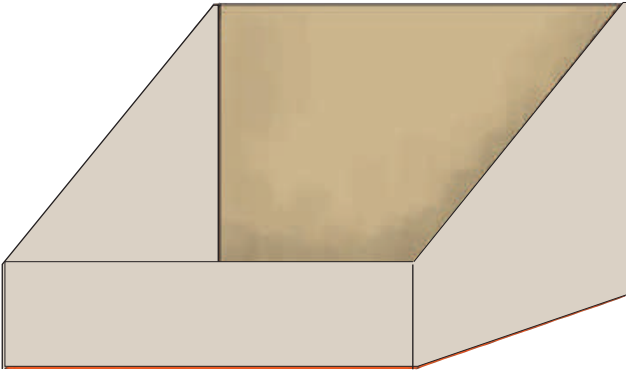
Reference page 32 for Minimum packaging standards

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



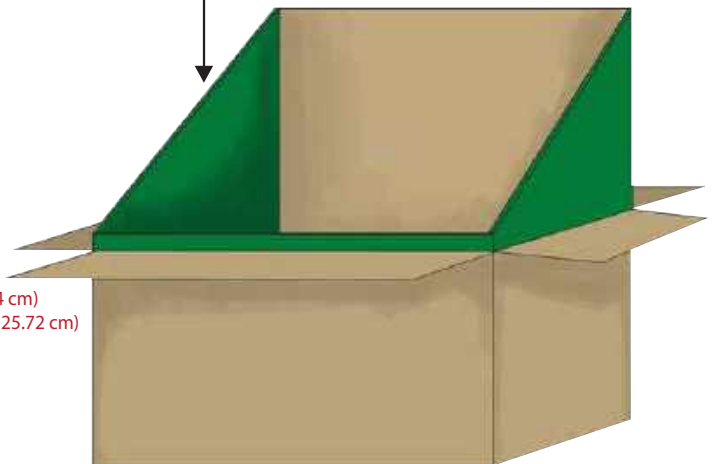
Inner Dimension (ID) of PDQ Tray is 10-11/16" x 8-15/16" x 10" (27.78 cm x 22.7 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 11-7/16" x 9-7/16" x 10-1/8" (29.05 cm x 23.97 cm x 25.72 cm)

Package Type Code:

PDQ - 24RFSP+C (with HSC cover)

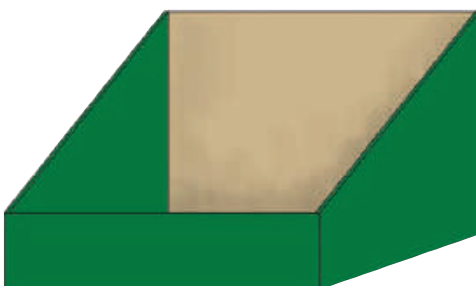
PDQ - 12RFSP+C (with HSC cover)

PDQ - 6RFSP+C (with HSC cover)



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

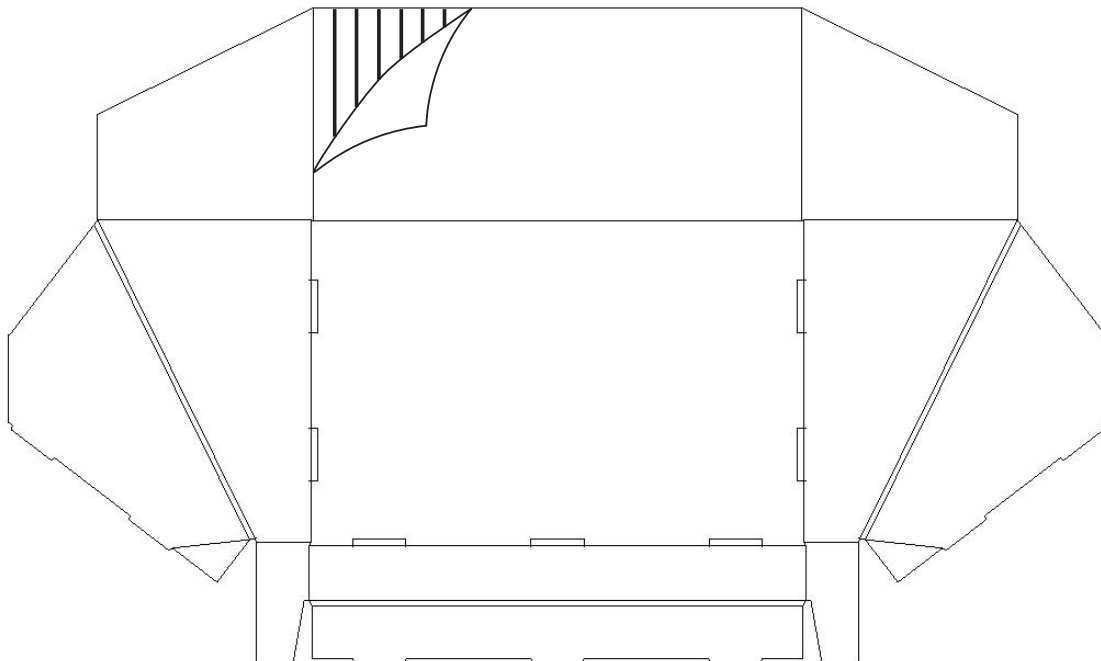
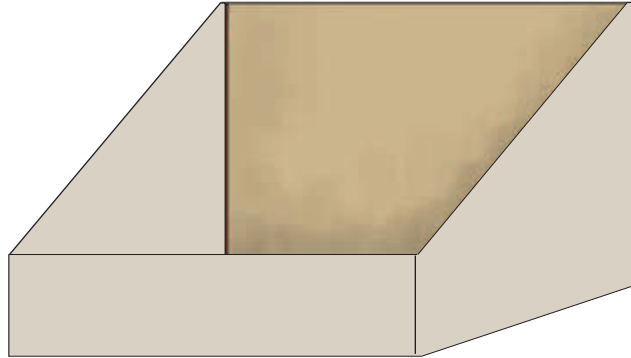
Cover is considered the master shipping carton

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 20 lbs. or items that are “stuffed” into the PDQ), we recommend this PDQ.



PDQ Die Line

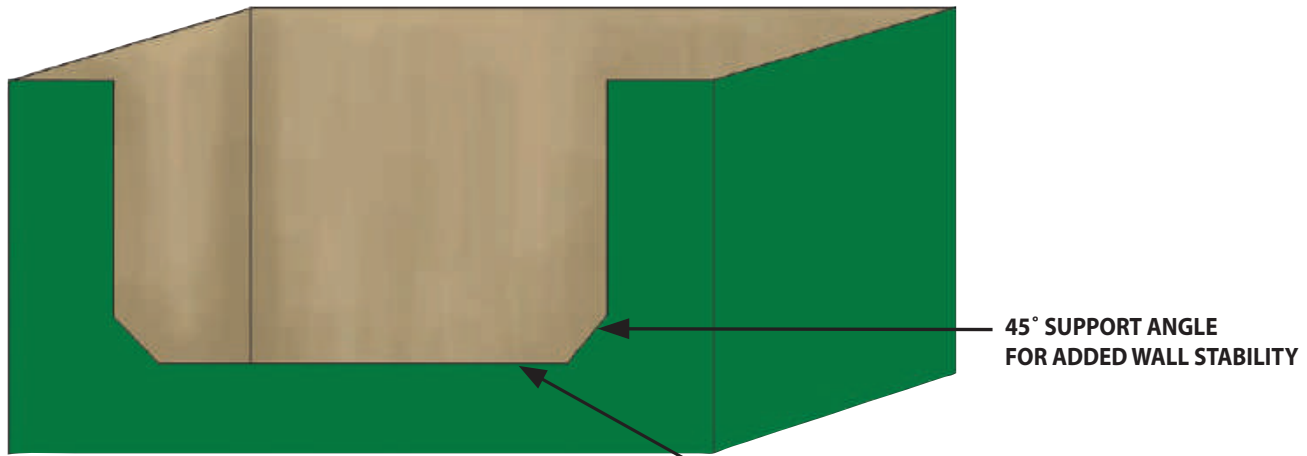
Peel back shows direction of flute

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**

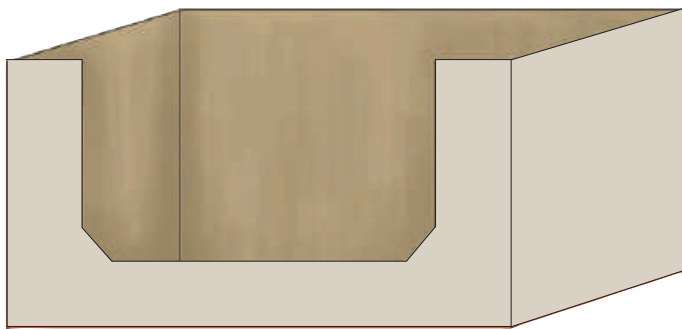


Inner Dimension (ID) of PDQ Tray is 22-15/16" x 14-15/16" x 10" (58.26 cm x 37.94 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 23-7/16" x 15-7/16" x 10-1/8" (59.53 cm x 39.21 cm x 25.72 cm)

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**

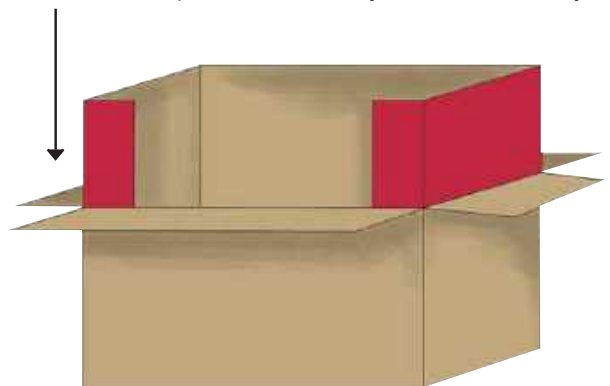


Inner Dimension (ID) of PDQ Tray is 10-15/16" x 8-15/16" x 10" (27.78 cm x 22.7 cm x 25.4 cm)
Outer Dimension (OD) of PDQ Tray is 11-7/16" x 9-7/16" x 10-1/8" (29.05 cm x 23.97 cm x 25.72 cm)

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

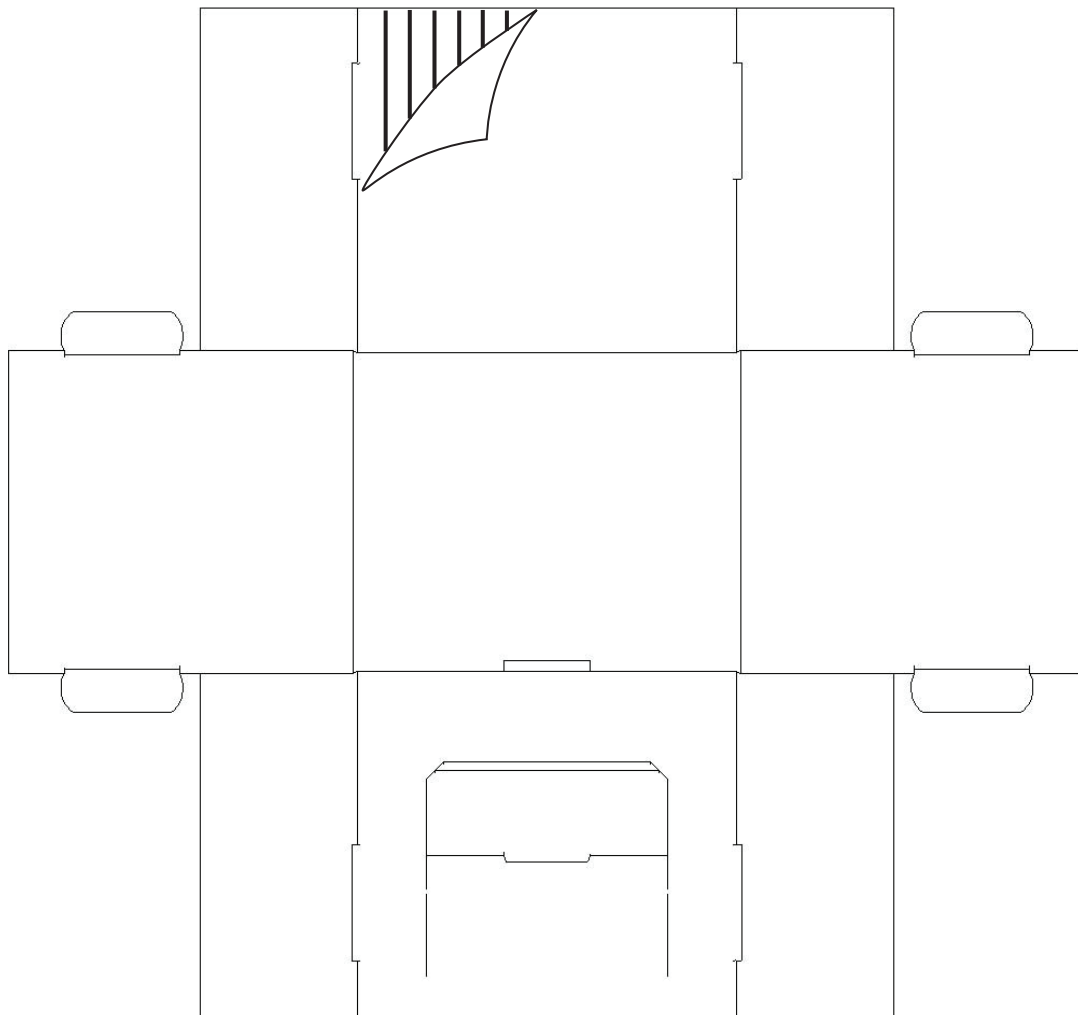
ATTENTION:

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 32 for Minimum packaging standards

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

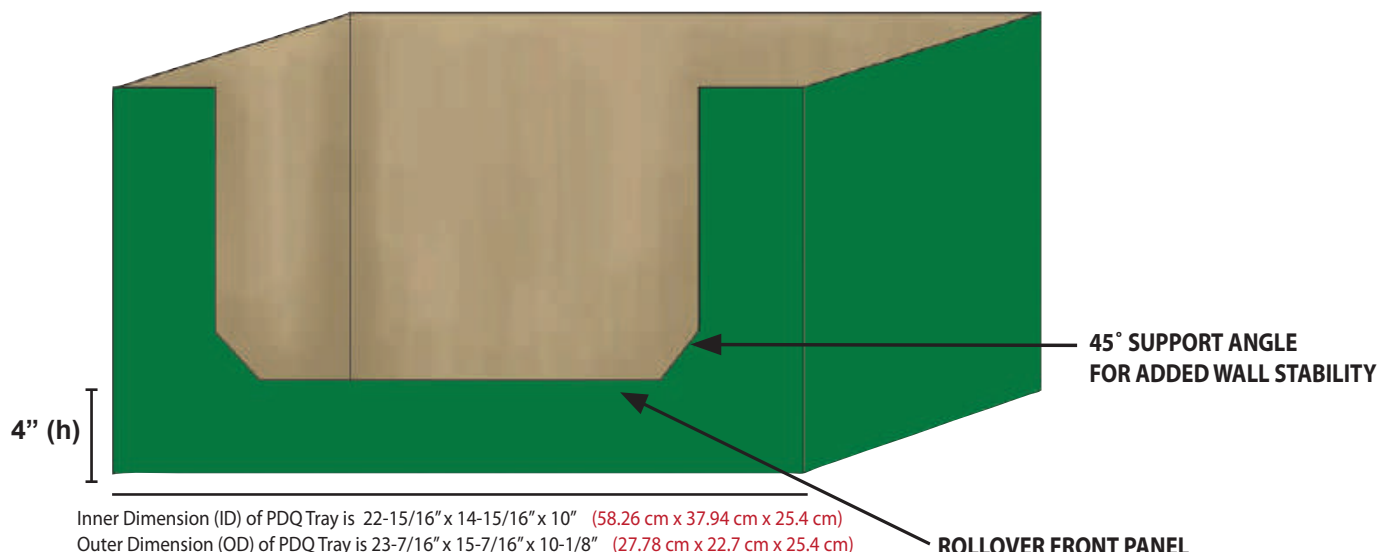
Peel back shows direction of flute

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.

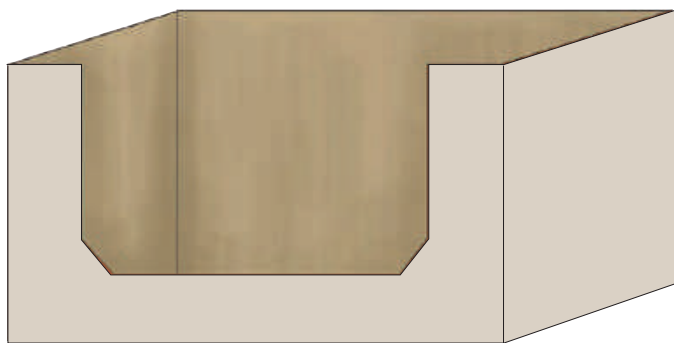
24 in. (60.96 cm) PDQ

Package Type Code: PDQ-APR



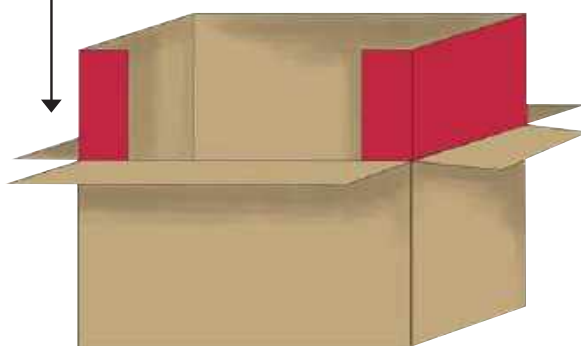
12 in. (30.48 cm) PDQ

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.

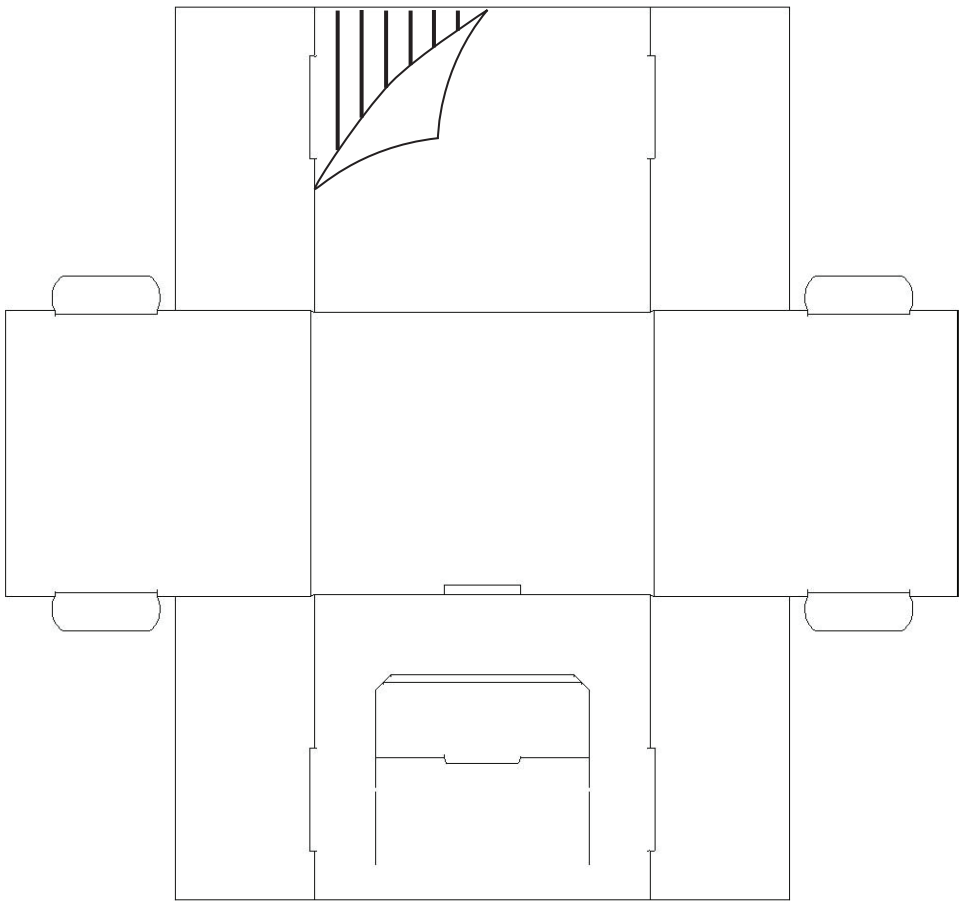
ATTENTION:

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 32 for Minimum packaging standards

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.



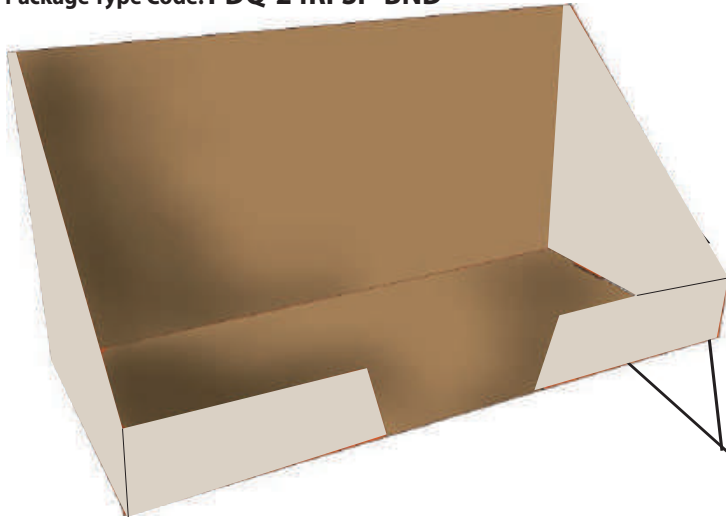
PDQ Die Line

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



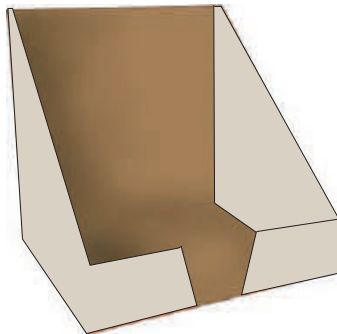
ROLLOVER FRONT AND SIDE PANELS

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)

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-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)

ATTENTION:

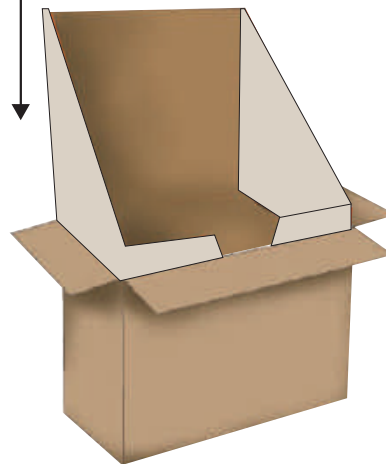
Do not use "E" or "F" Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.

Reference page 32 for Minimum packaging standards

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

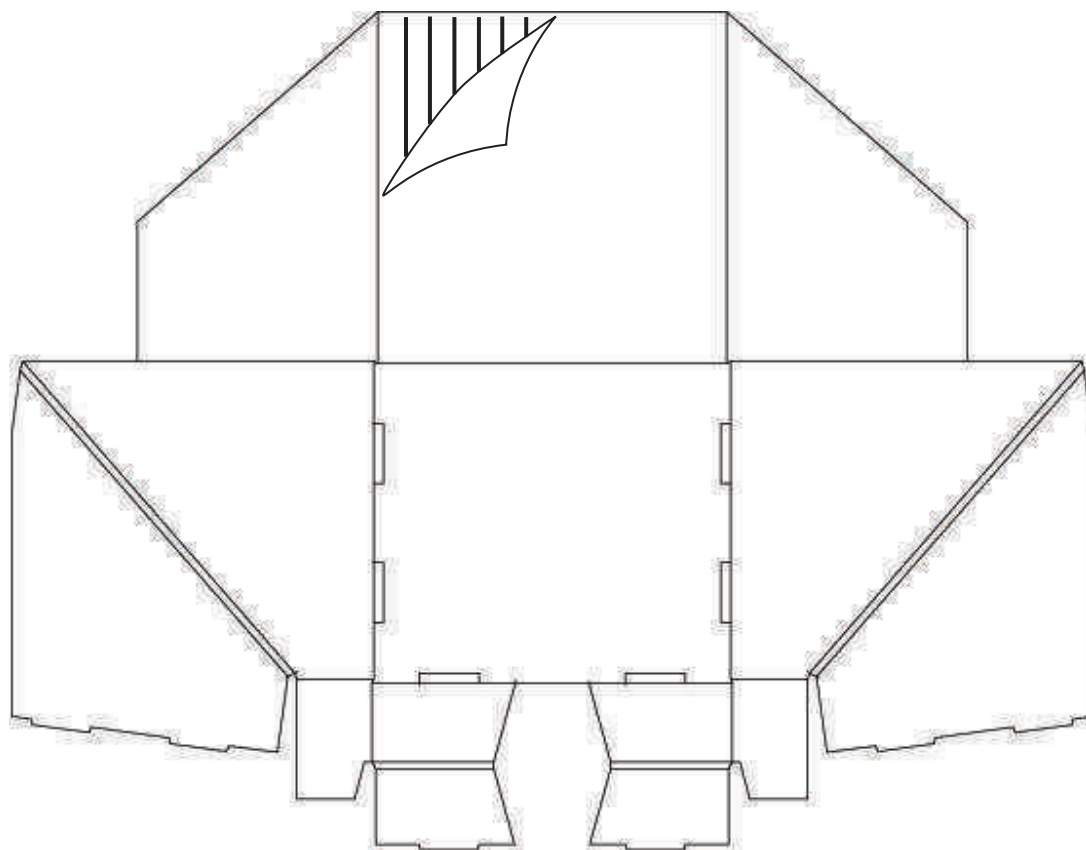
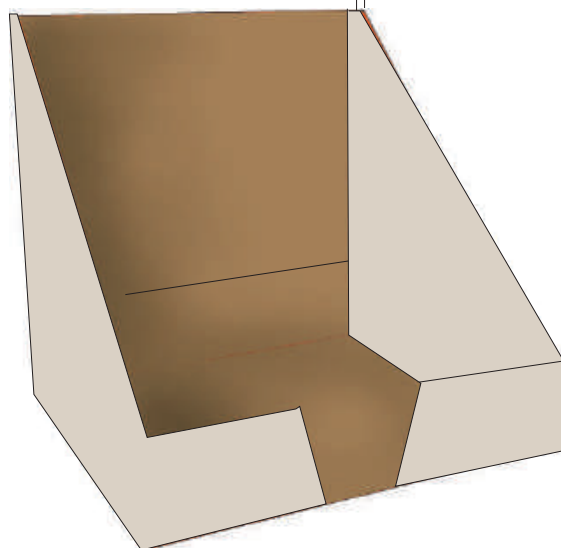
Cover is considered the master shipping carton

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.

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

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



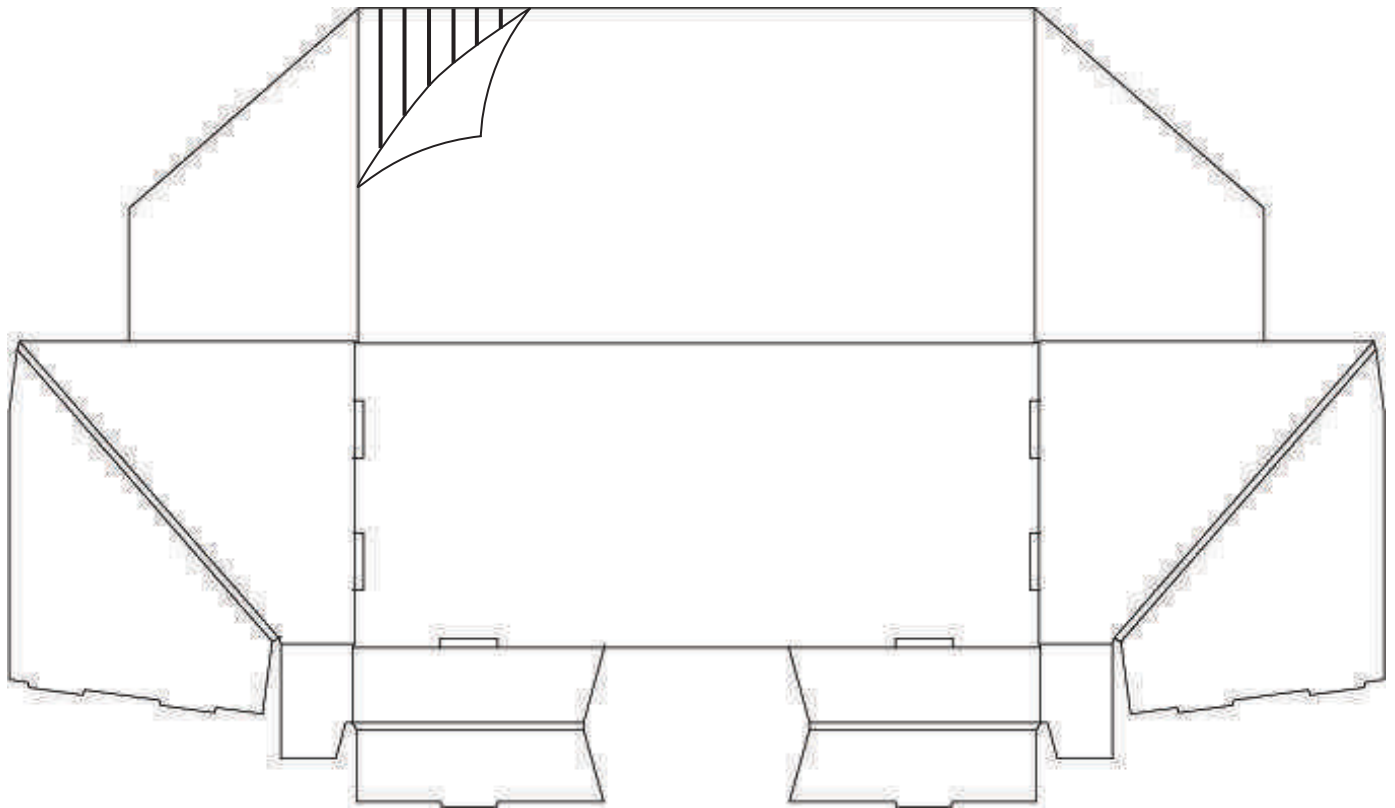
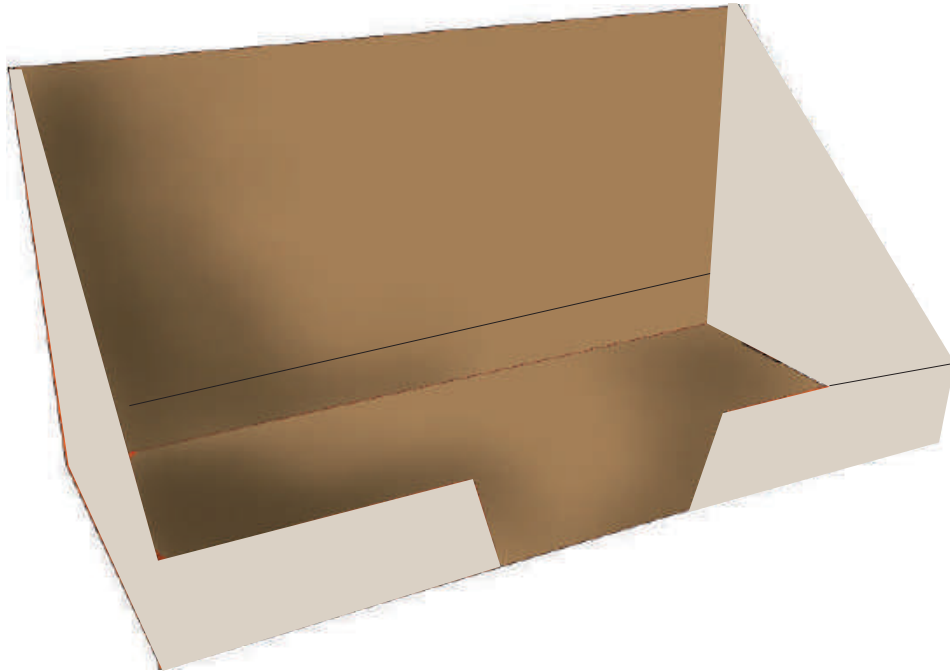
PDQ Die Line

Peel back shows direction of flute

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

24 in. (60.96 cm) PDQ

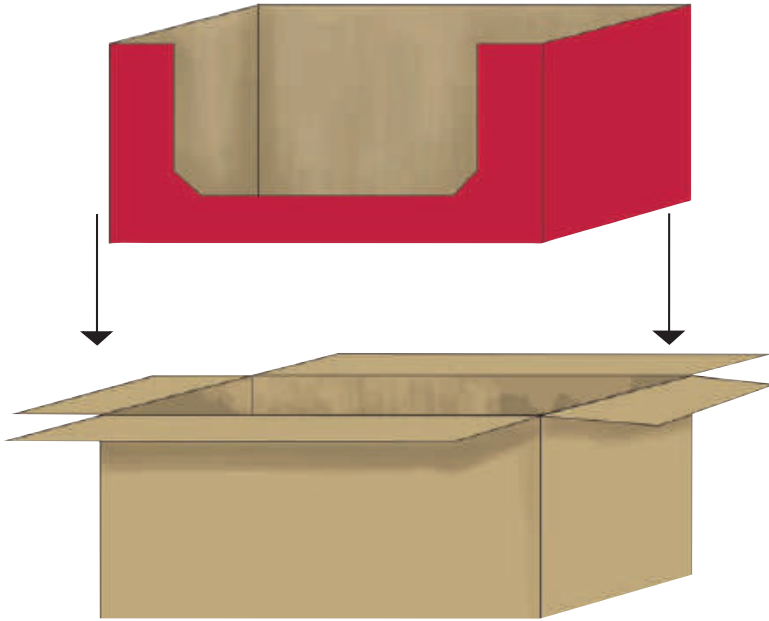
Package Type Code: PDQ-12RFSP-BND



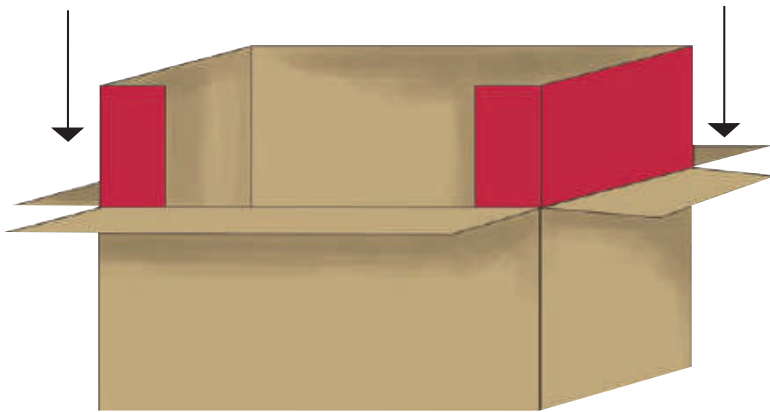
PDQ Die Line

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.



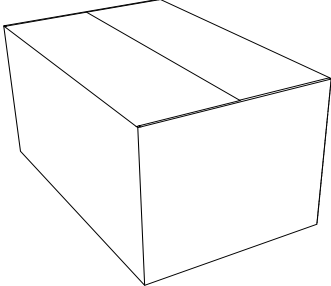

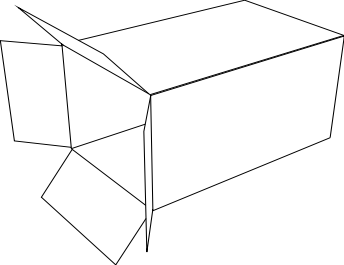
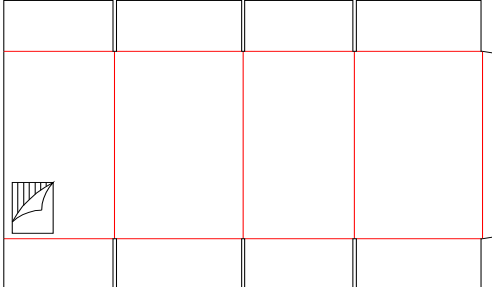
Peel back shows direction of box flute. Flute gives the box strength. Arrow should be printed on box to communicate in the supply chain how box should be oriented.

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

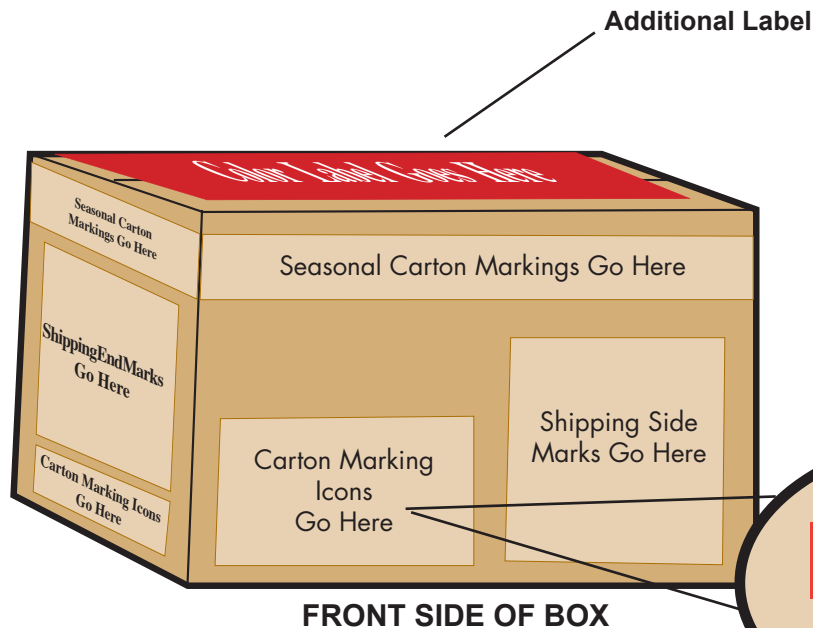
Folding a Top HSC Cover as seen below saves corrugate and money.

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 %

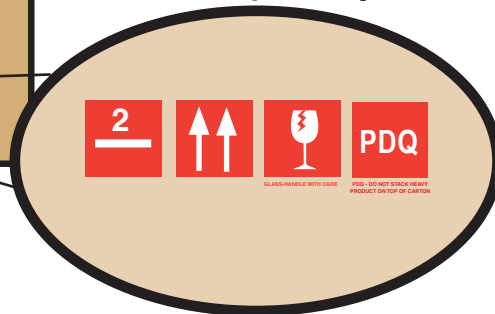
Peel back shows direction of flute

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. Buyer may request an additional label if boxes are likely to be stacked in the store.

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 9) 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

Minimum Packaging Material Guidelines

IMPORTANT! Vendors are responsible for conducting Transit Testing to Big Lots Standards (see page 105) to ensure that packaging does not fail in the supply chain or store. 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 / 275# 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) - Minimum standard is B-Flute

- 32# ECT (Edge Crush Test*) OR 275# (Mullen test**) Bleached white outside liner **B-Flute + Scuff-Resistant Varnish**

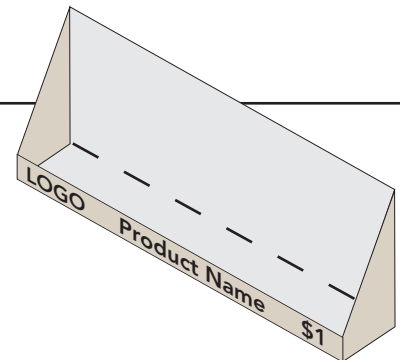
- Minimum liner combination:
175 gsm (35#) liner x 112 gsm (23#) medium x 175 gsm (35#) liner

DISPLAY BOX COVERS (Half Slotted Containers)

- 32# ECT (Edge Crush Test*) OR 275# (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.



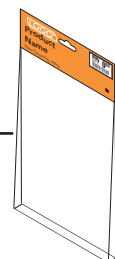
HANG TAGS

- 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.



INSTRUCTIONS FOR PDQ, SIDE KICK, STACKABLE PDQ's & FLOOR DISPLAY ARTWORK FOR DOMESTIC VENDORS & IMPORT VENDORS, NOT WORKING THROUGH AGENTS

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

Step 2 –

- Buyer communicates to Vendor what artwork is to be used on each PDQ, SIDE KICK, STACKABLE PDQ or FLOOR DISPLAY.
- Buyer sends the Vendor the Big Lots Package Design 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 Deanna Taylor via e-mail.
- Populating the PDQ, SIDE KICK, STACKABLE PDQ or FLOOR DISPLAY ART CODE column on the EPR indicates to the BL Package Design Team what artwork needs to appear on each PDQ, SIDE KICK, STACKABLE PDQ or FLOOR DISPLAY.
 - Please also fill in the Retail 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, SIDE KICK, STACKABLE PDQ or FLOOR DISPLAY 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 – Columbus Packaging Team will provide vendor with appropriate logo/icon.

Step 6 - A White Pack out sample is required to be submitted for review and approval. At this step in the process, Big Lots Packaging Team reserves 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 white pack out sample is PO#, Article#, case pack and weight of display.

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

If the white pack out 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 folded sample.

Step 7 - Once the revised white pack out sample is approved, Vendor is required to send via e-mail the electronic artwork layout of each individual PDQ, SIDE KICK, STACKABLE PDQ or FLOOR DISPLAY package structure to the BL Package Design Team for review and approval.

- Once the electronic artwork layout is approved, Vendor is advised by the BL Package Design Team 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, SIDE KICK, STACKABLE PDQ's & FLOOR DISPLAY
ARTWORK FOR DOMESTIC VENDORS & IMPORT VENDORS, NOT WORKING THROUGH
AGENTS CONTINUED...**

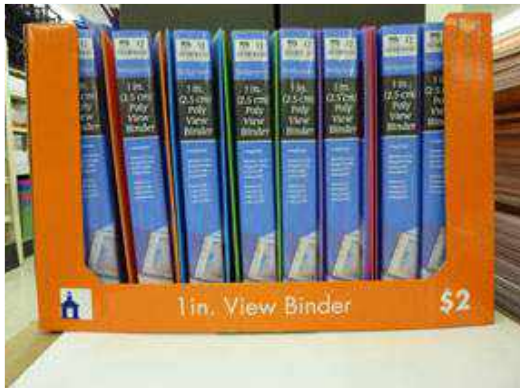
Step 8 - Vendor is required to send a color print/press proof, via regular mail, of each individual corrugated PDQ, SIDE KICK, STACKABLE PDQ or FLOOR DISPLAY package structure to the BL Package Design Team for review and approval.

- 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 the BL Package Design Team to proceed to mass printing. However, for Side Kick, Stackable PDQ's or FLOOR DISPLAYS transit testing will be required prior to mass production.

Step 9 - Begin mass printing after Transit Test has passed by a certified ISTA testing facility. Vendor is required to send 1 final printed sample of each individual PDQ, SIDE KICK, STACKABLE PDQ or FLOOR DISPLAY package structure to the BL Packaging 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.

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.



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



PDQ doesn't adequately hold product.

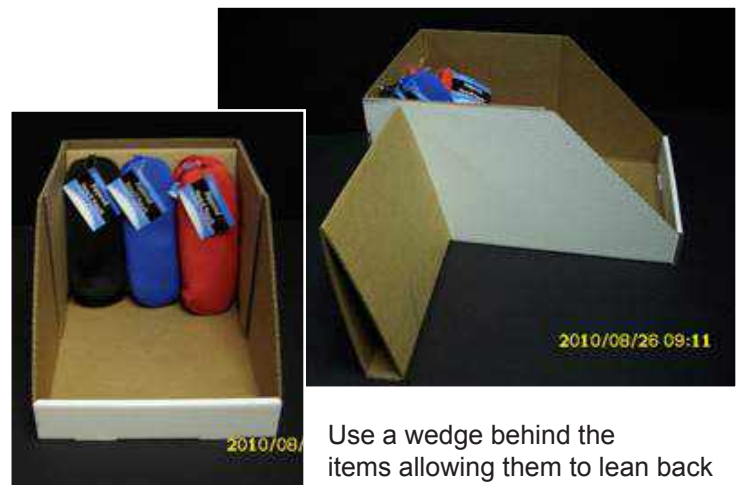
RECOMMENDED



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



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



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

BIG LOTS! Shelf PDQ Standards /// Making PDQs Easy to Shop

CURRENT



PDQ doesn't adequately hold product.



Merchandise falls forward as items are shopped.



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

RECOMMENDED



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



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.



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.

BIG LOTS! Shelf PDQ Standards /// Making PDQs Easy to Shop

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



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



Product falling forward.



Utilized 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



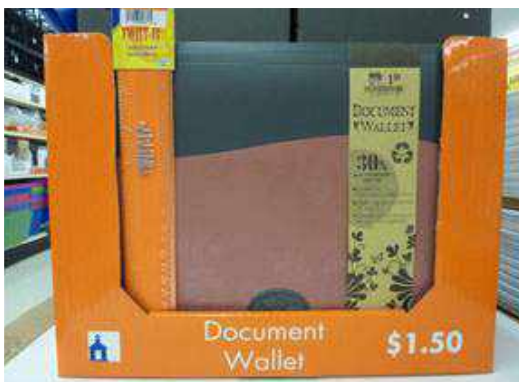
Lowering front wall allows product to be seen. Deeper tray allows use of full shelf and eliminates need of stacking merchandise.



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.

BIG LOTS! Shelf PDQ Standards /// Making PDQs Easy to Shop

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.



BIG LOTS! Shelf PDQ Standards /// Making PDQs Easy to 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



Two Facings

RECOMMENDED



Reduced to one facing, utilizes front to back of shelf



Four Facings



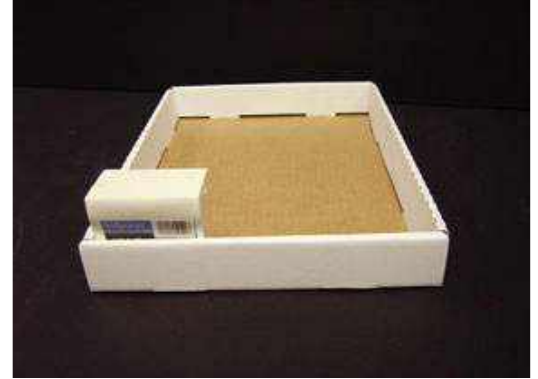
BIG LOTS! Shelf PDQ Standards /// Utilize Shelf Real Estate

CURRENT



Six Facings

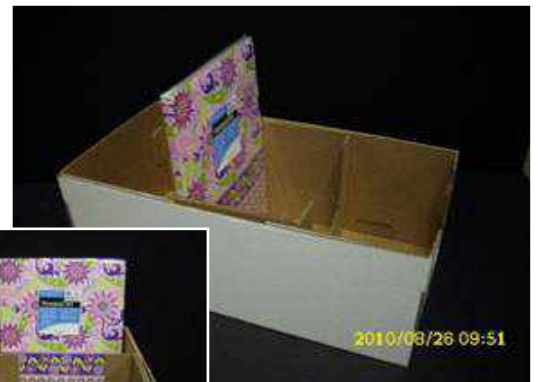
RECOMMENDED



Reduced to a three facing PDQ



Multiple 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!



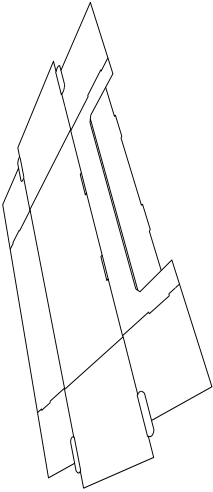
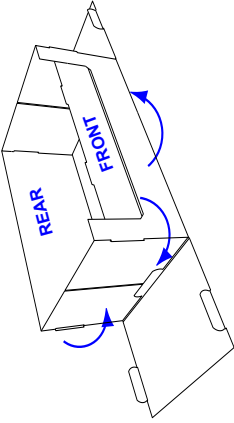
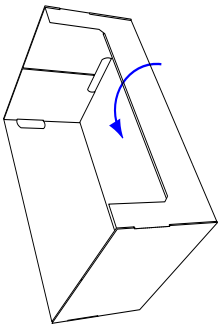
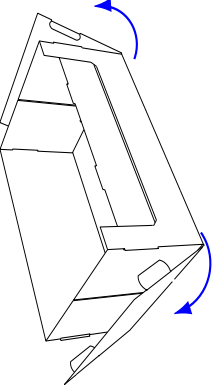
Notice that this PDQ construction is all one piece; No Gluing, No Taping and No Stapling is needed to construct this PDQ. A flattened PDQ using diecut tabs is shown on page 47 for your reference.

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

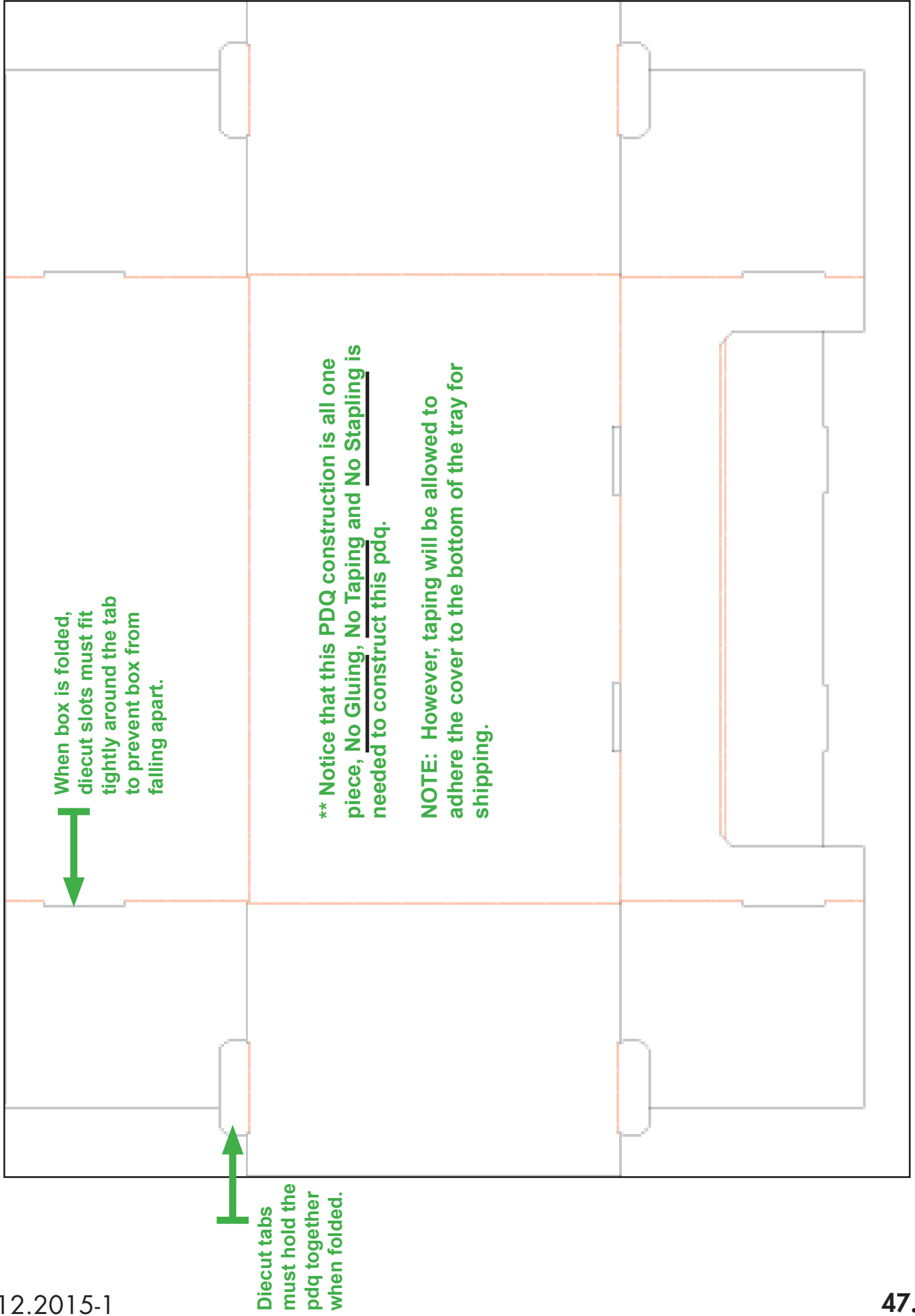
Note that the below PDQ assembly construction is one piece. This is how we require our PDQs to be constructed and folded. It is your responsibility to make sure your PDQ fits your merchandise.

***** NO BULGING ALLOWED.** It is the Vendors responsibility to communicate to Buyer if merchandise doesn't fit the PDQ. 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 47.

BIG LOTS HIGHWALL PDQ FOLDING INSTRUCTIONS			
1	 <p>Locate tray</p>	2	 <p>Fold the front and rear sections upward. Fold the 4 adjoining flaps in 90 degrees.</p>
4	 <p>Fold and lock the front panel.</p>	3	 <p>Fold the side sections upward. Insert the lock tabs on the side panels into slots on the front and rear section.</p>
<p>All Side Kick displays, now require ISTA 2A transit testing.</p> <p>All Floor/Pallet displays (includes Stackable PDQ), now require ISTA 3E transit testing.</p> <p>Failure to comply 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.</p>			

Example of Flattened PDQ with Diecut Tabs



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:

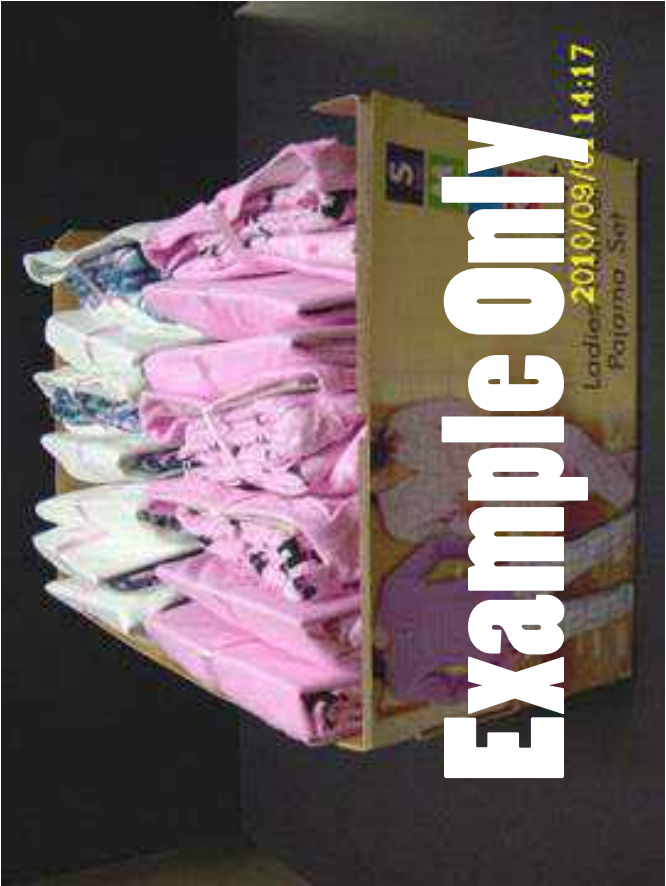
Width:

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):

Height:

Width:

Depth:

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

Height:

Width:

Depth:

Overall weight of PDQ:

Insert Photo

Here

Insert Photo

Here

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 Stackable PDQ to packaging@biglots.com. Send shroud with carton marking icons via e-mail to vendorcompliance@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 Vendor's responsibility to communicate to Buyer if merchandise doesn't fit the PDQ. Prior to sending a color print proof for approval, you must submit a white pack out sample fully loaded with merchandise for our review and final approval. Additional information that needs to be included with the white packout 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 32.

If the proof is approved, go to step 3. If the proof and white pack 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.

White pack out samples & print proofs should be sent to:

ATTN: Receiving (Deliver to section 73 in DC)
300 Phillipi Road
890 Receiving / Express Door 250
Columbus, OH U.S.A. 43228-5311
(NOT STORE MERCHANDISE)

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 one final printed PDQ sample to Big Lots. Send it 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.

BIG LOTS STACKABLE 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) with one line descriptor (Item Description size can vary based on size.)
- If the item description will not fit at 68 pt., you may reduce it to no smaller than 55 pt. and stack it

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 Stackable 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

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 (minimum) chargeback of \$2,500.00 (US Dollar) for side kicks and \$5000.00 (US Dollar) for floor/pallet displays.

For Import Vendors Assigned to an Agent - You will be required to have the Side Kicks and Floor/Pallet Displays tested with Bureau Veritas prior to mass printing/production.

For National Branded Vendors (Imported Purchases) - You will be required to have the Side Kicks and Floor/Pallet Displays tested with your Global Sourcing specified testing facility prior to mass printing/production. Send all passed Transit Test reports to packaging@biglots.com for our review prior to proceeding to mass production.

For Domestic Importers with FOB U.S.A - You will be required to have the Side Kicks and Floor/Pallet Displays tested with an ISTA (International Safe Transit Association) Certified Lab prior to mass printing/production. Please refer to www.ista.org to locate a certified lab in your area. **If a vendor chooses one of the following testing facilities: BV, Intertek or SGS please notify deannataylor@biglots.com.** Submit all **"passed"** test reports to packaging@biglots.com for approval prior to mass printing/production.

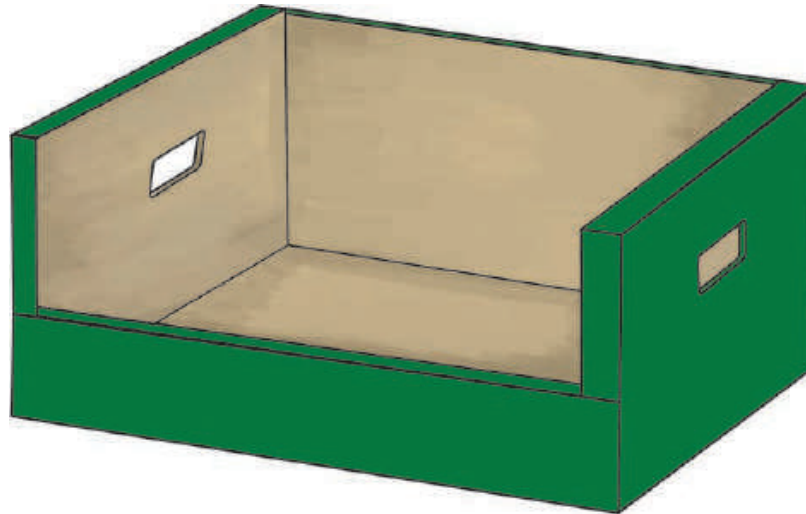
For Items Purchased Domestically (Including National Branded Vendors) - You will be required to have the Side Kicks and Floor/Pallet Displays tested with an ISTA Certified Lab prior to mass printing/production. Please refer to www.ista.org to locate a certified lab in your area. Submit all **"passed"** test reports to packaging@biglots.com for approval prior to mass printing/production.

NOTE: Allow 2 weeks for testing and another week to obtain final test report.

Stackable PDQ Tray

24 in. (60.96 cm) PDQ

Package Type Code: PDQ-24S

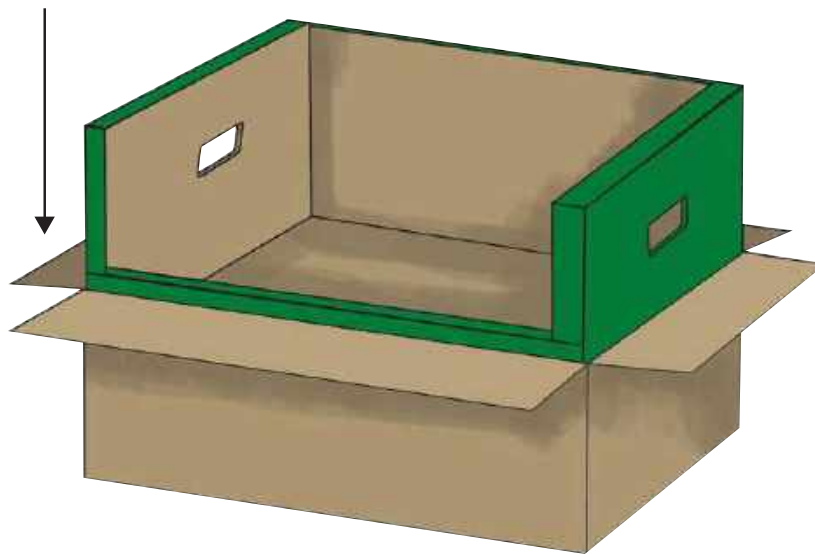


Color of PDQ should be printed so that it rolls over the front edge of PDQ

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

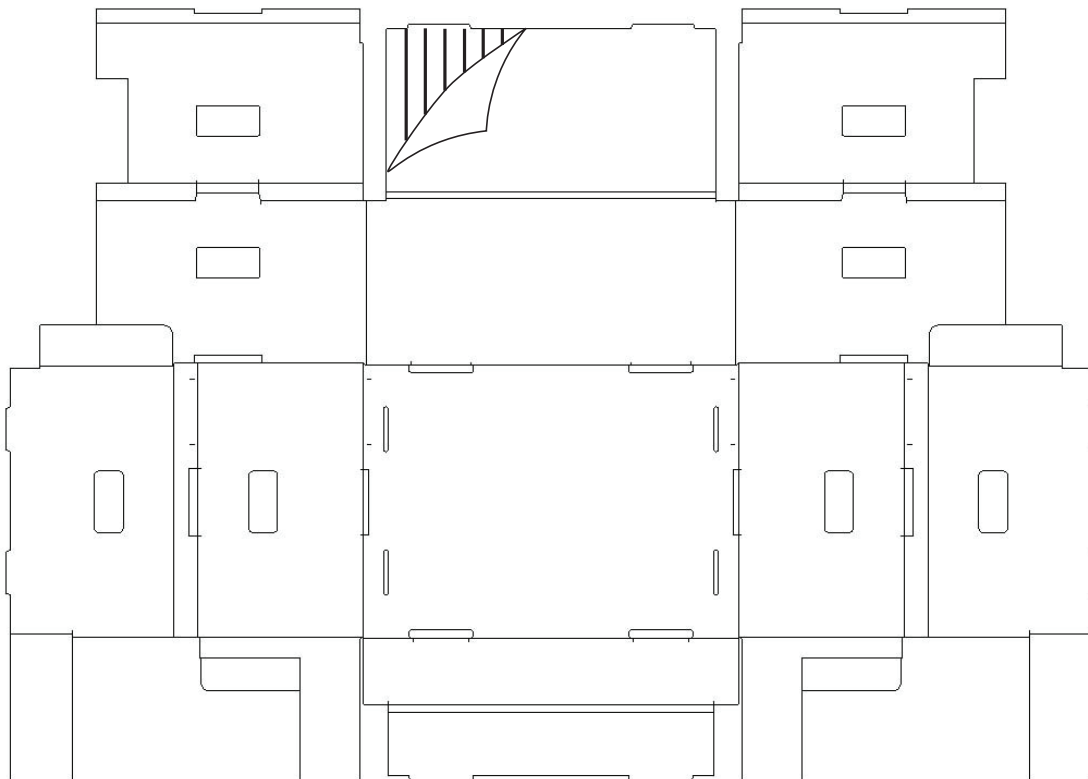
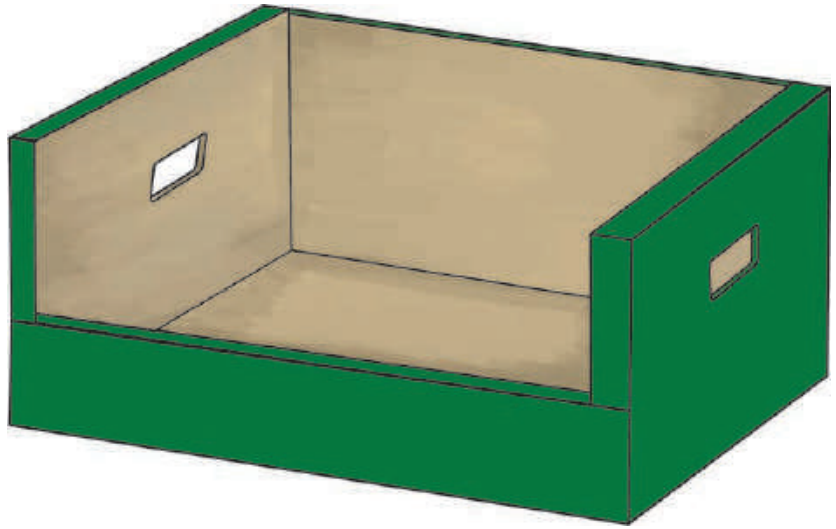
Multiple PDQ trays without covers packed in master shipping carton will have stacking strength determined by master shipping carton not PDQ tray.

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 32 for Minimum packaging standards

Stackable PDQ Tray

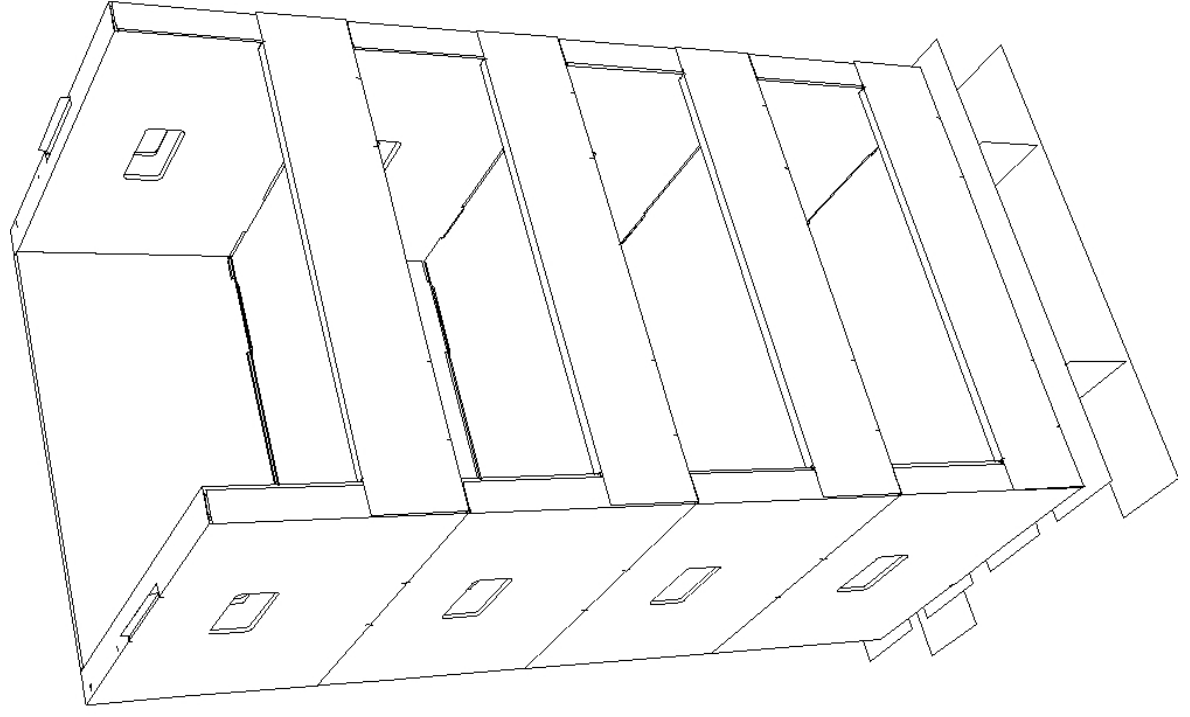


PDQ Die Line

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 48.641 cm x 38.4048 cm)

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

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

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:

- Side 1 features tiny hooks; Side 2 features even smaller and "hairier" loops. When the two components are pressed together, the hooks catch in the loops and the two pieces fasten. The opposing surfaces need to be fastened prior to applying to top, 1.5" sides of Stackable PDQ.
- 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.

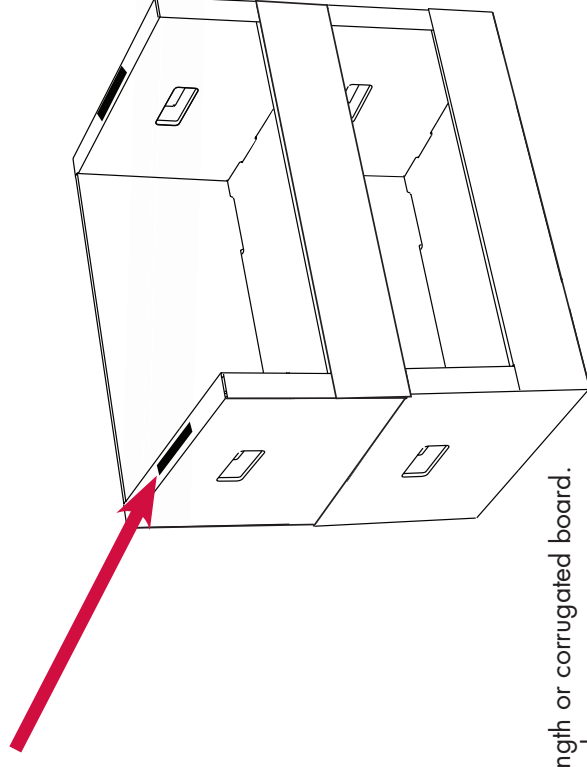
Suggested Testing Protocol for Stackable PDQ's:

ISTA (International Safe Transit Association) Test 3E

- For more information on ISTA:
International Safe Transit Association
1400 Abbott Road, Suite 160
East Lansing, Michigan 4823-1900
USA
Phone: 1-517-333-3437
Fax: 1-517-333-3813
ista@ista.org

* **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

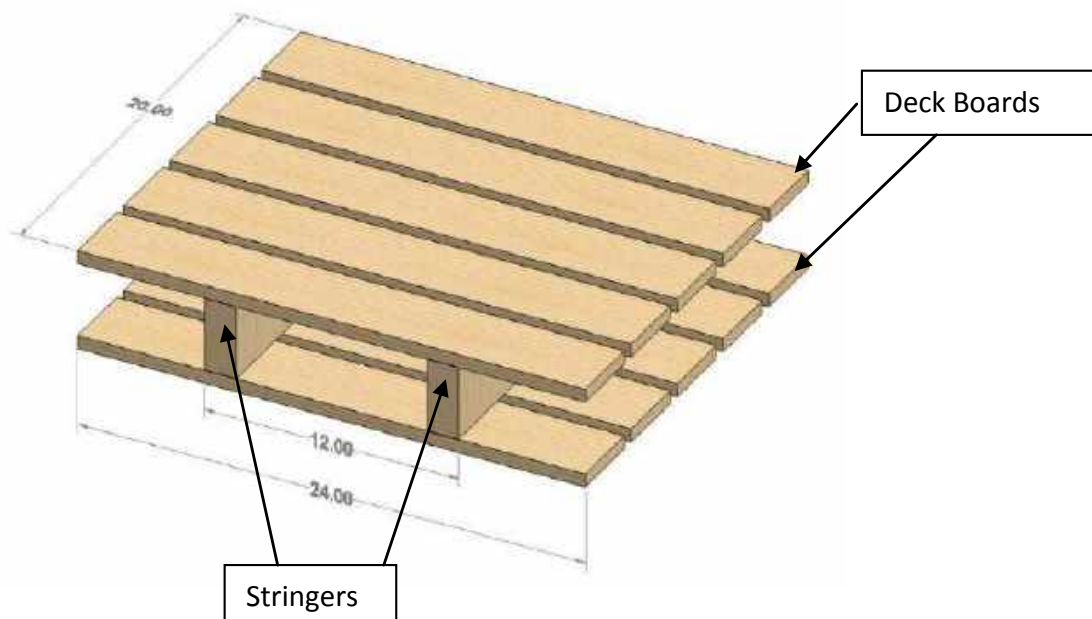
1. Structure requirements:

- 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)

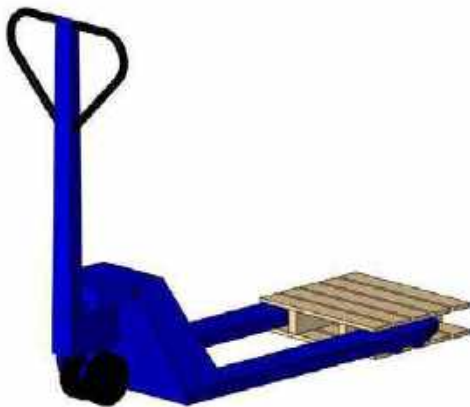
3. Terminology



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



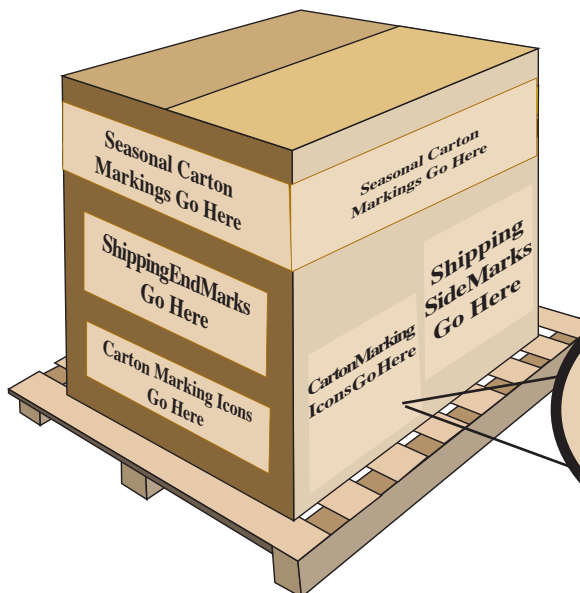
STACKABLE PDQ's

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 9) 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):	Outside Dimension (OD) of PDQ (in inches):
Height:	Height:
Width:	Width:
Depth:	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. A **white pack out sample** is required to be submitted for review and approval by the Columbus Packaging Team. At this step in the process, Big Lots reserves 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 white packout sample is PO#, Article# and Case Pack.

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

If the white pack out 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 folded sample.

2. Once the revised white pack out sample is approved, **send the electronic artwork layout on the Side Kick dieline (with suggested copy wording) to packaging@biglots.com. Send the shipping container with carton marking icons via e-mail to vendorcompliancemanager@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 32.

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.

White pack out samples & print proofs should be sent to:

Deanna Taylor
300 Phillipi Road
Columbus, OH U.S.A. 43228-5311

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 one final printed Side Kick (please ship this sample flat packed for our files) sample to Big Lots. Send it 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.

BIG LOTS SIDE KICK 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) with one line descriptor (Item Description size can vary based on size.)
- If the item description will not fit at 68 pt., you may reduce it to no smaller than 55 pt. and stack it

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 Stackable 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

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

Failure to comply 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.

For Import Vendors Assigned to an Agent - You will be required to have the Side Kicks and Floor/Pallet Displays tested with with your Global Sourcing specified testing facility prior to mass printing/production.

For National Branded Vendors (Imported Purchases) - You will be required to have the Side Kicks and Floor/Pallet Displays tested with your Global Sourcing specified testing facility prior to mass printing/production. Send all passed Transit Test reports to packaging@biglots.com for our review prior to proceeding to mass production.

For Domestic Importers with FOB U.S.A - You will be required to have the Side Kicks and Floor/Pallet Displays tested with an ISTA (International Safe Transit Association) Certified Lab prior to mass printing/production. Please refer to www.ista.org to locate a certified lab in your area. **If a vendor chooses one of the following testing facilities: BV, Intertek or SGS please notify deannataylor@biglots.com.** Submit all **"passed"** test reports to packaging@biglots.com for approval prior to mass printing/production.

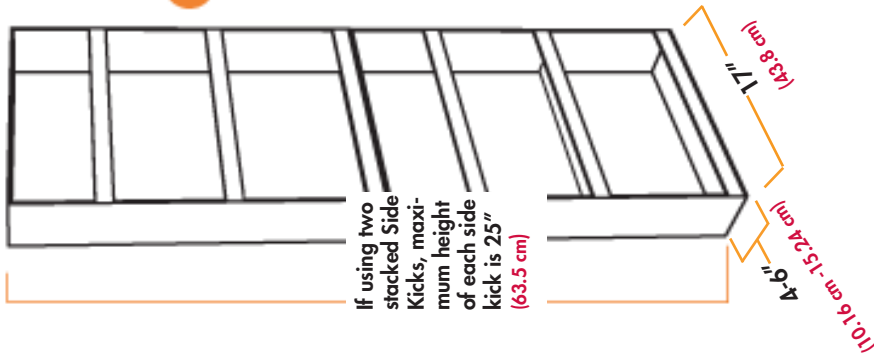
For Items Purchased Domestically (Including National Branded Vendors) - You will be required to have the Side Kicks and Floor/Pallet Displays tested with an ISTA Certified Lab prior to mass printing/production. Please refer to www.ista.org to locate a certified lab in your area. Submit all **"passed"** test reports to packaging@biglots.com for approval prior to mass printing/production.

NOTE: Allow 2 weeks for testing and another week to obtain final test report.

Side Kick VISUAL REFERENCE

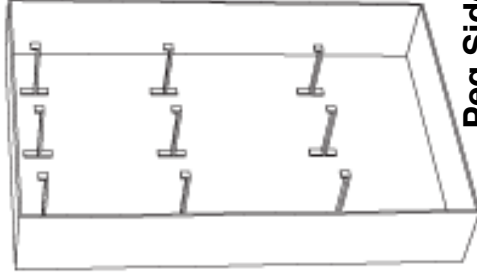
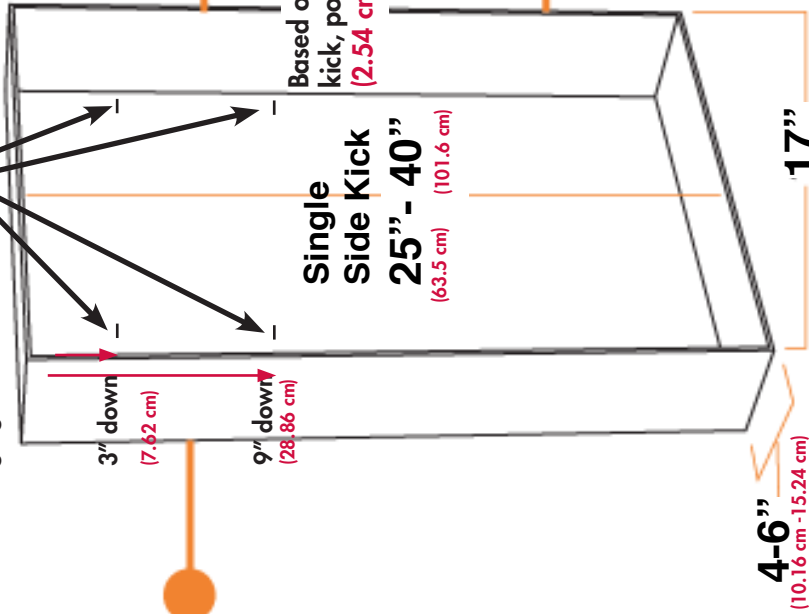
(4) die-cut slots at 1-1/4" W (3.175 cm) are needed in the back for the Power Wing Clips. This will allow sidepanel to properly hang when fully loaded. Additional die-cut slots allow store associate to change how the Side Kick hangs. Using the lower slots prevents the display from swinging backwards.

Double Stack Shelf Side Kick



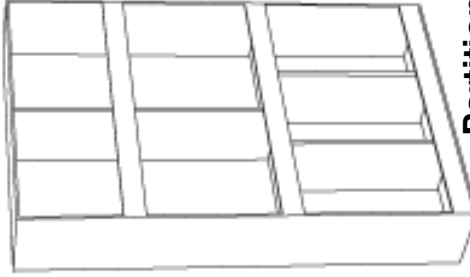
Single Side Kick 25" - 40"

Based on a 17" (43.18 cm) wide side kick, power wing clips must start 1" (2.54 cm) from each side of sidekick.



Peg Side Kick

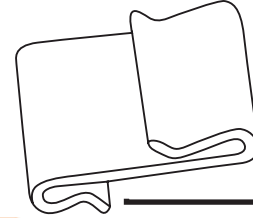
Vendor to provide and include proper hooks (see page 75) with display.



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)

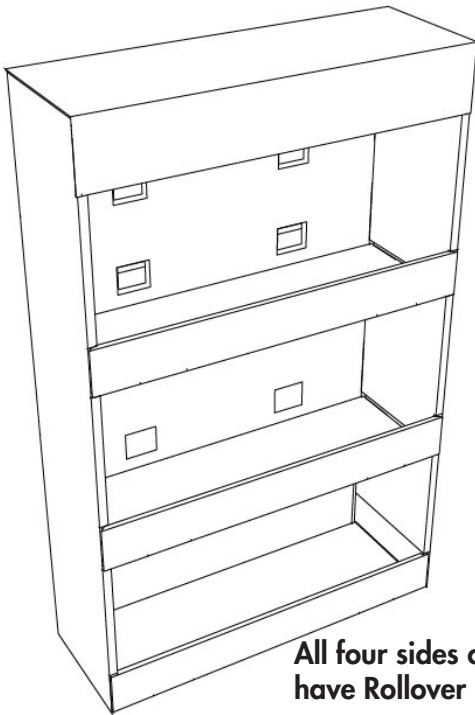
Power Wing Clip

- 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)

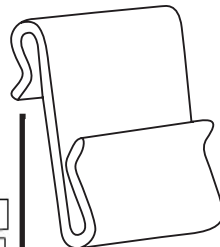
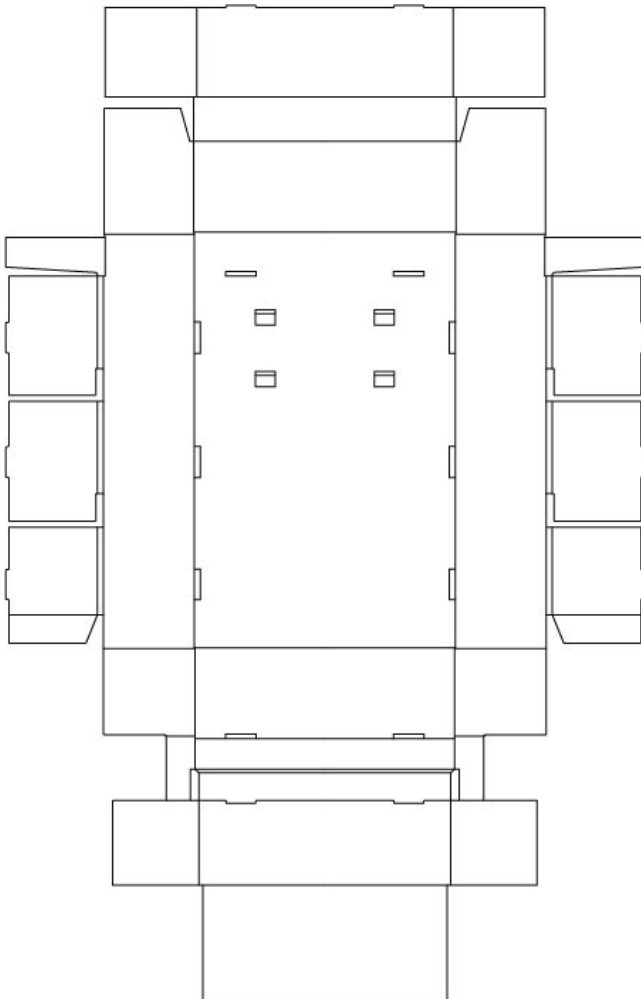
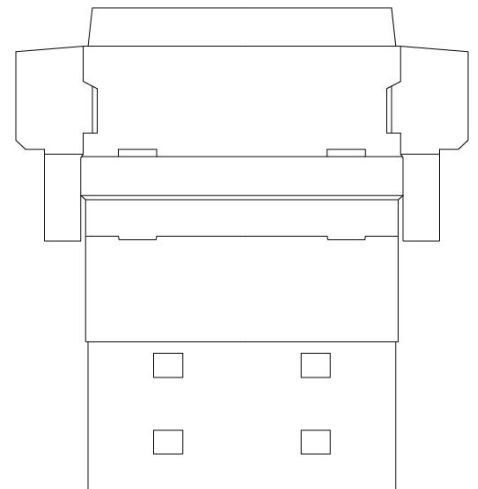
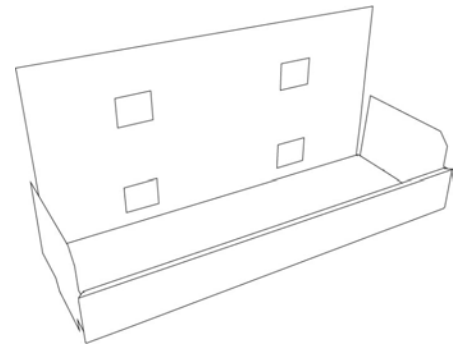
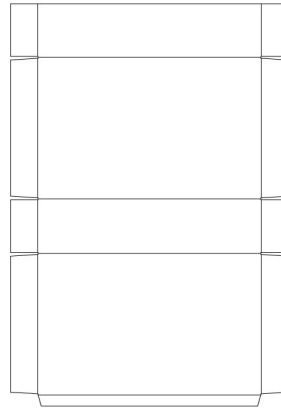
All four sides of the Side Kick is now required to have Rollover Reinforced Sides.

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 are required to have Rollover Reinforced Sides.



1" W x 2" T

Power Wing Clip

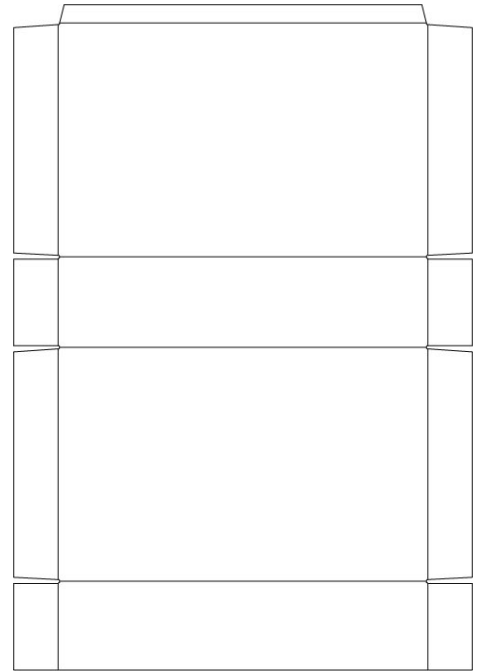
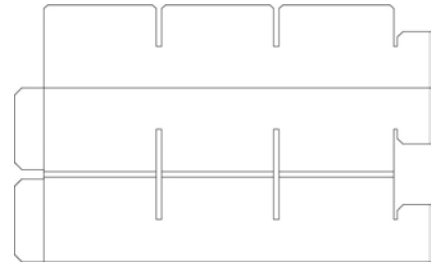
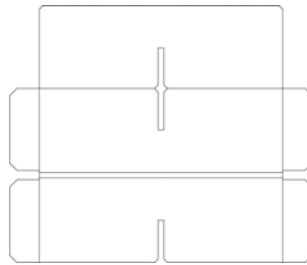
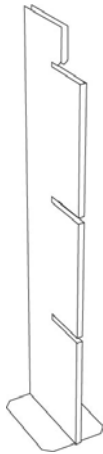
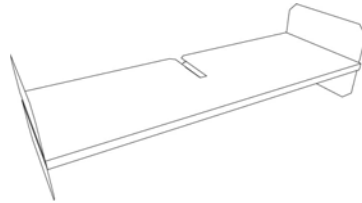
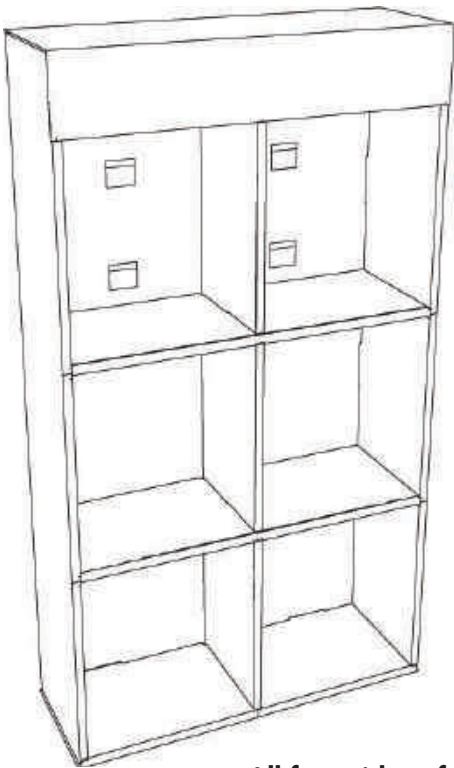
- Holds corrugated display on our Wire Rack
- Holds 1/8" B-Flute corrugate
- Each sidepanel must have a minimum of 4 clips

Heavy Duty Construction Requirements for Side Kicks

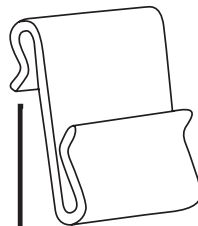
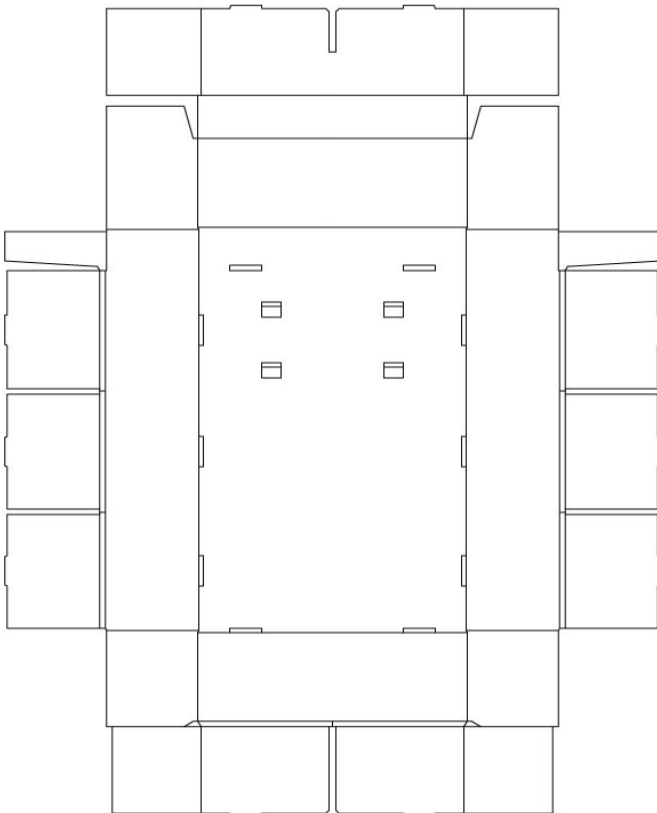
- Under 5 lbs is considered Light
- 6-15 lbs is Medium
- 16-20 lbs is Heavy (Requires Heavy- Duty Constuction, see considerations below)
- Display reviewed by a Packaging Engineer for overall better construction and/or material
- All four sides of the Side Kick are required to have Rollover Reinforced 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 are required to have Rollover Reinforced Sides.



1" W x 2" T

Power Wing Clip

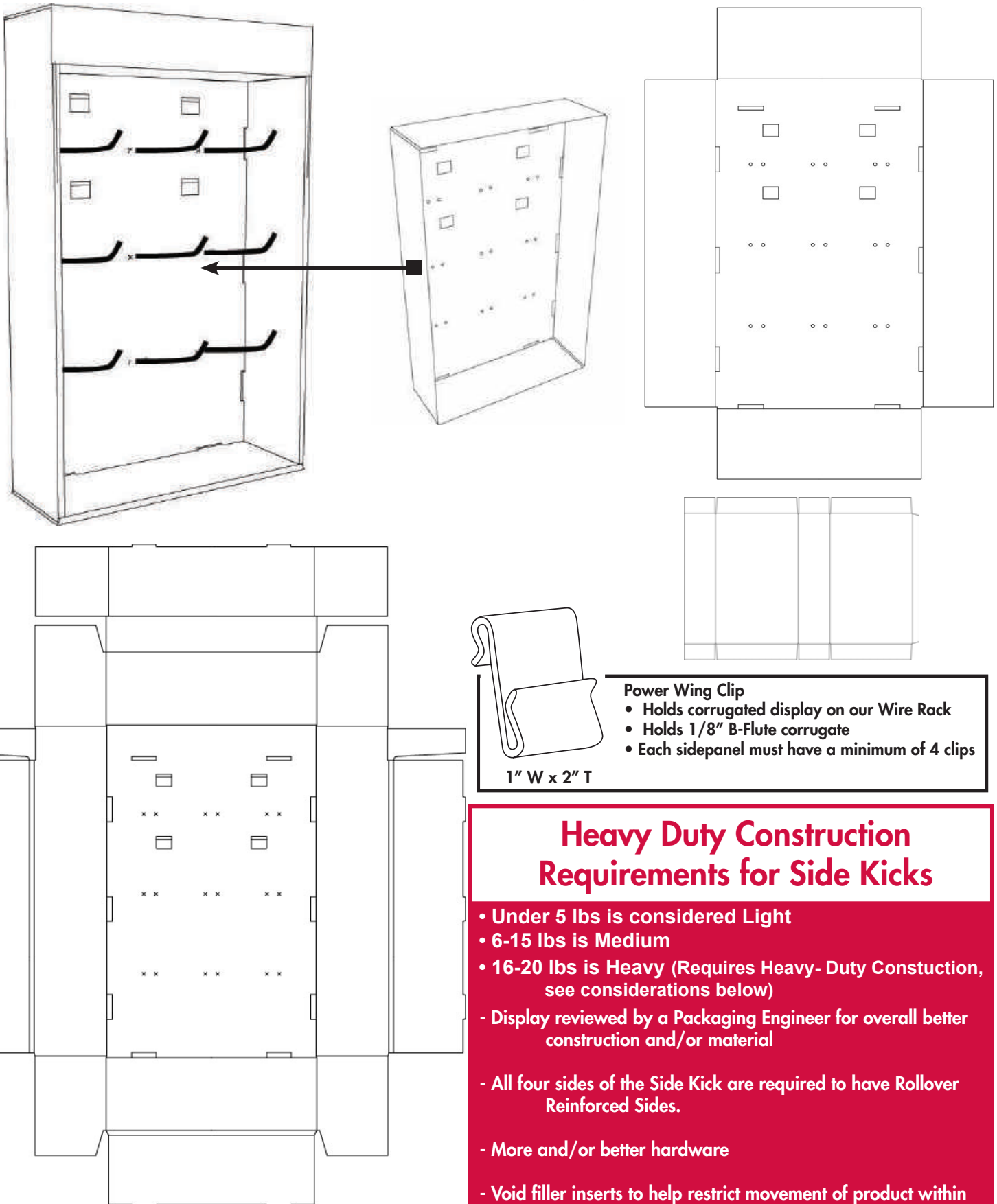
- Holds corrugated display on our Wire Rack
- Holds 1/8" B-Flute corrugate
- Each sidepanel must have a minimum of 4 clips

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 are required to have Rollover Reinforced Sides.
- More and/or better hardware
- Void filler inserts to help restrict movement of product within display

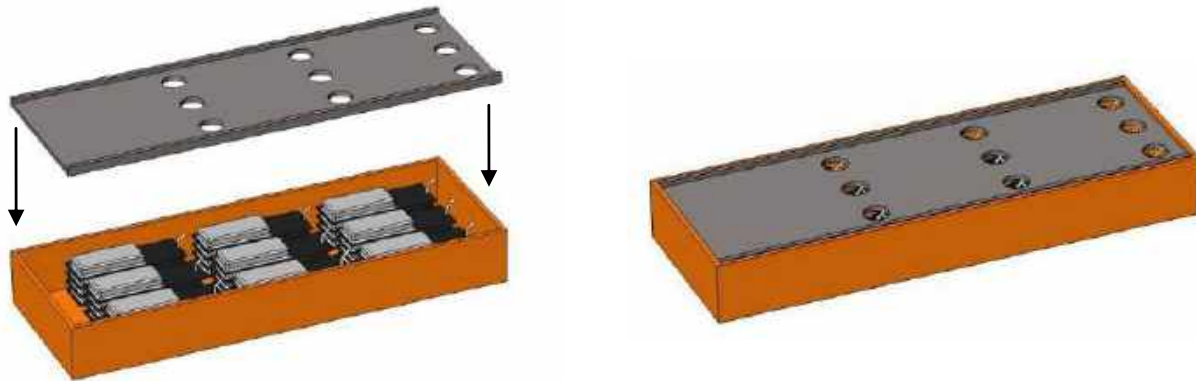
Heavy Duty Peggable Side Kick w/Reinforced Front & Side Panels

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

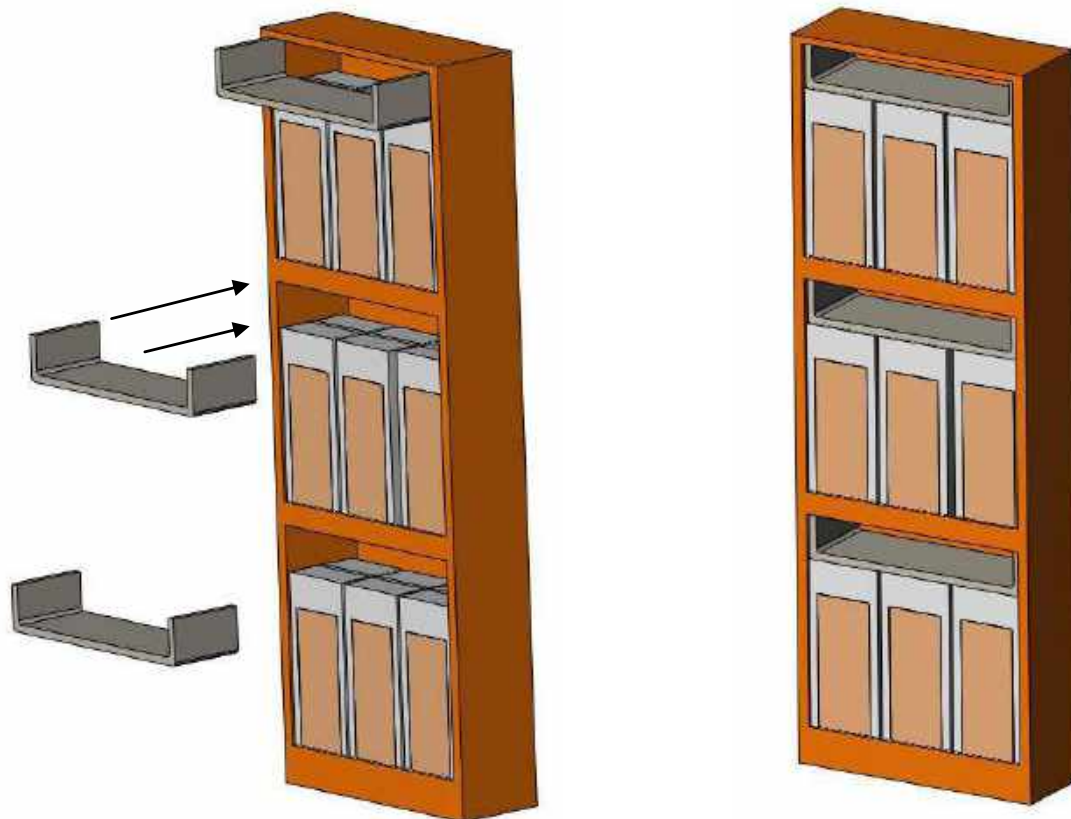


GENERAL RECOMMENDATIONS

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.

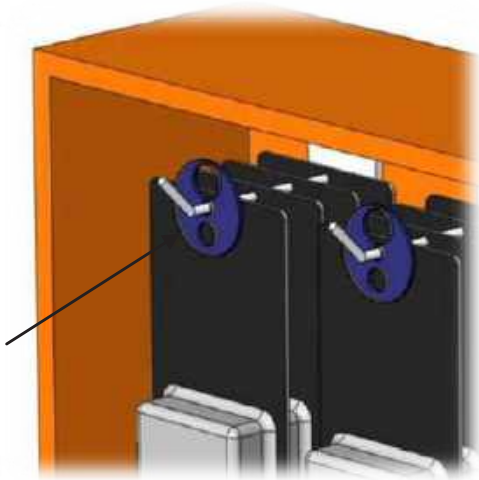


Above Image shows protective corrugated insert for shipping. This insert holds down pegged product to restrict movement and also nests over the display pegs to provide additional support of the pegs and to limit movement of the peg hooks.

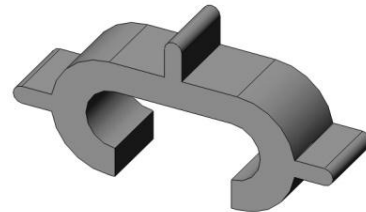
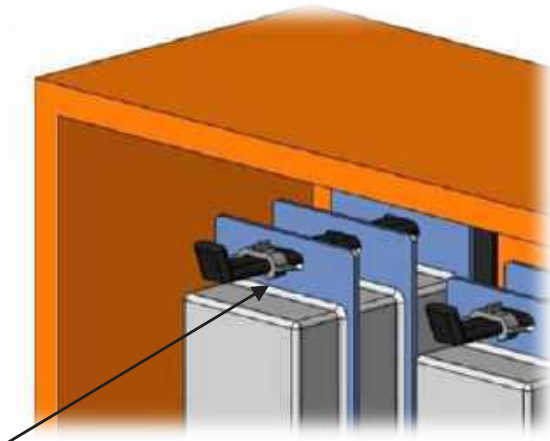


Void fill inserts shall be used to help restrict movement of product within the display. Void fill inserts are to be removed from the display at the retail store level and are not intended to provide additional structural support during the selling cycle period of the display. Corrugated roll-ups are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

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.

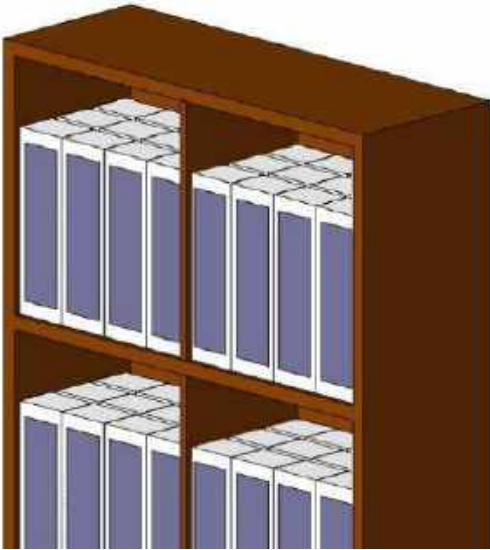
NOTE: Product can not “sag” on clip,
see guidelines below.

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

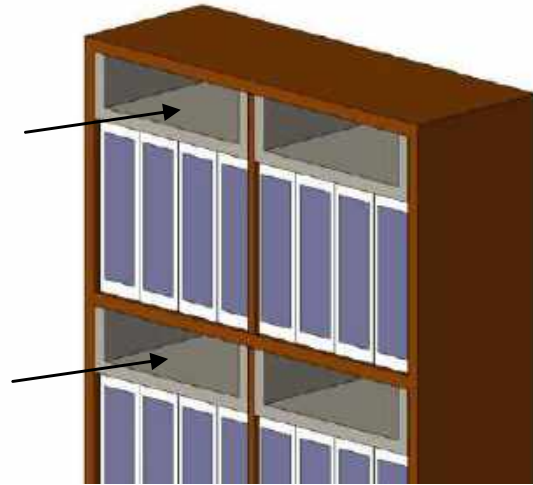
GENERAL CONSTRUCTION

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.



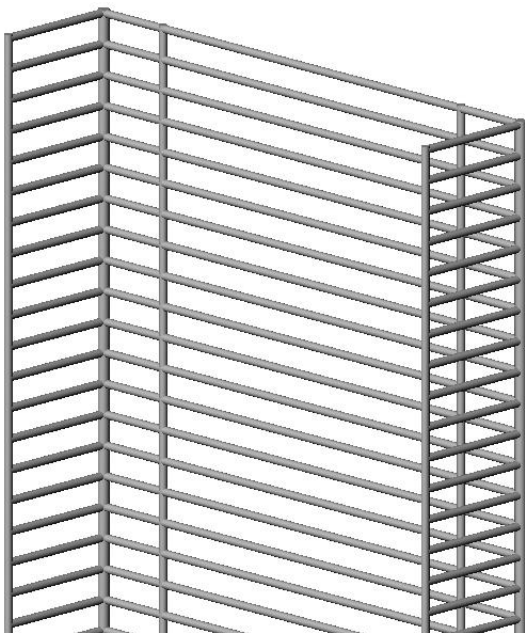
Side Kick Display with dividers



Divider side kick with void fill inserts for shipment

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

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



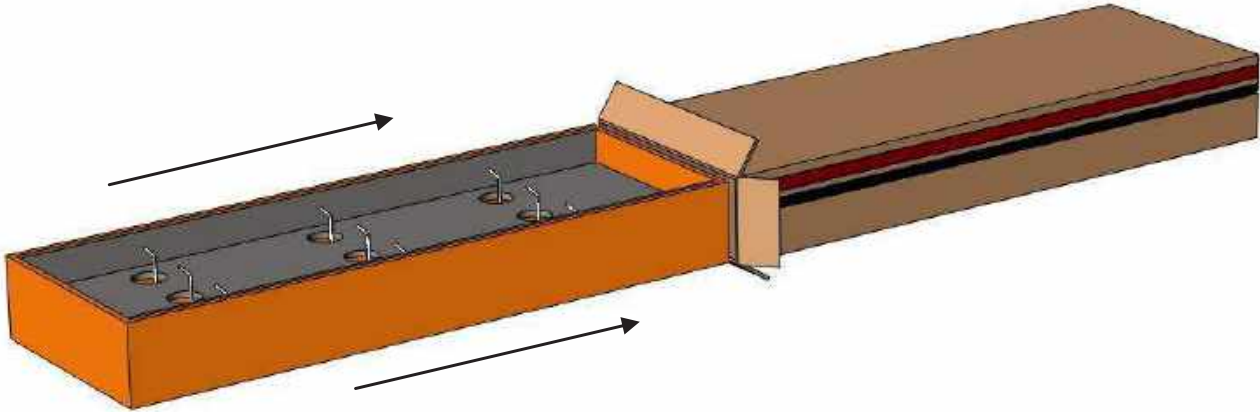
Wire Rack cage



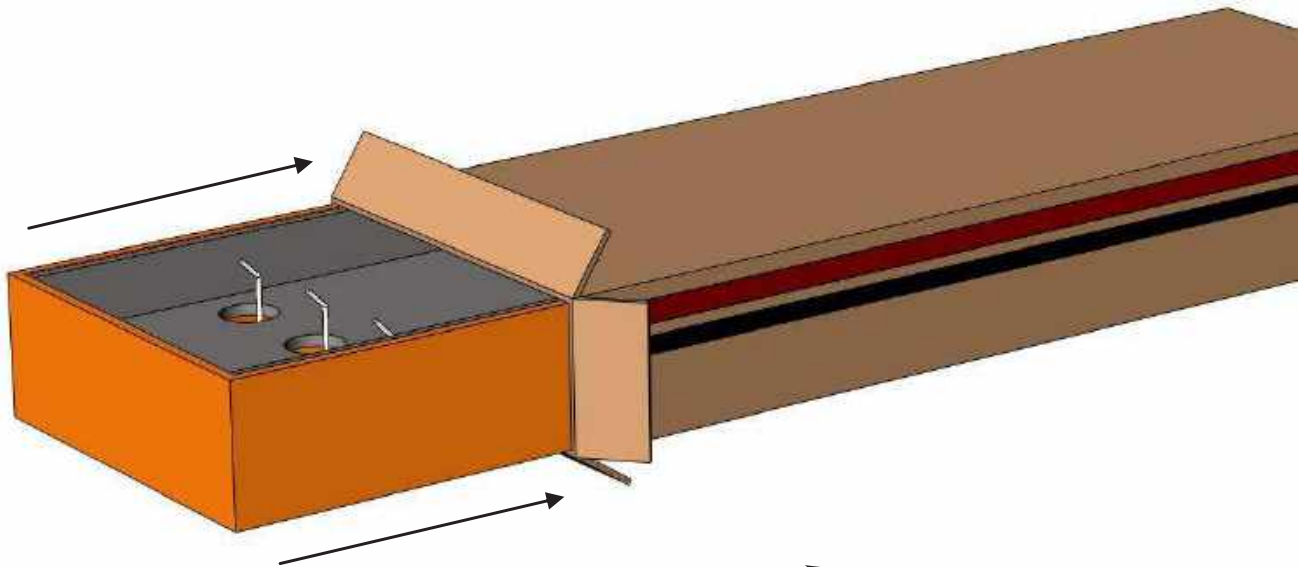
Power bar support hung on shelf structure.

SIDE KICK MASTER CARTON

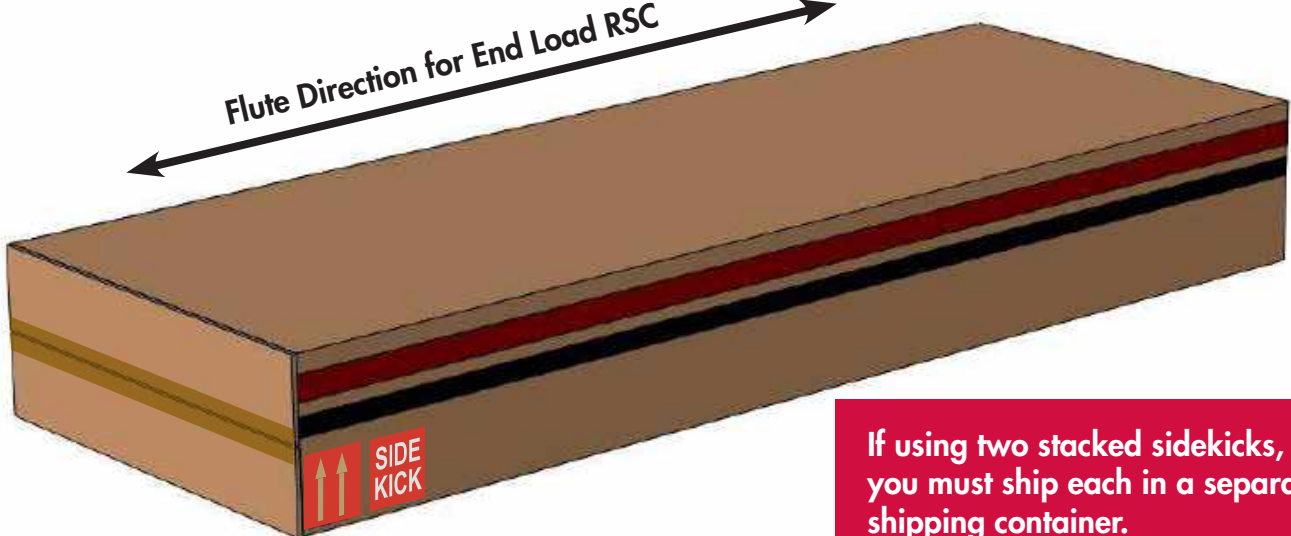
Side Kick's shall utilize end loading shippers. This style shipper allows for ease of loading and unloading at store level, and also utilizes minimal material required for the shipper box. See page 6-8 for proper carton marking icons.



Load Side Kick display into shipper as shown



Flute Direction for End Load RSC



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

Close shipper and seal with adhesive tape.

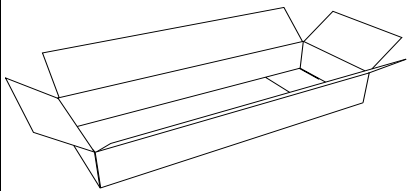
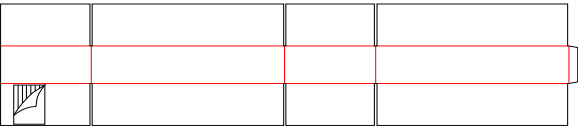
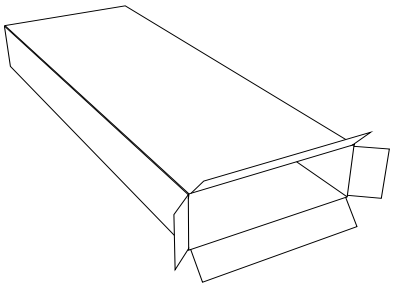
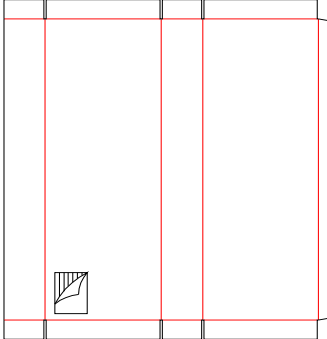
Revised 12.2015-1

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"

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

Peel back shows direction of flute

PROPER LOADING OF SIDE KICKS

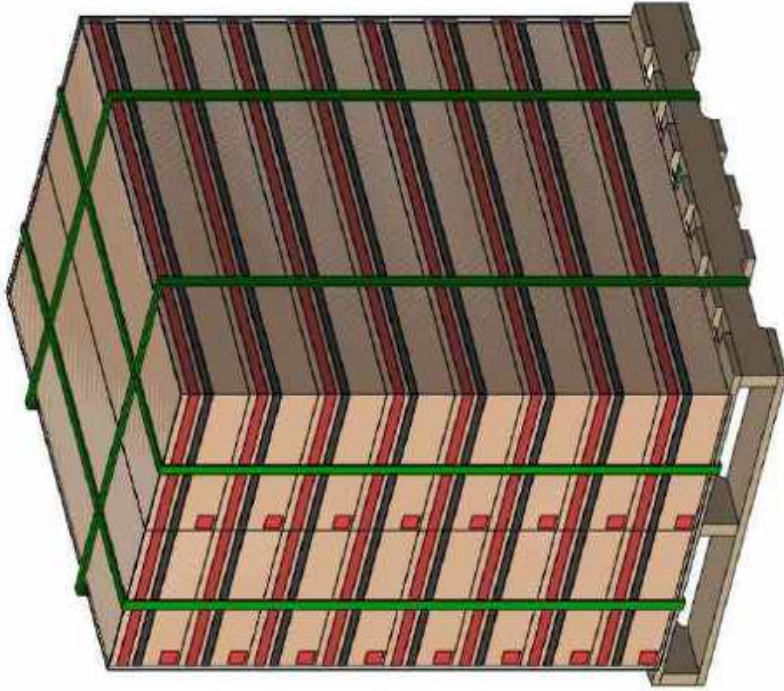


Image shows proper loading for incoming pallet shipments. Side Kick displays shall be column stacked when possible. Pallet shipments shall utilize stretch wrapping and banding to properly restrain the master cartons during distribution throughout the supply chain. A minimum of 80 gauge stretch film,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

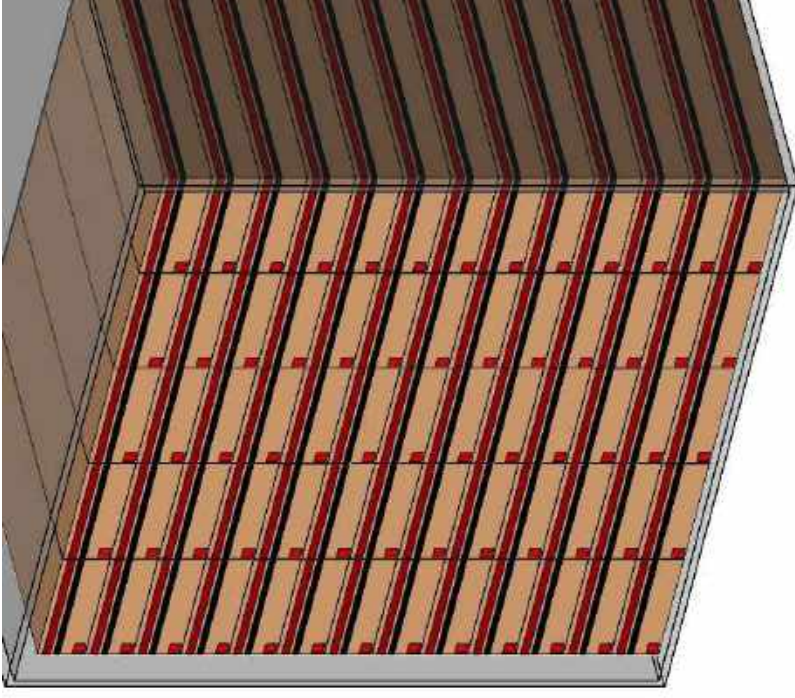
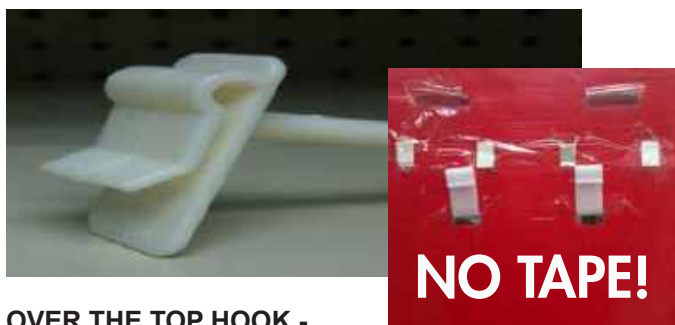


Image shows proper floor loading for incoming sea container shipments for import Side Kick displays. Side Kicks shall be shipped flat and column stacked. This provides the best stacking strength and also helps to limit the movement of the product inside the display. Use void fill material within the 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 -

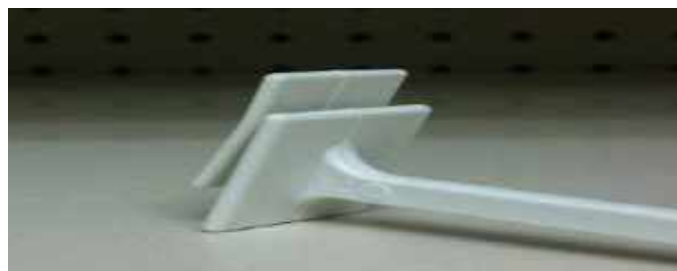
As this hook gets weighed down by the product, it causes the clip to lift from where it attaches to the corrugate. This lets product slide down the hook, adding more pressure to the clip and tearing the corrugate.

**DO NOT USE
HOOK WITH PRONGS**



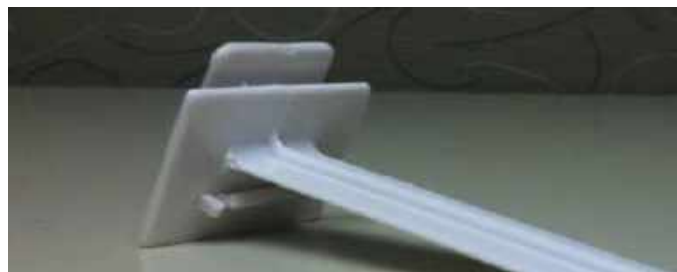
HOOK WITH PRONGS - Same disadvantages as the OVER THE TOP HOOK above

**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

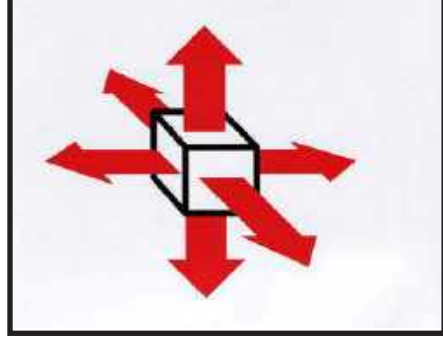
Transit Testing:

- 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 48823-1900
USA
Phone: 1-517-333-3437
Fax: 1-517-333-3813
ista@ista.org



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.

* **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.

CURRENT – NO!



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



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



Quantity and weight of product in tray pushes shelf apart.



YES! HEAVY-DUTY CONSTRUCTION REQUIRED YES!



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)



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

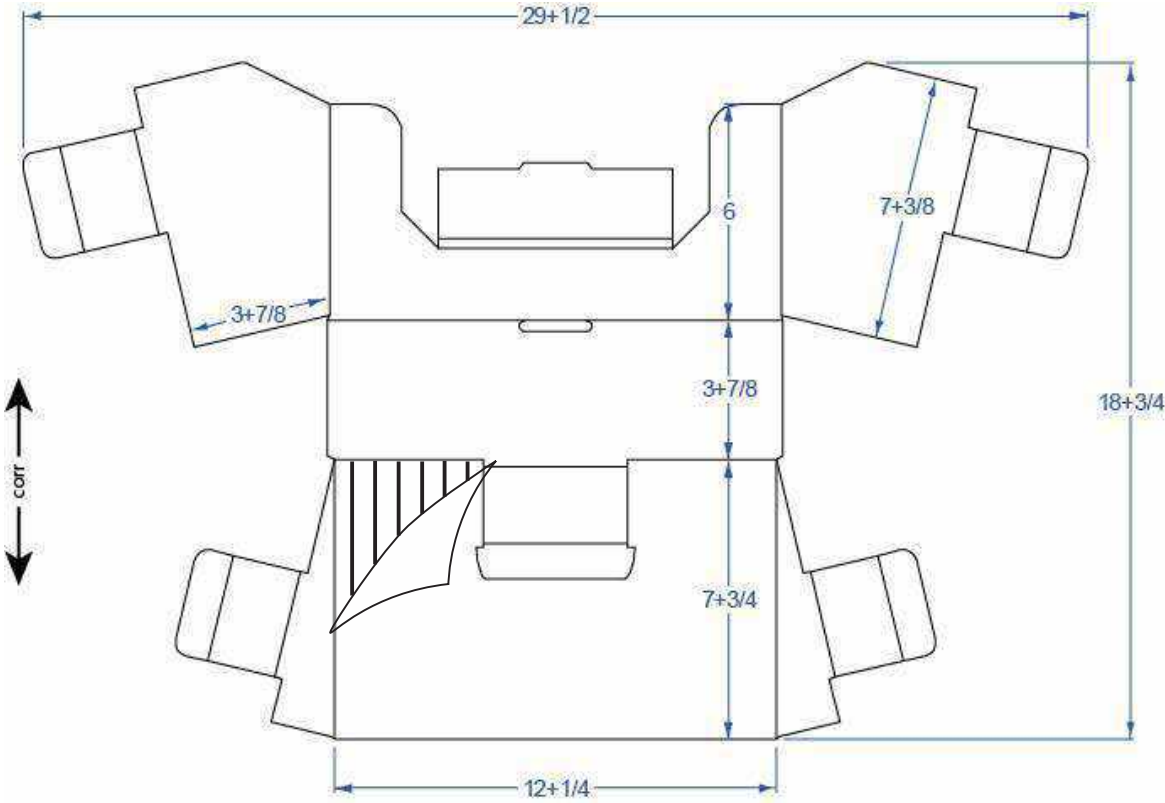
DESIGNER: BM

REVISION LEVEL: 2

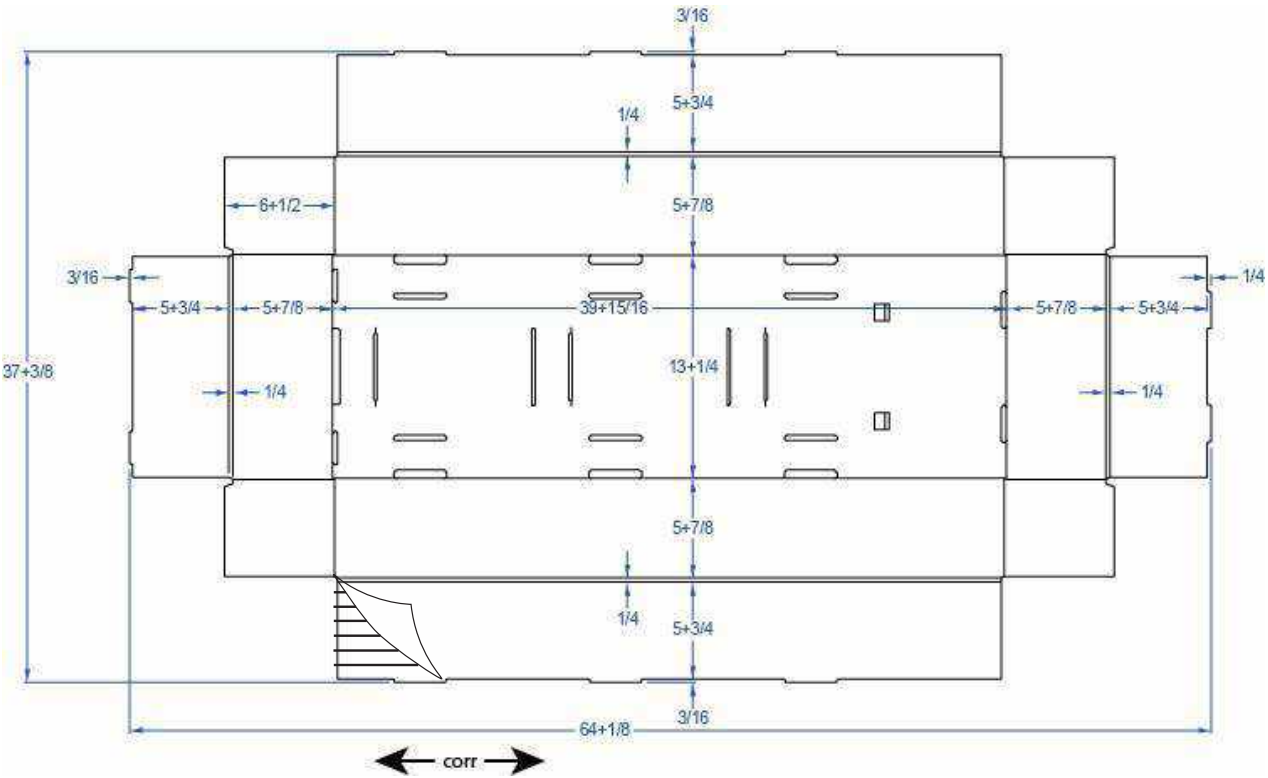
BVP EST #	ITEM	CAD #	# REQD	PART DESC	STYLE	MATERIAL	JOINT	BLANK SIZE	PRINT	RENDERING
	A	2120120106	1	Tray	D/C Tray	Ect 32 B BW KEMI	None	64'02 x 37'06	2 Color	
	B	2120120107	3	Shelf	D/C Sht	Ect 32 B BW KEMI	None	18'12 x 29'08	2 Color	
	C	2120116184	2	WC3 Powerwing clips	Power Wing Clip	Plastic	None	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	
		B	1C - 100% + Varnish	I	
Validation Method:		C		J	
Sample & Spec Per Request		D		K	
Verified by Associate Designer: Reference Design Request Time Tracking Tab		E		L	
		F		M	
dwg 6/22/10 u:\artofcad7\user\veritas\projectmgntform\formv4.ard		G		N	

HEAVY DUTY SIDE KICK CALENDAR DIE LINE

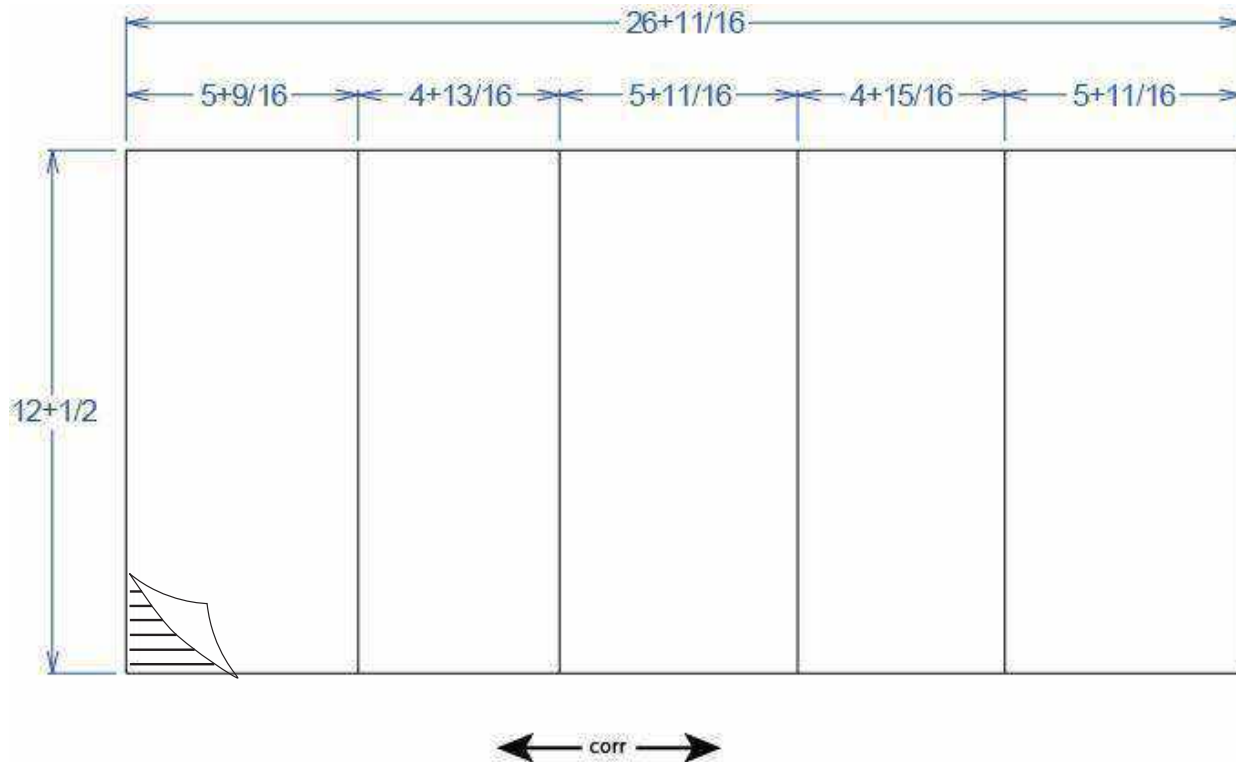


Peel back shows direction of flute



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

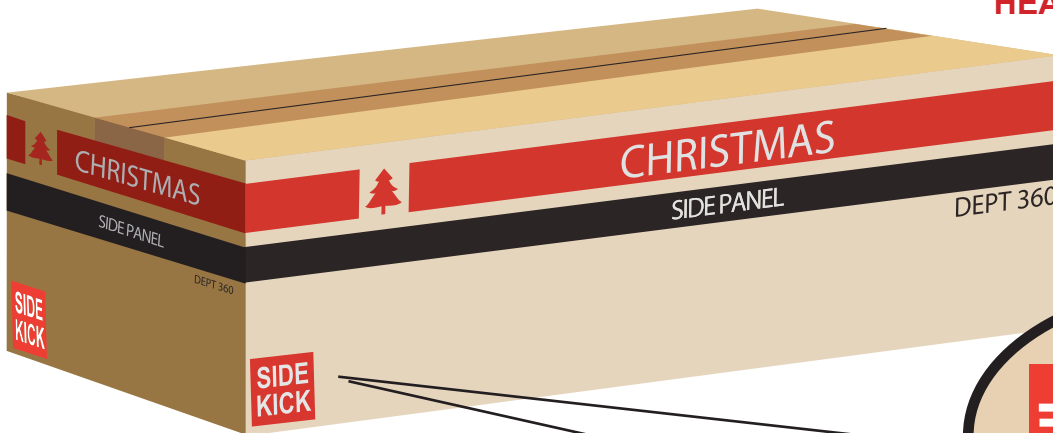
NOTE: SIDE KICKS ARE EXPECTED TO SURVIVE 13 TOUCH POINTS IN SUPPLY CHAIN AND LAST 9-14 WEEKS ON STORE FLOOR.

SIDE KICK Master Carton Marking Icons

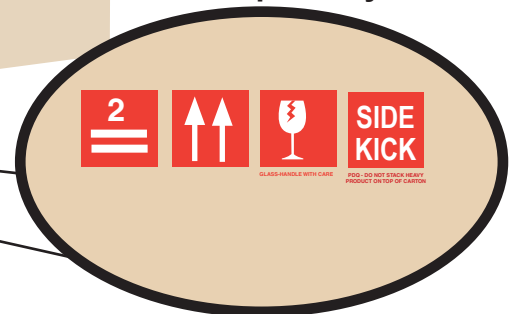
This icon communicates **SIDE KICK** display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the **SIDE KICK** display/product when loading our trucks to avoid damaging the **SIDE KICK**.



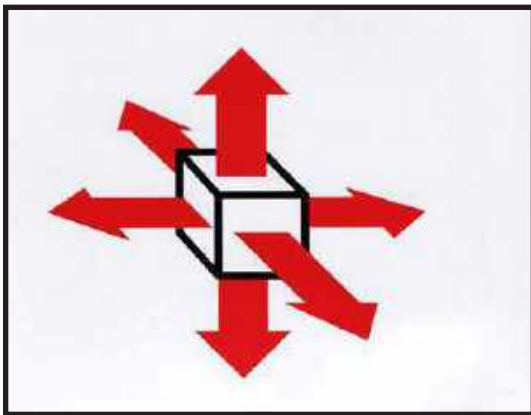
**SIDE KICK - DO NOT STACK
HEAVY PRODUCT ON TOP OF**



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 9) 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. A folded white pack out sample is required to be submitted for review and approval by the Columbus Packaging Team for all Domestic Orders. At this step in the process, Big Lots reserves 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 white packout sample is PO#, Article# and PDQ Case Pack. **Be sure to allow time in this step for corrections as needed.**

If the white pack out 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 folded sample.

2. Once the folded white pack out sample is approved, please send the electronic artwork layout for the Floor Display dieline (with suggested copy wording) to packaging@biglots.com. Send shroud layout (with carton marking icons) via e-mail to vendorcompliancemanager@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.

White pack out samples & print proofs should be sent to:

ATTN: Receiving (Deliver to section 73 in DC)
300 Phillipi Road
890 Receiving / Express Door 250
Columbus, OH U.S.A. 43228-5311
(NOT STORE MERCHANDISE)

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 one final printed Floor Display (please ship this sample flat packed for our files) sample to Big Lots or Big Lots Agent. Send it 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.

BIG LOTS FLOOR & PALLET DISPLAY 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) with one line descriptor (Item Description size can vary based on size.)
- If the item description will not fit at 68 pt., you may reduce it to no smaller than 55 pt. and stack it

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 Stackable 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

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 (minimum) chargeback of \$2,500.00 (US Dollar) for side kicks and \$5000.00 (US Dollar) for floor/pallet displays.

For Import Vendors Assigned to an Agent - You will be required to have the Side Kicks and Floor/Pallet Displays tested with with your Global Sourcing specified testing facility prior to mass printing/production.

For National Branded Vendors (Imported Purchases) - You will be required to have the Side Kicks and Floor/Pallet Displays tested with your Global Sourcing specified testing facility prior to mass printing/production. Send all passed Transit Test reports to packaging@biglots.com for our review prior ro proceeding to mass production.

For Domestic Importers with FOB U.S.A - You will be required to have the Side Kicks and Floor/Pallet Displays tested with an ISTA (International Safe Transit Association) Certified Lab prior to mass printing/production. Please refer to www.ista.org to locate a certified lab in your area. **If a vendor chooses one of the following testing facilities: BV, Intertek or SGS please notify deannataylor@biglots.com.** Submit all **“passed”** test reports to packaging@biglots.com for approval prior to mass printing/production.

For Items Purchased Domestically (Including National Branded Vendors) - You will be required to have the Side Kicks and Floor/Pallet Displays tested with an ISTA Certified Lab prior to mass printing/production. Please refer to www.ista.org to locate a certified lab in your area. Submit all **“passed”** test reports to packaging@biglots.com for approval prior to mass printing/production.

NOTE: Allow 2 weeks 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?

PLEASE NOTE : All Mirror & Wall Art Displays should be black (Pantone Black C).

- Is there any items that should be prominent on display?
- Able to reach in and pull out 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 7-9 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.



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.

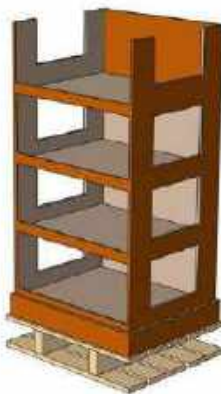
Display may be 1, 2, 3, or 4 sides shoppable, depending on merchandising and buyer requirements.



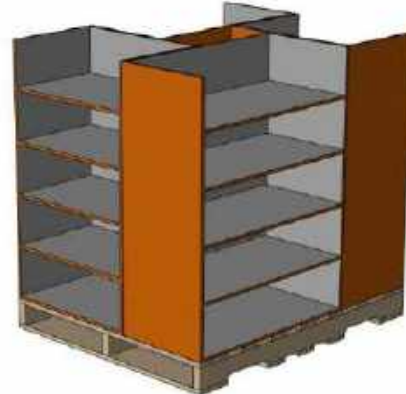
Example: 1 side shoppable display. Customer is able to select product from 1 side only.



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.



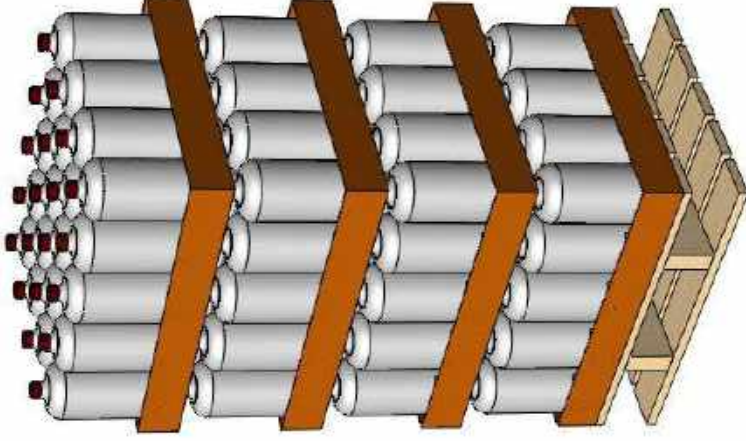
Example: 4 side shoppable display. Customer is able to select product from all 4 sides.

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		

Pallets must be engineered to fit the display and engineered to work with Big Lots pallet jacks (see photo reference below.)



Display Materials:

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

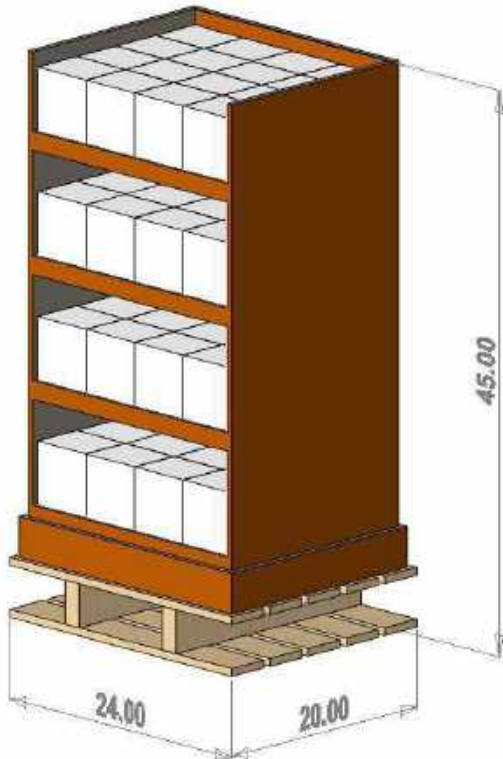
Paper combinations:

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

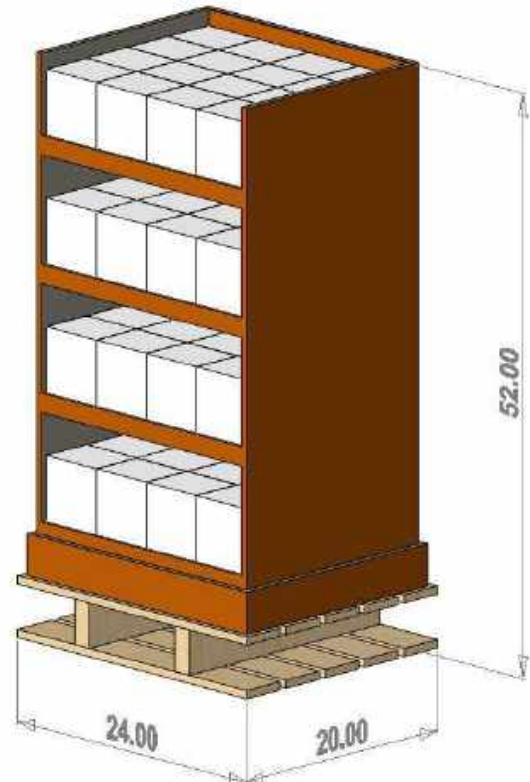
B flute is typical for displays due to its high graphic quality and cost balance. Heavier paper combinations or specialty flutes, such as EB doublewall, may be required or utilized depending on various factors including (but not limited to) transit distance, product weight and density, display construction,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

QUARTER PALLET DISPLAYS

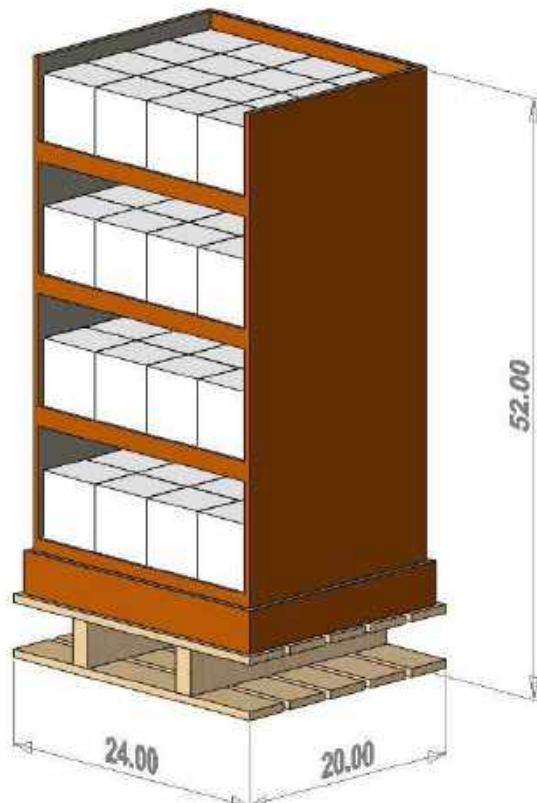
Quarter pallet displays size requirements:



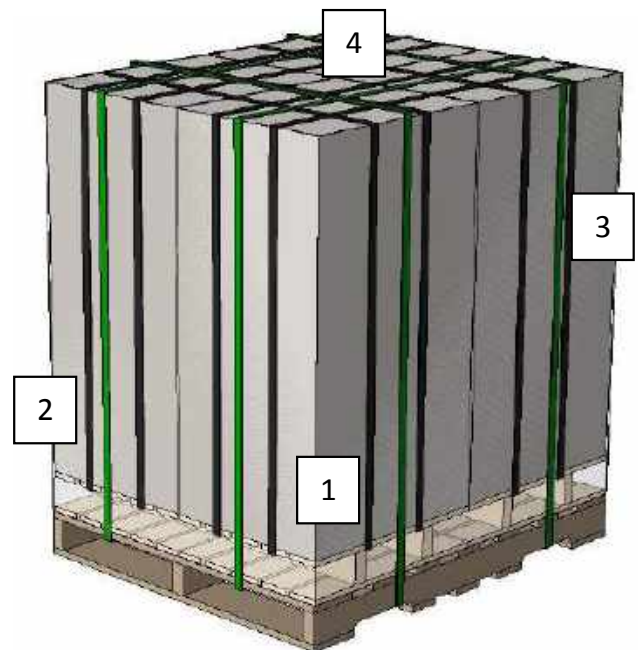
Import Displays- standard 40 foot sea container:
24" x 20" x 45" Tall (Including Pallet)



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



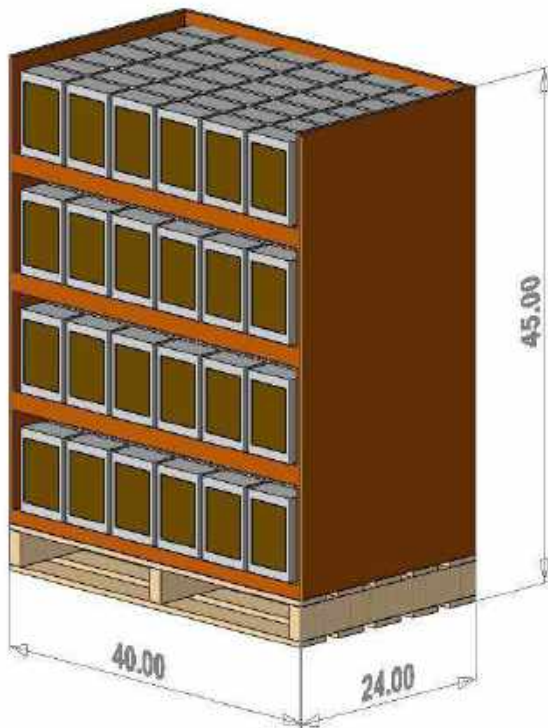
Domestic Displays: 24" x 20" x 52" tall (Including Pallet)



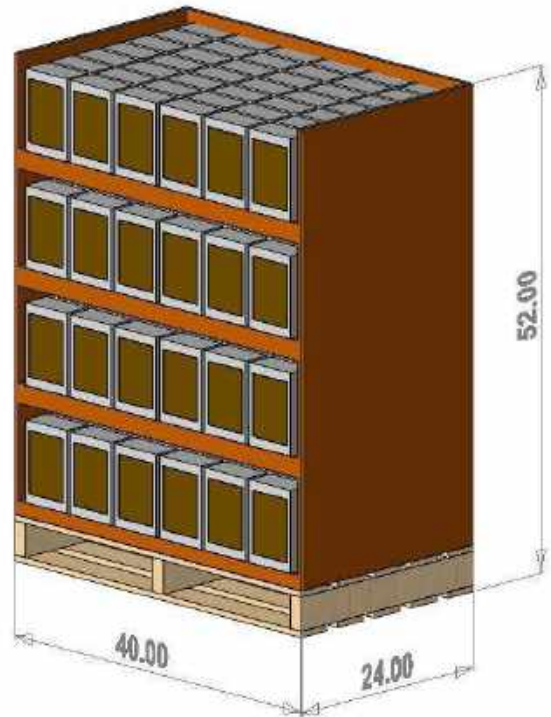
Incoming shipments must ship 4 Quarter Pallet units secured to a standard 48 x 40" pallet

HALF PALLET DISPLAYS

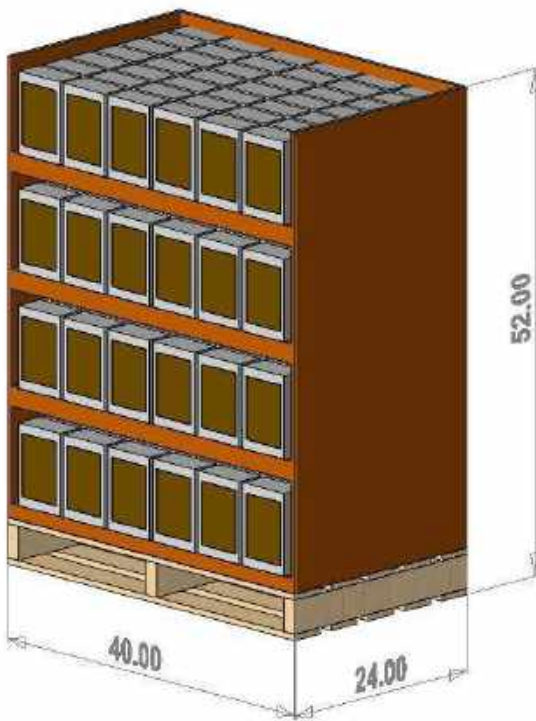
Half Pallet Displays Size Requirements:



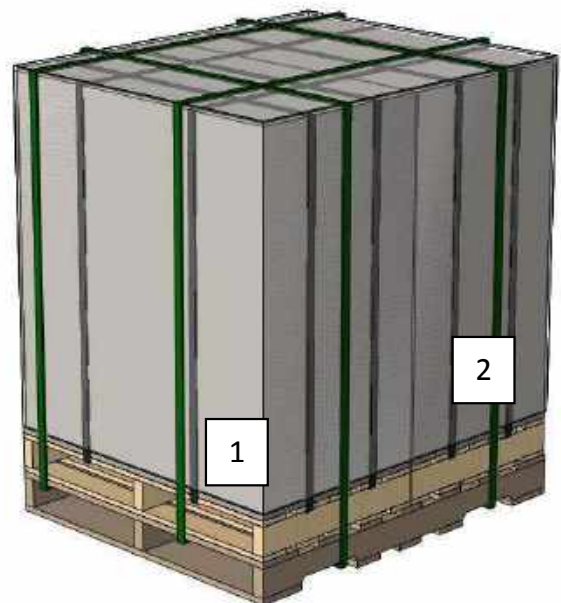
Import Displays - standard 40 foot sea container:
40" x 24" x 45" Tall (Including Pallet)



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



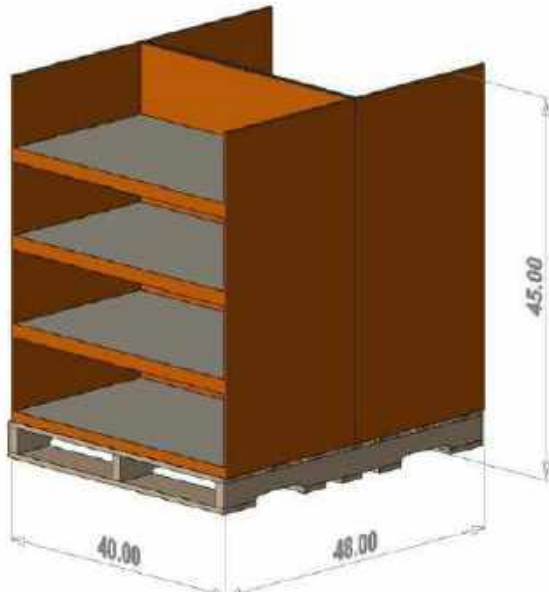
Domestic Displays: 40" x 24" x 52" tall (Including Pallet)



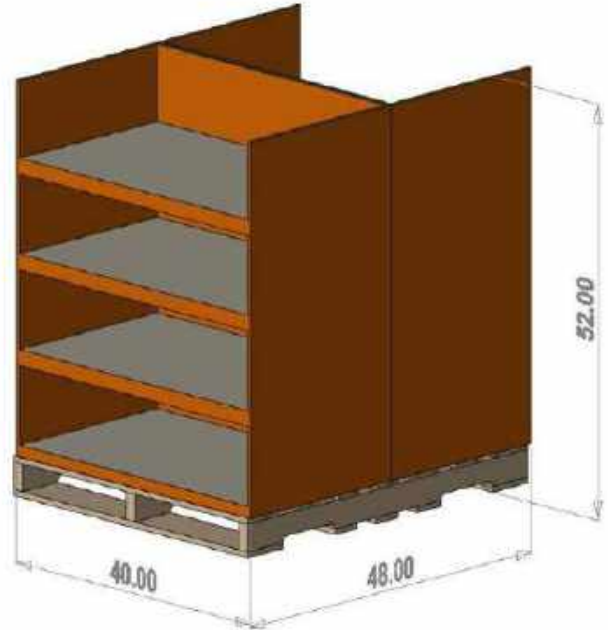
Incoming shipments must ship 2 Half Pallet units secured to a standard 48 x 40" pallet

FULL PALLET DISPLAYS

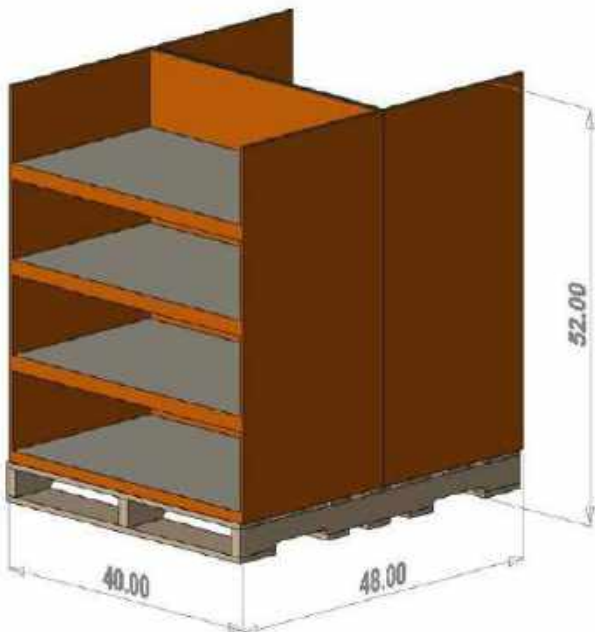
Full Pallet Displays Size Requirements:



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)

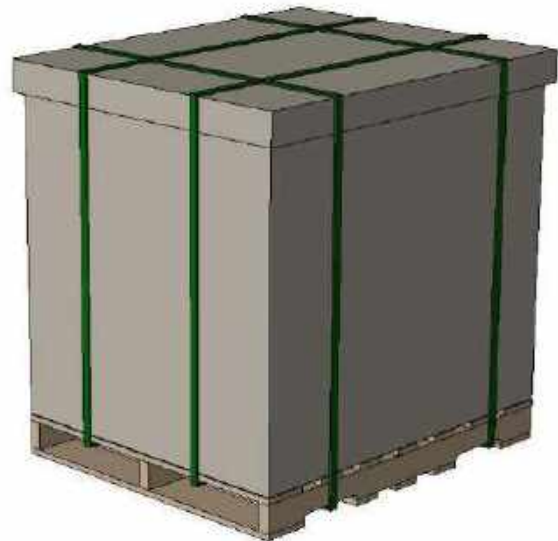
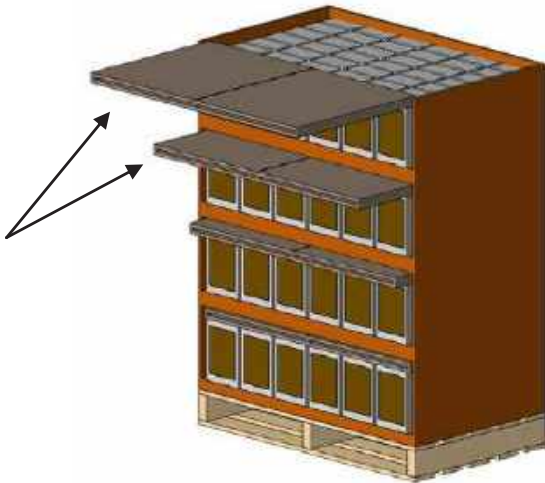


Image shows full pallet display with shroud, cap and banding.

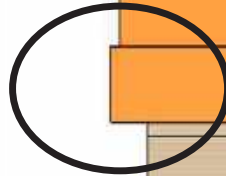
SECONDARY PACKAGING

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

NO!

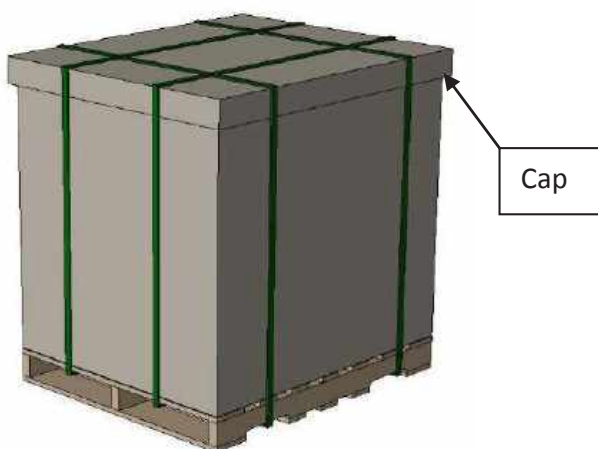


Display must NOT overhang pallet. Pallet overhang reduces the compression strength of the display and also increases the likelihood for damage during distribution handling.

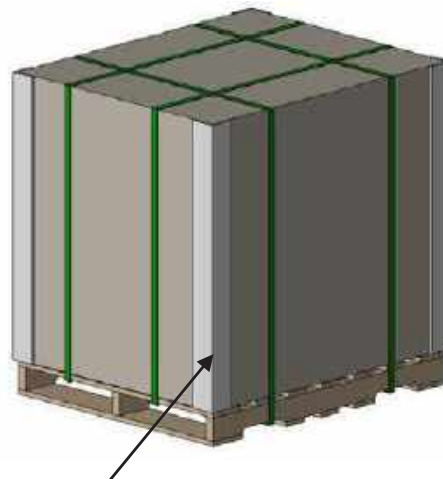
Pallet displays shall utilize corrugated shroud and banding to properly restrain the display to the pallet during transit. Corrugated shrouds also help improve overall compression strength of the display and help prevent punctures to the display and packaged product during distribution handling.

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.

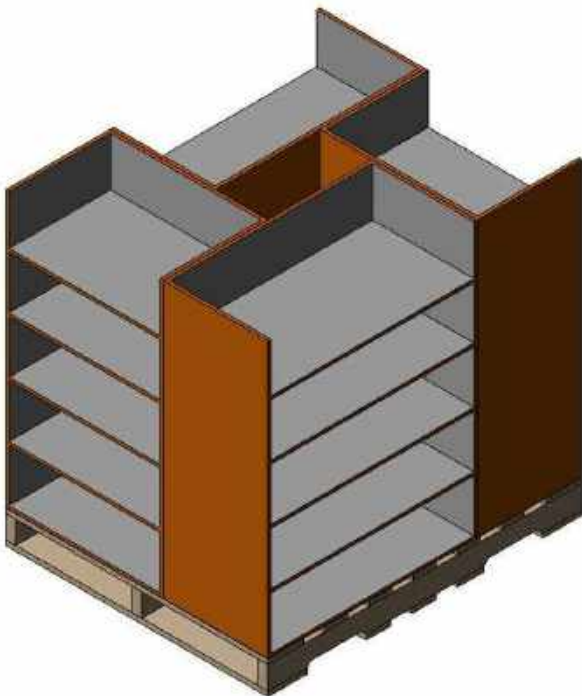
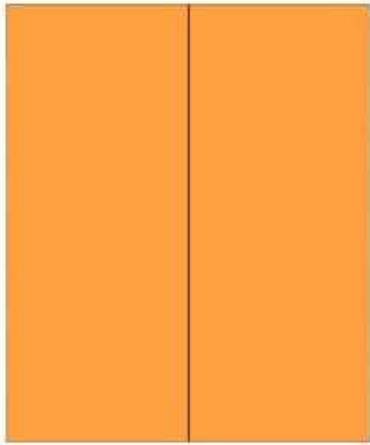
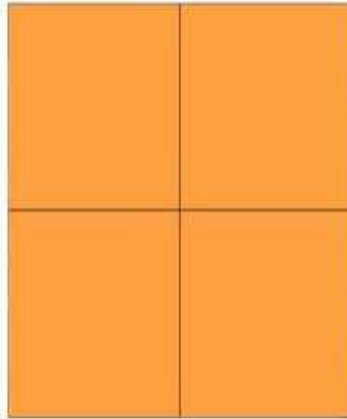


Image shows example of display layout with less than 20% open space in the center of the pallet display.

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

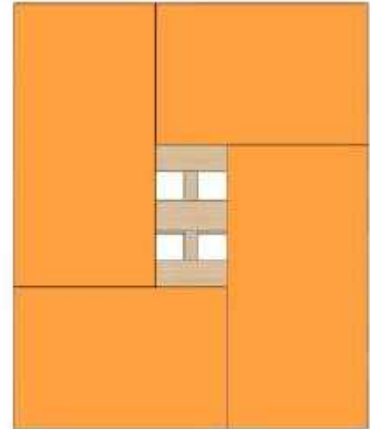


Image shows the Top View of potential pinwheel layout of Full pallet display.

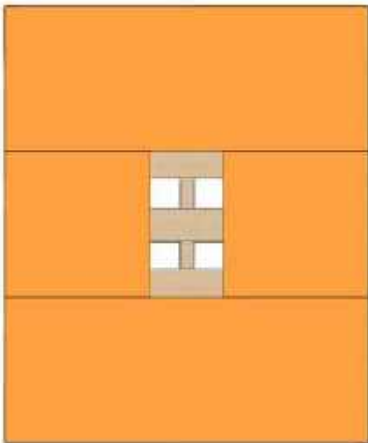


Image shows the Top View of potential layout of full pallet display.

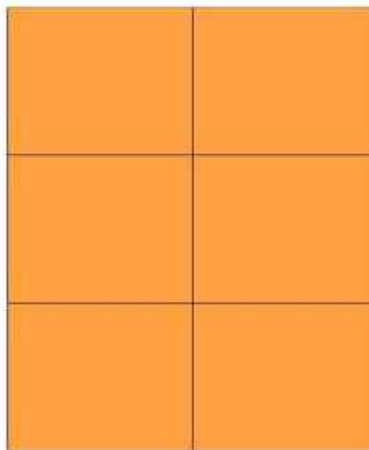


Image shows the Top View of potential layout of full pallet display.

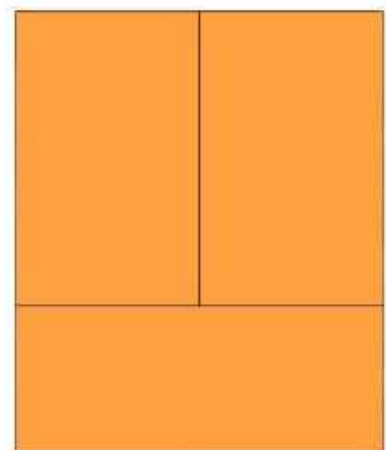


Image shows the Top View of potential layout of full pallet display.

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

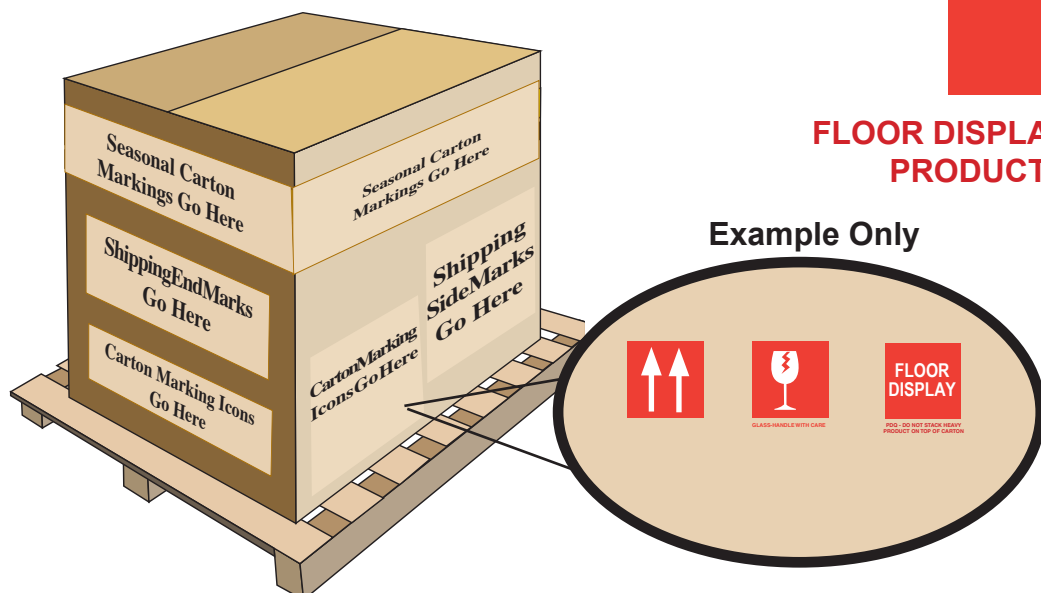
Master Carton Marking Icons

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: 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 9) 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 R-Pac.

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

DOMESTIC/INTERNATIONAL CONTACTS

Kevin Pulcini

R-Pac
Global Account Executive
132 West 36th Street
New York, NY 10018
Phone: 212.465.1818
Kevin.Pulcini@r-pac.com



————— **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 noted below.**

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 an ISTA certified lab. Please refer to www.ista.org to locate a certified lab in your area. **Please provide the Big Lots Package Testing Criteria and this Transit Testing Section of our Corrugate Display Standards to your ISTA certified facility.**
- All “passed” test reports shall be submitted and approved by Big Lots personnel prior to mass production of Side Kick or pallet display packaging materials. Any and all exceptions must be approved by Big Lots personnel.
- Submit test report, including pre-inspection photos (in secondary package of all 6 sides) and post-inspection (Includes photos of display removed from secondary packaging and photos of all 6 sides of the display) photos to: Big Lots Packaging at: (packaging@biglots.com)
- Test report shall be valid for a 1 year time period. Any changes in materials, package size, design structure shall require new testing and validation. If after a 1 year period, testing may be omitted if no changes in materials, package size, or design structure. Vendors shall provide a letter to Big Lots Packaging, outlining that no changes were made.

4. Acceptance Criteria

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

5. 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 (in secondary packaging, photos of all 6 sides)
 - Documented test procedures and results
 - To include images of test setup and procedures
 - Post inspection photos (Includes photos of display removed from secondary packaging and photos of all 6 sides of display)
 - Any noted damage during any of the test series procedures
 - test method / standard
- If item or display is damaged during test sequences please proceed in finishing the test in its entirety.

6. Sample size requirements

For all tests, a minimum sample size of one side kick display or pallet displays will be required.

Perform each series of tests on each individual side kick display 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.

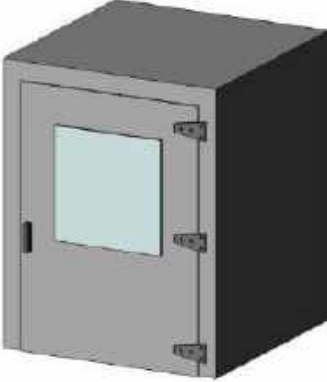
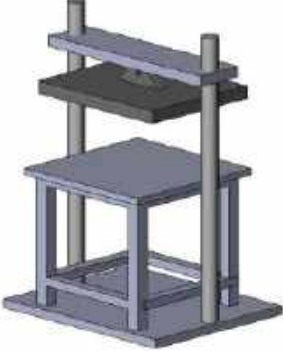
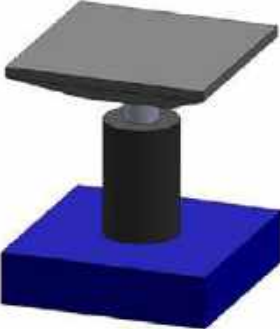

This may include over boxing the display with protective foam.

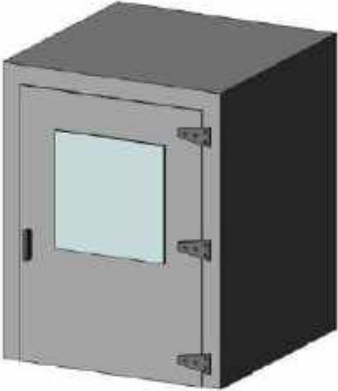
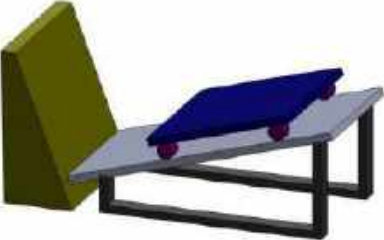


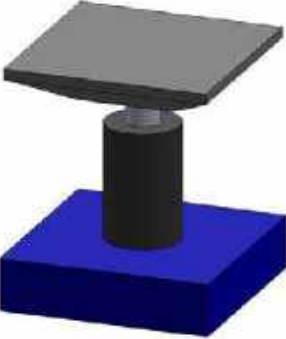

7. Pre-inspection

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.

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, random vibration, and 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	
 <p>100 F (38 C) Preconditioning for 6 hours Conditioning for 24 hours</p>	
Atmospheric Conditioning	Compression
	
Random Vibration	Shock Testing

Pallet Displays – ISTA 3E Summary		
		
Atmospheric Conditioning 100°F (38°C)	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

AFTER A PASSED TRANSIT TEST IS RECEIVED DO NOT MODIFY PACKAGING WITHOUT WRITTEN CONSENT FROM BIG LOTS PACKAGING TEAM.

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
3) discounted product 4) Store labor cost to relocate 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 damaged.

- 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>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>

	
<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 - Deanna Taylor**