



## IMPORT CORRUGATE PDQ STANDARDS

**Effective Immediately**

**Vendors are required to conform to the process outlined in this guide, or risk 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 can be found on Page 8. Otherwise reference Big Lots Brand Guides and Art Packs.**

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# BIG LOTS CORRUGATE PDQ STANDARDS

## **INTRODUCTION:**

This document provides our vendors with the information and resources needed to create all shelf PDQ's. **Our colors shown on pages 15 - 25 are for example only. See Big Lots Art Packs and Brand Guides for specific PDQ colors. Color Exceptions appear on page 8 of this document.**

It includes:

1. A list of required fonts, sizes and sample color layouts.  
These sample layouts are not camera ready; customize the layout for each shelf PDQ, using the logo and retail price provided by the buyer.

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

**NOTE:** The maximum weight for PDQs is 20 lbs however, bakeware and paper items should not exceed 15 lbs.

2. Photo examples of what to do and what NOT to do in building the shelf PDQs.
3. **REQUIRED Carton Marking Icons** (see page 4 & 5) 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.
  - 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.
4. Follow the outlined approval processes found on page 7.

**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 5).



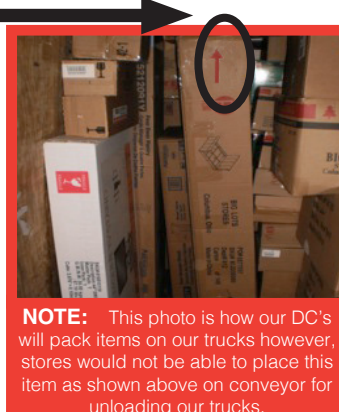
**THIS SIDE UP INDICATOR**

**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.**



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

**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.

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

# REQUIRED CARTON MARKING ICONS CONT'D



## HEAVY

ICON: Team Lifting

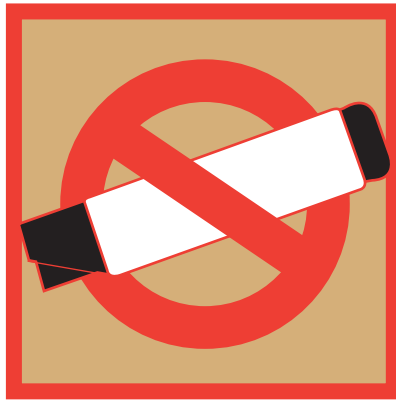
### ICON: Team Lifting

**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.



### ICON: No Blades

**USE:** Do not use sharp object when opening box.

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

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

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

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

## Carton Marking 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 Marking Icon Sizing Chart

| CARTON CUBE<br>FROM IPDS SHEETS | ICON SIZES<br>(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](mailto:vendorcompliance@biglots.com)



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## **SHELF PDQ STANDARDS**

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# 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, specify the height of the front panel of the PDQ and send shipping container with carton marking icons via e-mail to [packaging@unitedsourcing.com](mailto:packaging@unitedsourcing.com) for review and approval before proceeding to step 2.

**For each e-mail layout submitted, you must indicate purchase order number(s) and article number(s)**

It is the Vendors responsibility to communicate if merchandise doesn't fit the PDQ. 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 and 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 46.

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 30.

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: United Sourcing Packaging Team  
Unit J 10 F Hechaun Tower  
No 2016 Yishan Road  
Minghang District  
Shanghai, China 201 103

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

**If you have any questions you may email us at [packaging@unitedsourcing.com](mailto:packaging@unitedsourcing.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 CORRUGATE DISPLAY STANDARDS

## 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**
- 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, 275# Burst Strength**

## COLOR EXCEPTIONS:

Color Exceptions for PDQ & Display colors are listed 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  
Winter Wonder Lane

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

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



**ARTCODE:  
PDQBEIGE**

- For Holiday items not BL Captive Branded



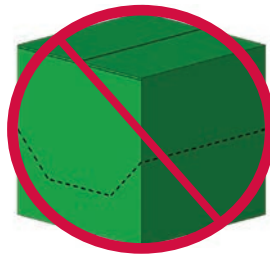
**ARTCODE:  
PDQ7636**



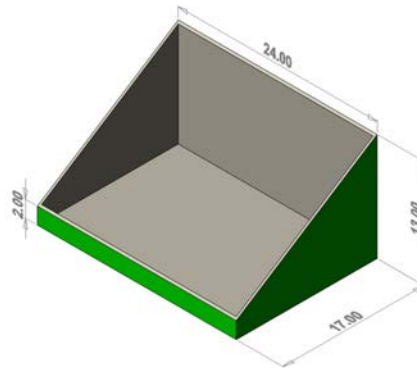
# BIG LOTS SHELF PDQ STANDARDS cont'd

## 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

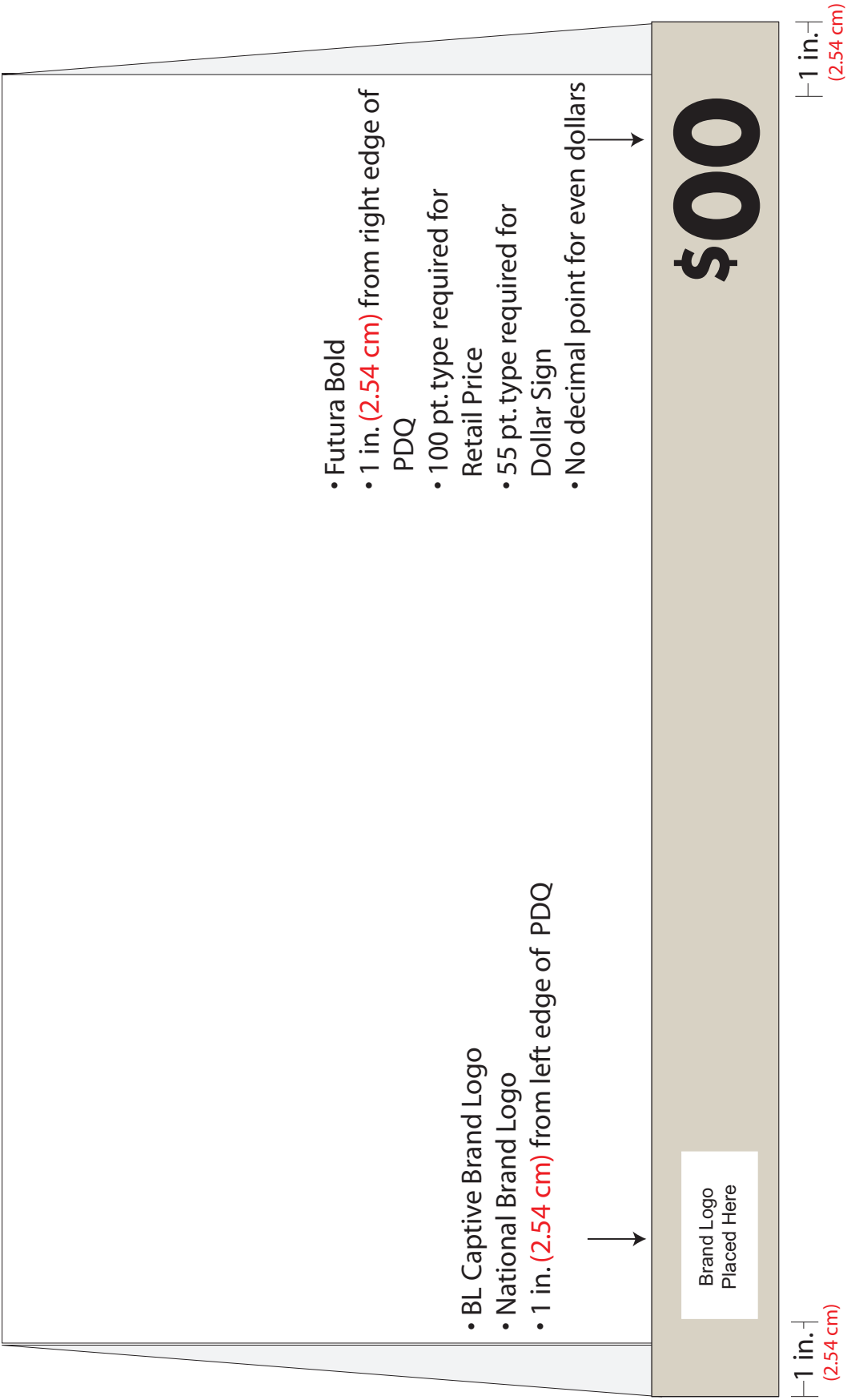
.99¢ wrong

- 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.<sup>50</sup> 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.



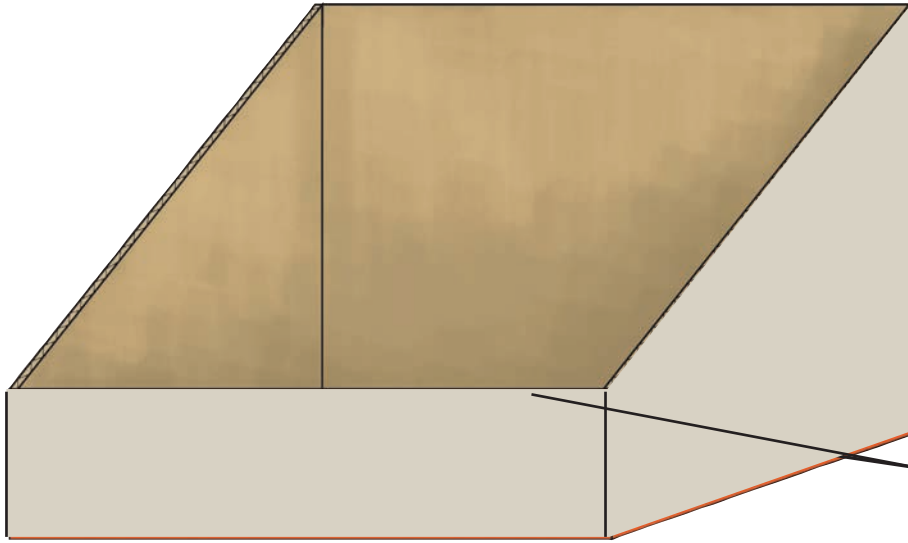
**NOTE:** Above photo was a mock-up only and therefore copy and price had not yet been added.

## 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.

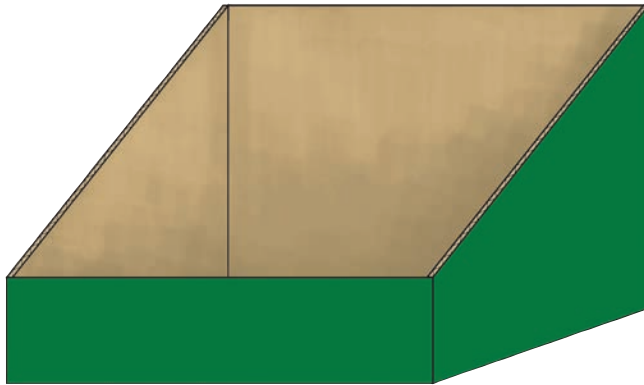
Reference page 30 for Minimum packaging standards

### 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**

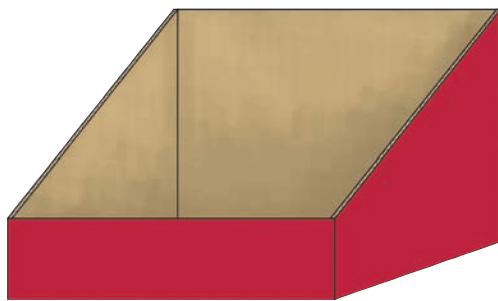
Package Type Code: PDQ-12RFP



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



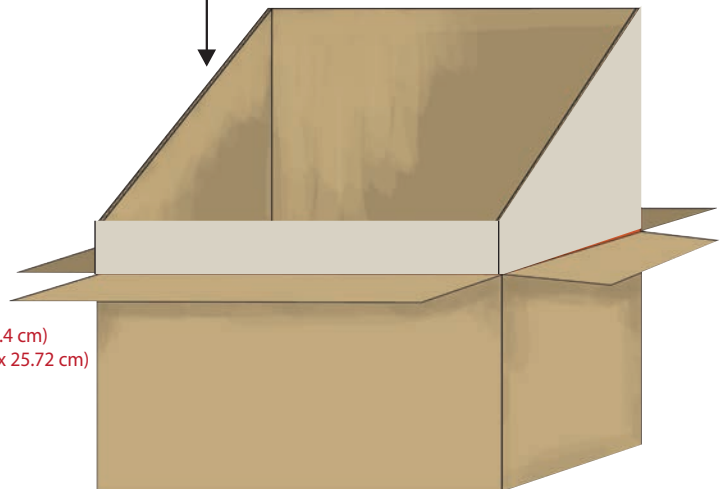
Inner Dimension (ID) of PDQ Tray is 8-9/16" x 5-3/16" x 10" (21.75 cm x 13.18 cm x 25.4 cm)  
Outer Dimension (OD) of PDQ Tray is 9-7/16" x 5-7/16" x 10-1/8" (23.97 cm x 13.81 cm x 25.72 cm)

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

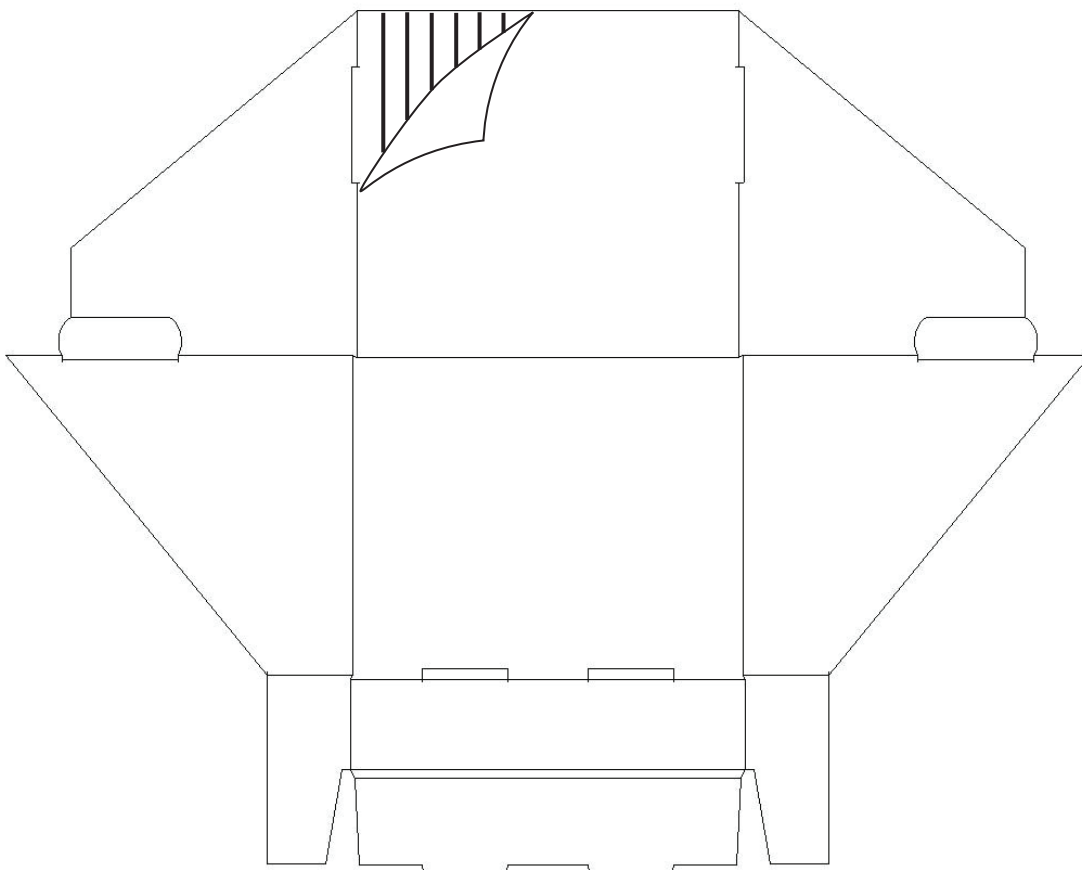
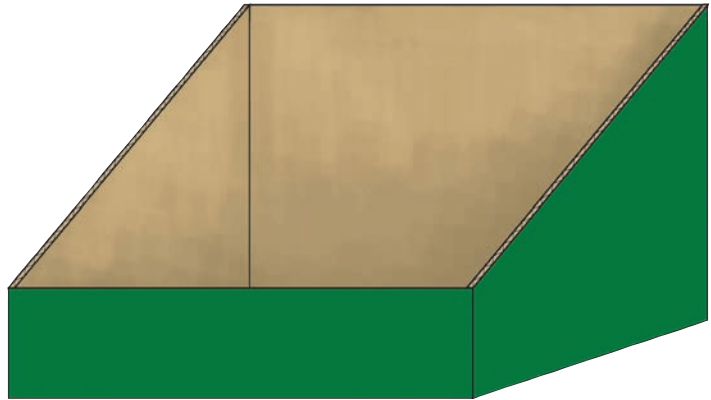
Cover is considered the master shipping carton

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

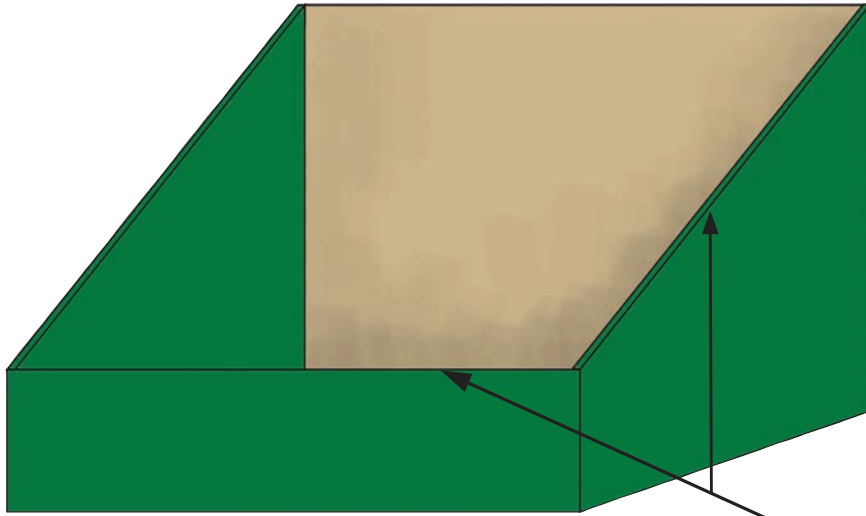


## Roll Over Shelf PDQ Tray w/ Reinforced Front and Side Panels

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



### 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 30 for Minimum packaging standards

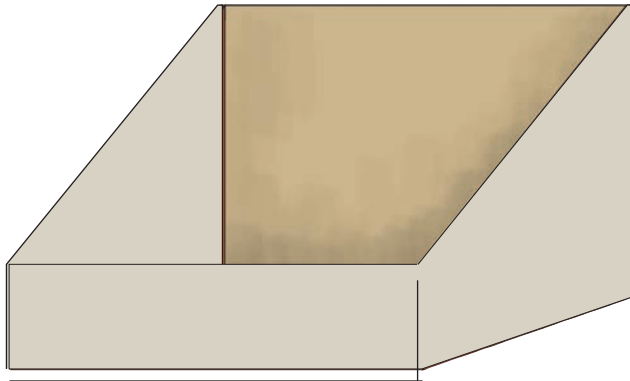
### ROLLOVER FRONT AND SIDE PANELS

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



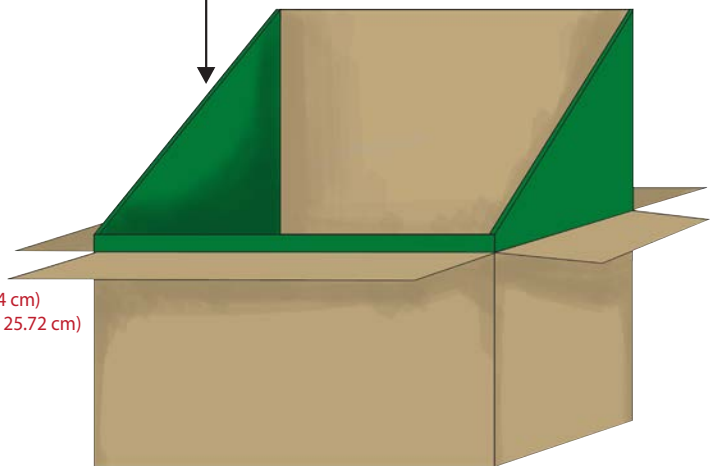
Inner Dimension (ID) of PDQ Tray is 10-11/16" x 8-15/16" x 10" (27.78 cm x 22.7 cm x 25.4 cm)  
Outer Dimension (OD) of PDQ Tray is 11-7/16" x 9-7/16" x 10-1/8" (29.05 cm x 23.97 cm x 25.72 cm)

Package Type Code:

PDQ - 24RFSP+C (with HSC cover)

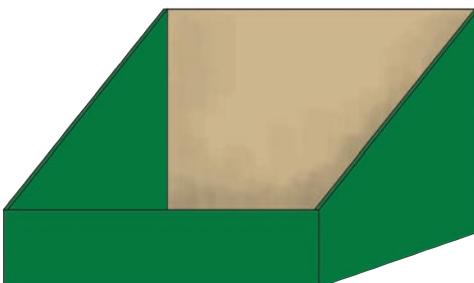
PDQ - 12RFSP+C (with HSC cover)

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

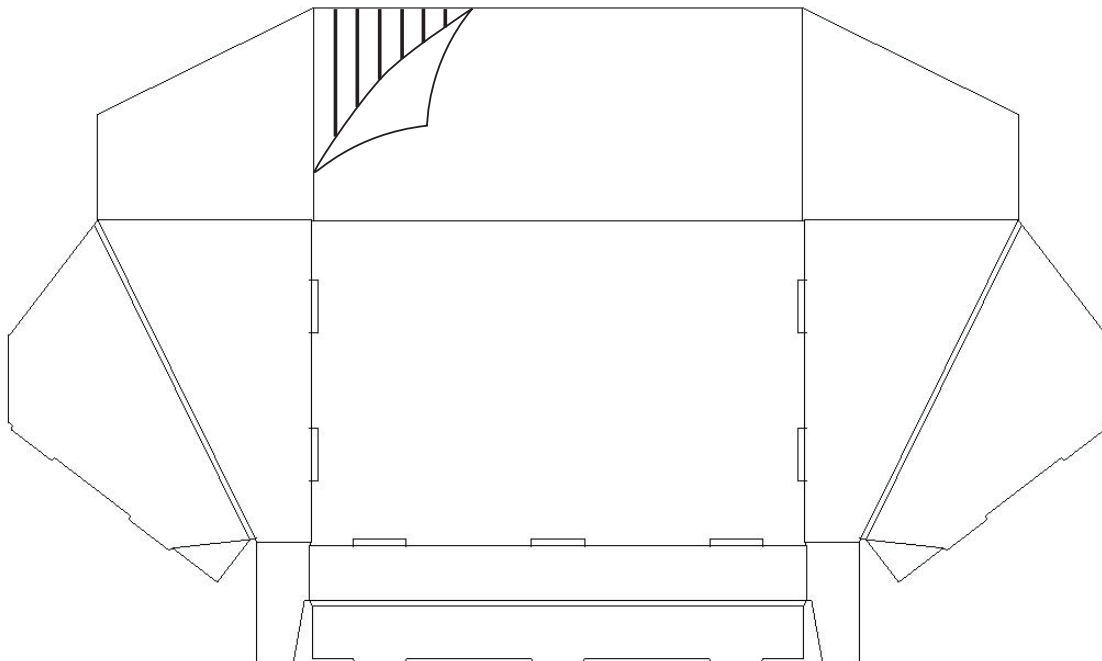
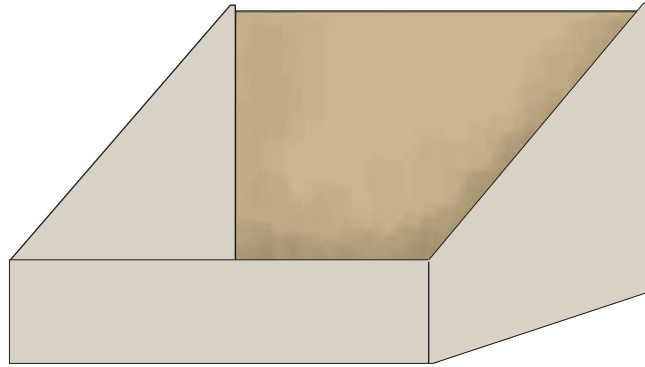
Covers are required to be used to optimize case packing and minimize damage to the PDQ product

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**

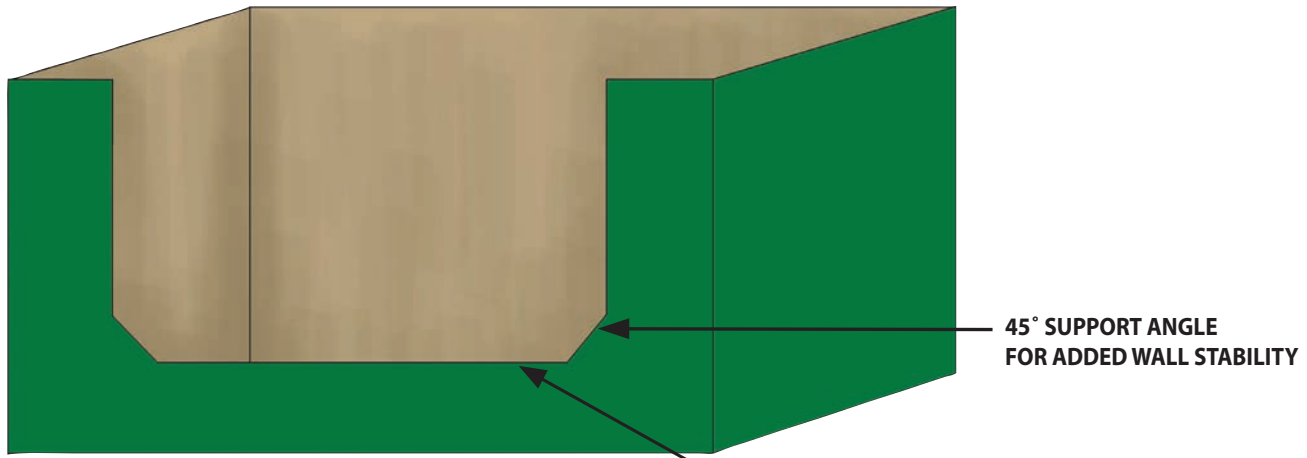
Peel back shows direction of flute

## 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**

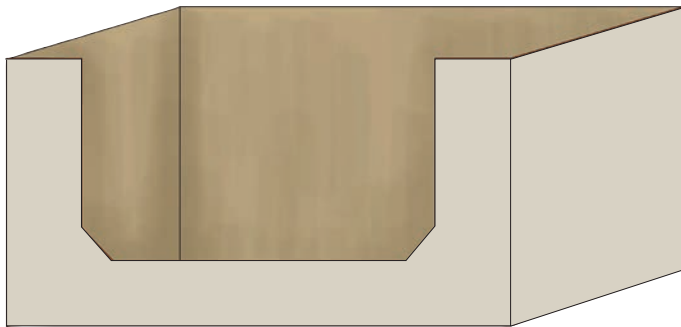


Inner Dimension (ID) of PDQ Tray is 22-15/16" x 14-15/16" x 10" (58.26 cm x 37.94 cm x 25.4 cm)  
Outer Dimension (OD) of PDQ Tray is 23-7/16" x 15-7/16" x 10-1/8" (59.53 cm x 39.21 cm x 25.72 cm)

**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**

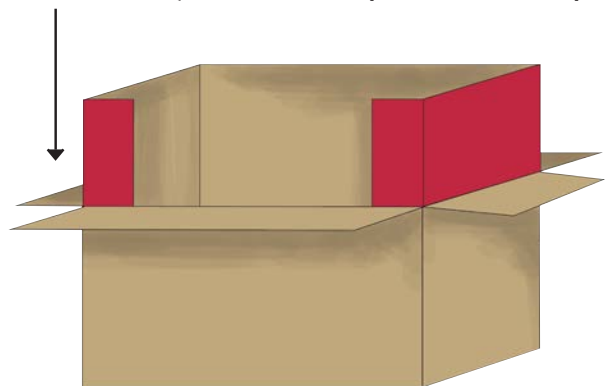


Inner Dimension (ID) of PDQ Tray is 10-15/16" x 8-15/16" x 10" (27.78 cm x 22.7 cm x 25.4 cm)  
Outer Dimension (OD) of PDQ Tray is 11-7/16" x 9-7/16" x 10-1/8" (29.05 cm x 23.97 cm x 25.72 cm)

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

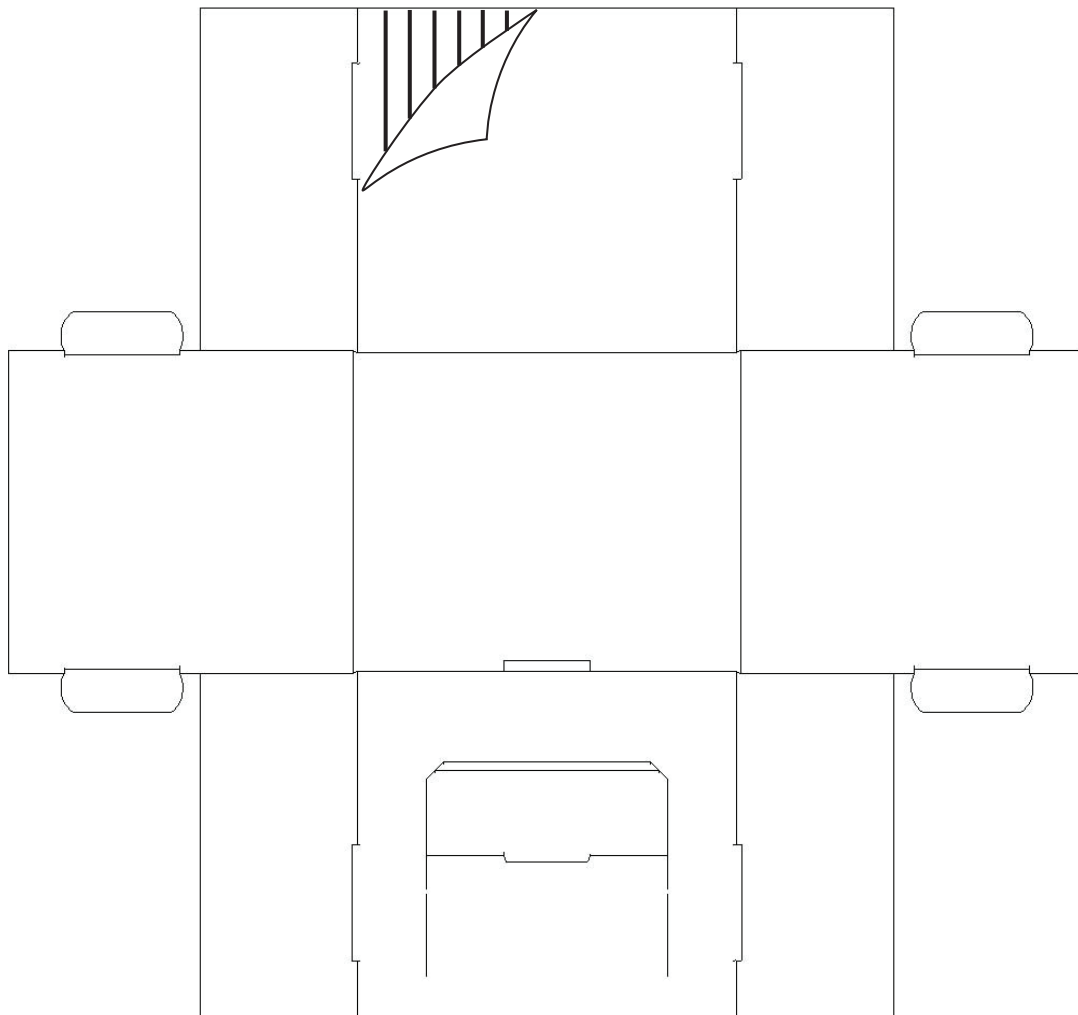
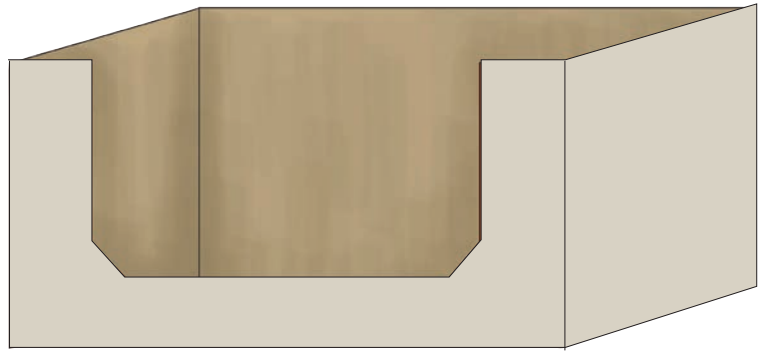
### ATTENTION:

**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 30 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

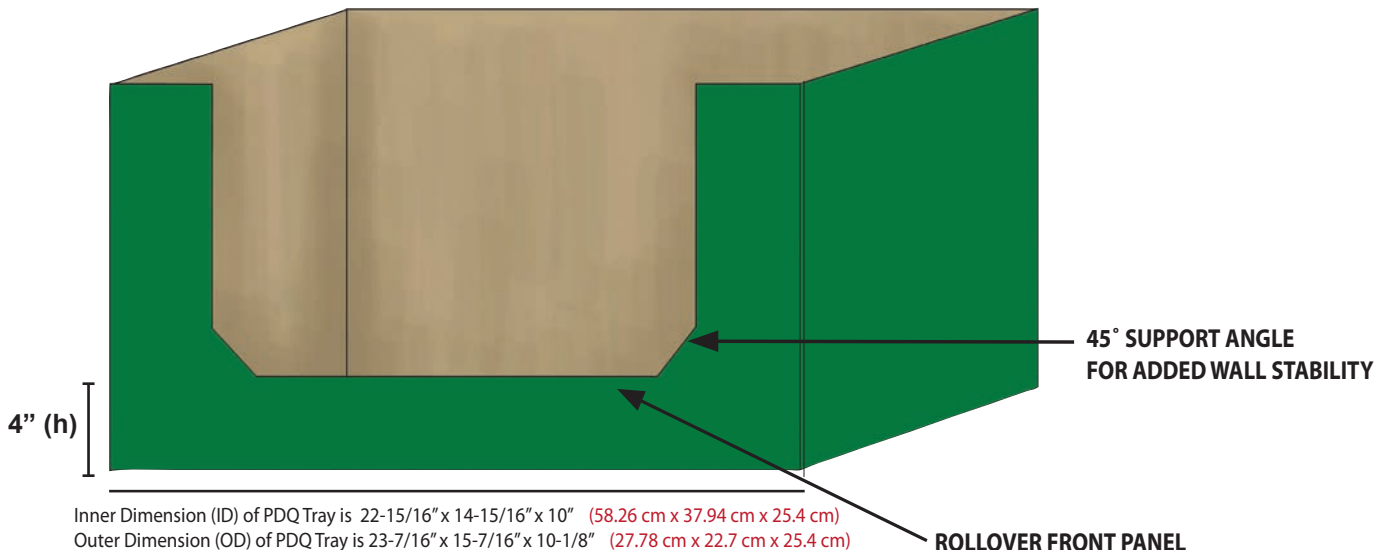
Peel back shows direction of flute

# 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.

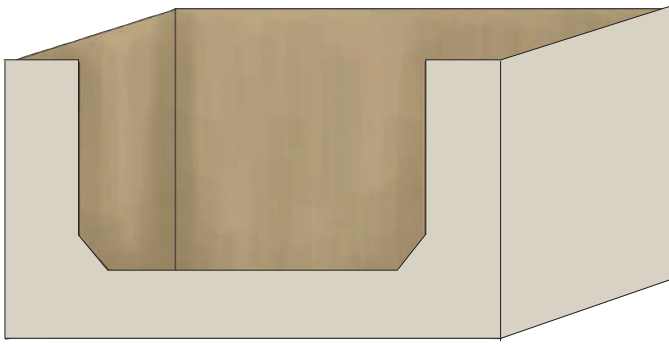
24 in. (60.96 cm) PDQ

Package Type Code: PDQ-APR

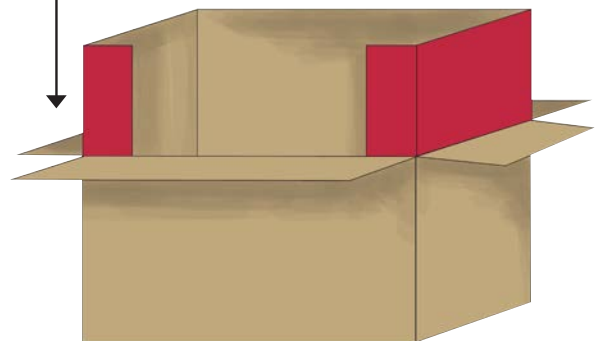


12 in. (30.48 cm) PDQ

Package Type Code: PDQ-APR



Package Type Code:  
PDQ-APR+C (with HSC cover)



## 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 30 for Minimum packaging standards

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

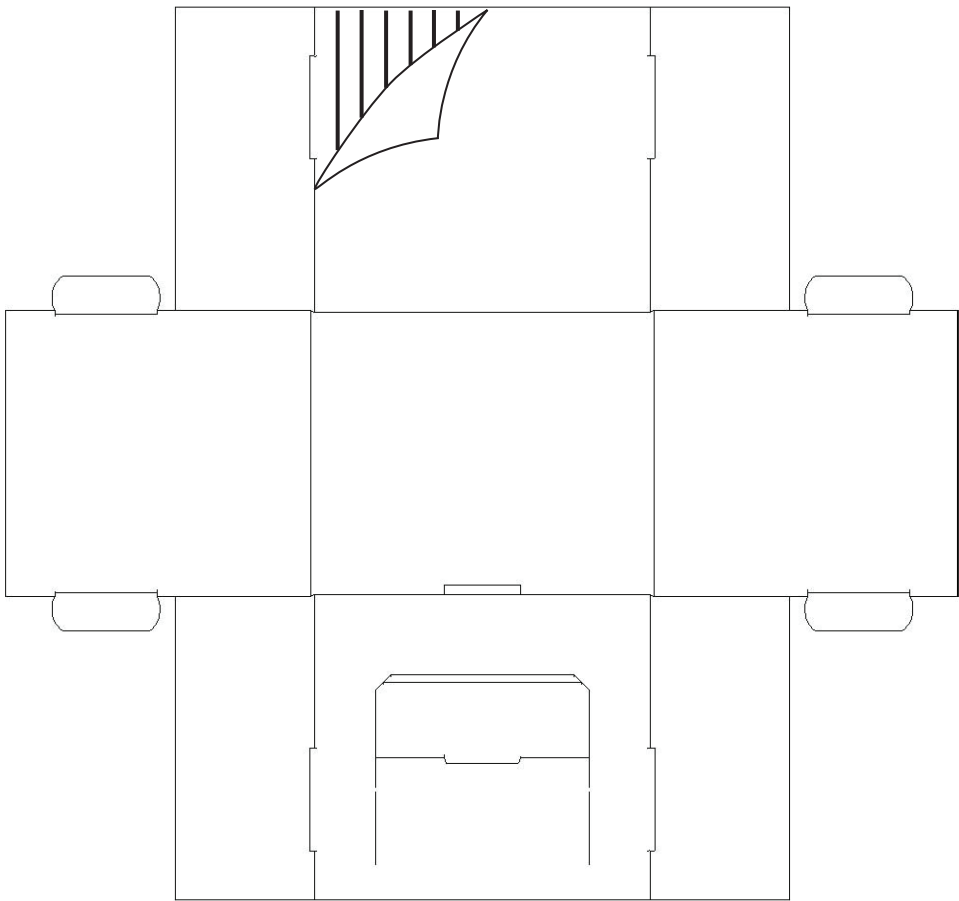
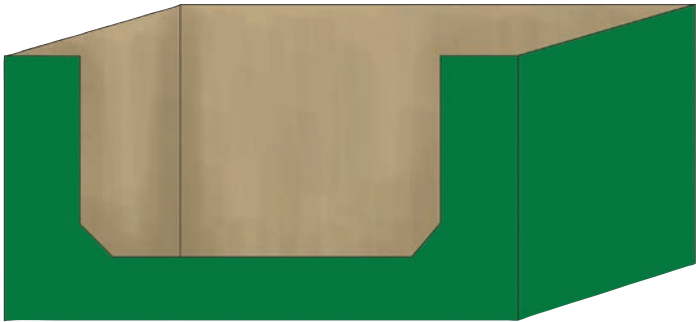
Cover is considered the master shipping carton

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.

**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.



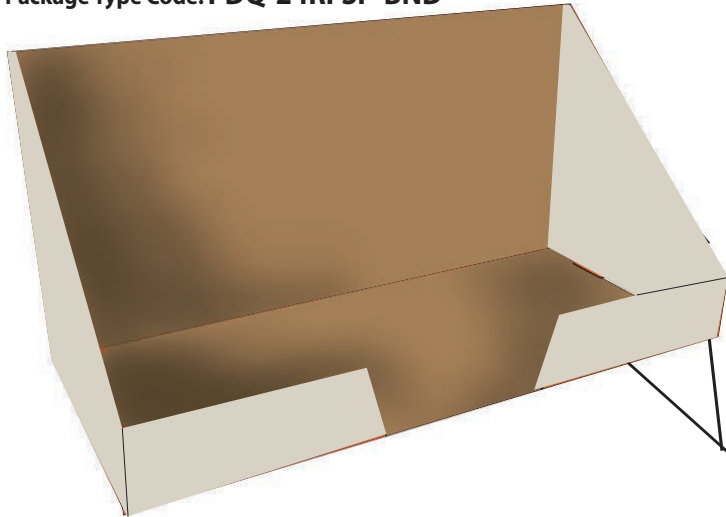
PDQ Die Line

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**



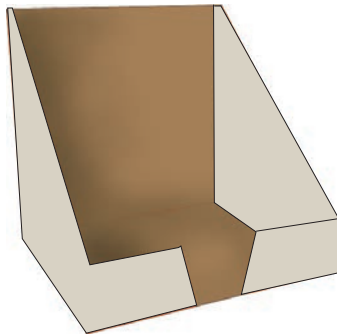
Inner Dimension (ID) of PDQ Tray is 22-11/16" x 14-15/16" x 10" (58.26 cm x 37.94 cm x 25.4 cm)  
Outer Dimension (OD) of PDQ Tray is 23-7/16" x 15-7/16" x 10-1/8" (59.53 cm x 39.21 cm x 25.72 cm)

## ROLLOVER FRONT AND SIDE PANELS

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

**12 in. (30.48 cm) PDQ**

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

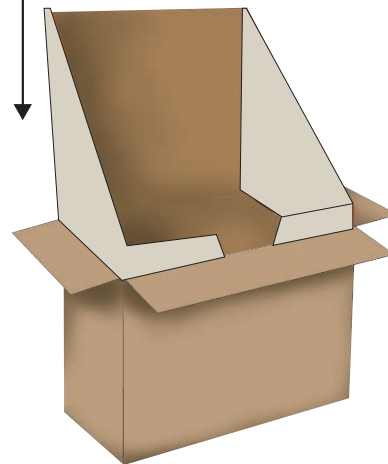
**Do not use "E" or "F" Flute Corrugated Material for Display Trays. These materials are better suited for primary packaging, not display trays.**

**Reference page 30 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

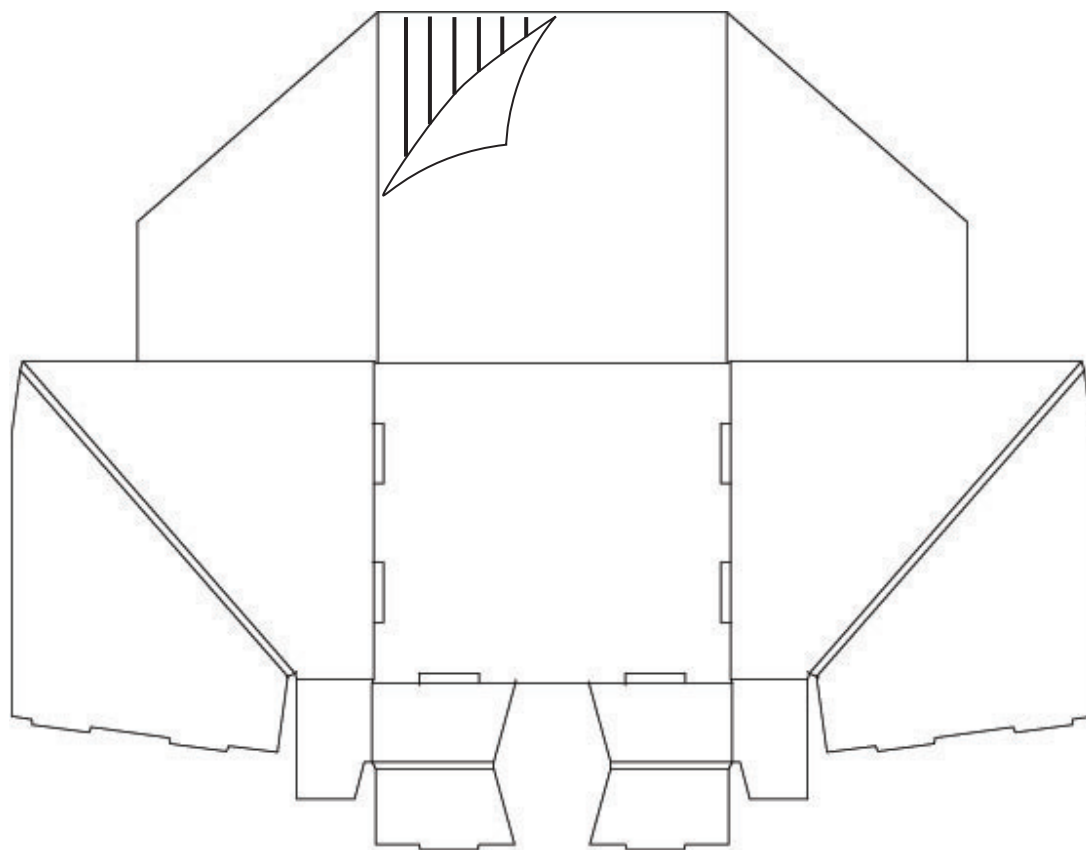
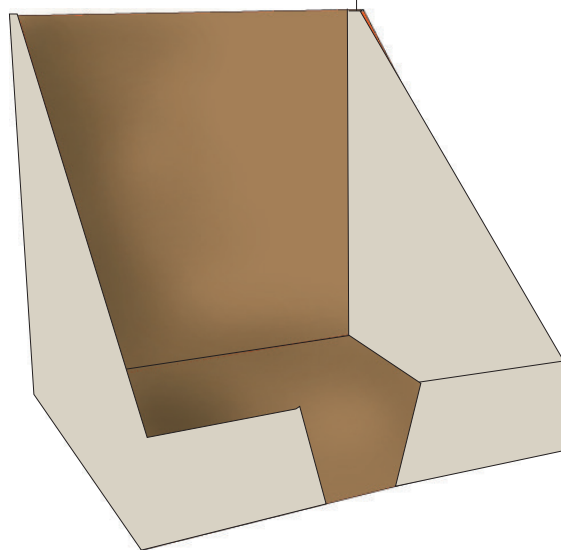
Cover is considered the master shipping carton

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



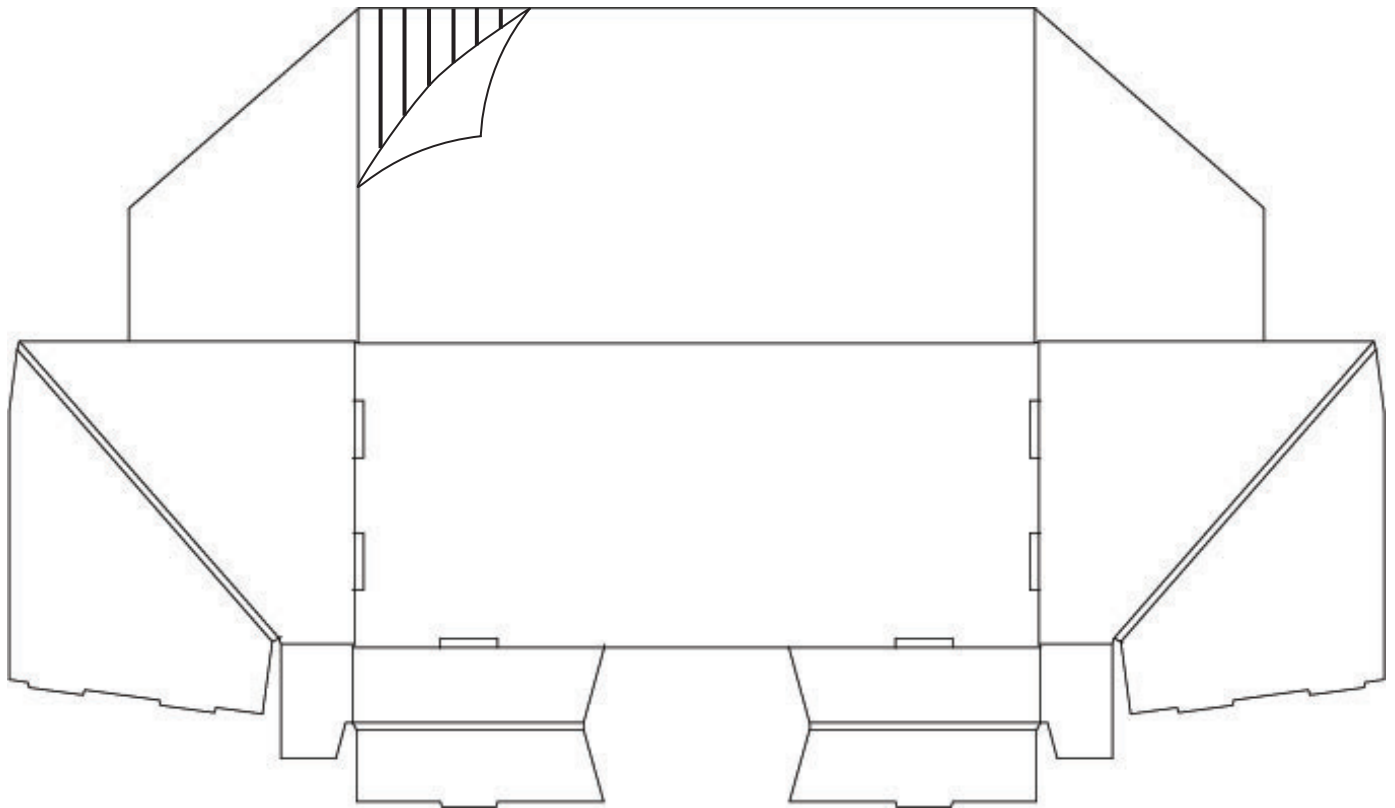
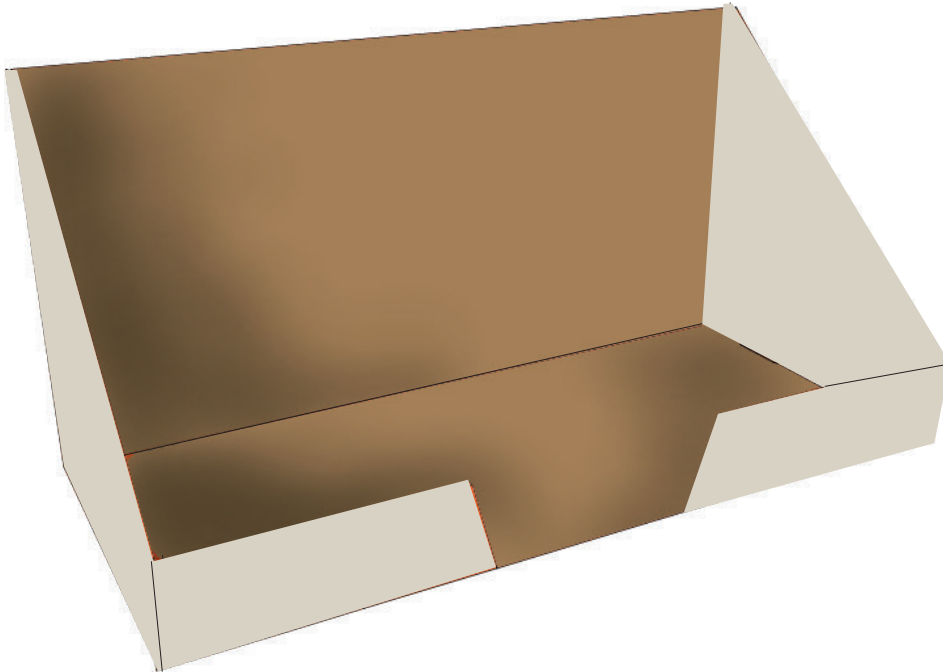
PDQ Die Line

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

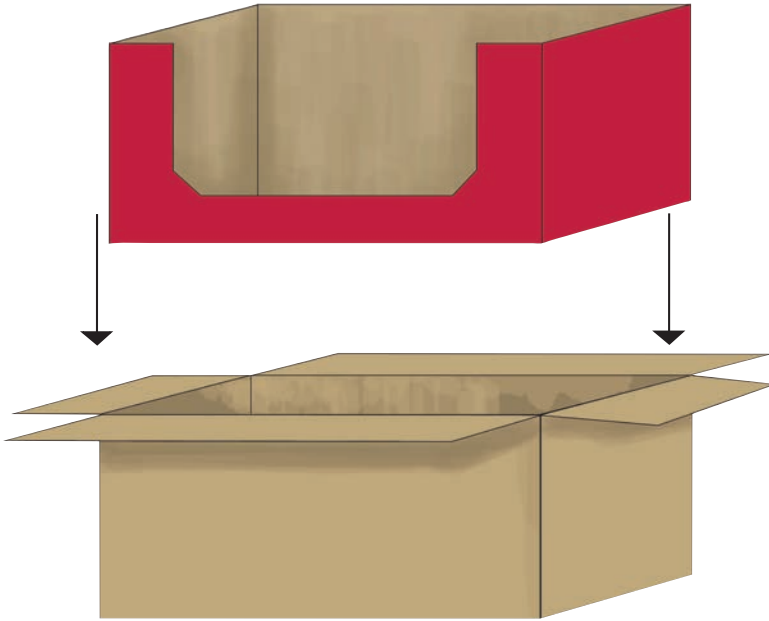


PDQ Die Line

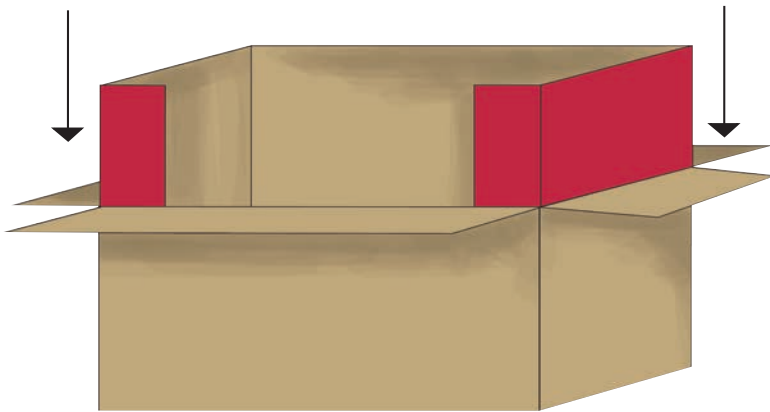
Peel back shows direction of flute



## 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.



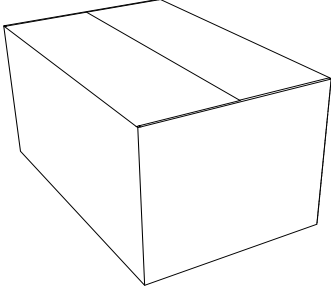

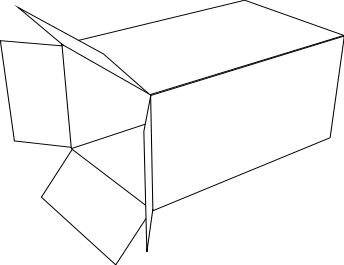
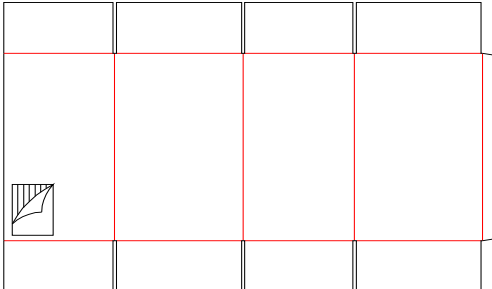
**Peel back shows direction of box flute. Flute gives the box strength. Arrow should be printed on box to communicate in the supply chain how box should be oriented.**

**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

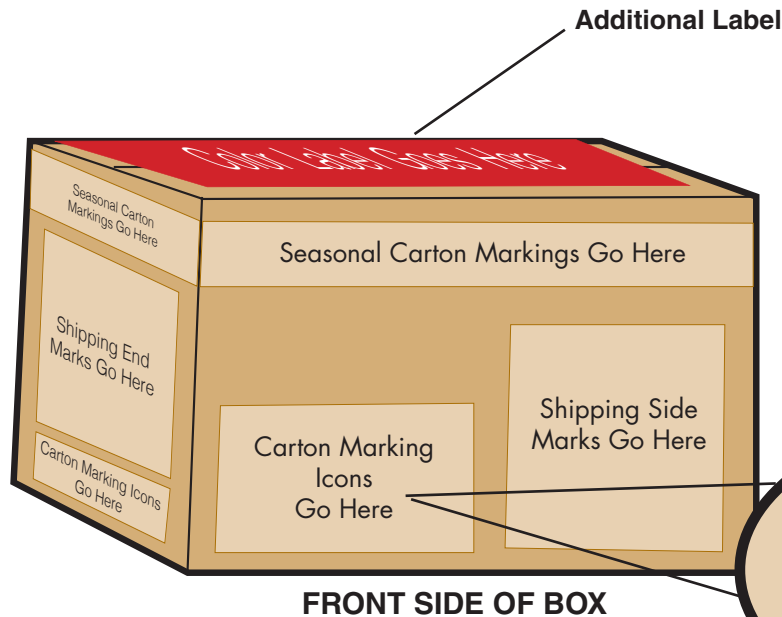
**Folding a Top HSC Cover as seen below saves corrugate and money.**

Standard PDQ Size: 24 x 15 x 13"

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

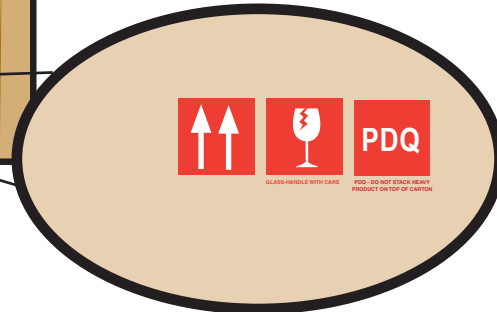
Peel back shows direction of flute

## 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 5) 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](mailto:vendorcompliancemanager@biglots.com)

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

**INSTRUCTIONS FOR PDQ ARTWORK FOR VENDORS WORKING THROUGH  
UNITED SOURCING**

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

**Step 2** -

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

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

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

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

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

**Step 6** - A white pack out sample is required to be submitted for review and approval by United Sourcing Packaging Team. At this step in the process, Big Lots Agents reserve the right to request any design changes. Recommended design changes will be sent to the vendor via email. Be sure to allow time in this step for corrections as needed.

Additional information that needs to be included with the photo sample (see page 46 - 47) 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 Corel Draw or Adobe Illustrator raw files of each individual PDQ package structure to United Sourcing. Agent's design team reviews and approves retail price on PDQ's along with carton marking icons on PDQ shipping containers. For each layout submitted, you must indicate PO# and Article #.

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

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

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

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

**Step 9** - Vendor is required to send 2 final printed samples of each individual PDQ package structure to United Sourcing who then forwards the Big Lots 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.

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

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

**Step 2 -**

- Merchant (agent) communicates to Vendor what artwork is to be used on each PDQ.
- Merchant (agent) sends the Vendor the Big Lots Corrugated Display Standards 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 ART CODE column on the EPR indicates to the BL Package Design Team what artwork needs to appear on each PDQ.
  - **Please also fill in the Retail column**
  - NOTE - If your item uses a BL Captive Brand or a BL Seasonal Artpack, the item's package type (*Hangtag, Backer Card, Insert*) will need to be listed on a separate line from the PDQ in the EPR.

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

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

**Step 6** - A white pack out sample is required to be submitted for review and approval by BL Packaging Team. At this step in the process, Big Lots Agents reserve the right to request any design changes. Recommended design changes will be sent to the vendor via email. Be sure to allow time in this step for corrections as needed. Additional information that needs to be included with the photo sample (see page 46-47) 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 sample is approved, Vendor is required to send Corel Draw or Adobe Illustrator raw files of each individual PDQ package structure to Mantra. BL Packaging Team reviews and approves retail price on PDQ's along with carton marking icons on PDQ shipping containers. For each layout submitted, you must indicate PO# and Article #.

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

# 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**

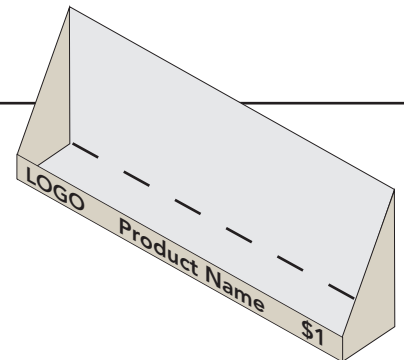
- Minimum liner combination:  
175 gsm (35#) liner x 112 gsm (23#) medium x 175 gsm (35#) liner

## 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 ARTWORK FOR VENDORS WORKING THROUGH **MANTTRA** Continued...

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

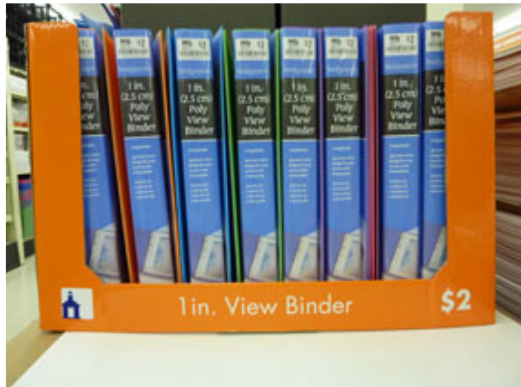
- Any necessary color changes are made at this stage. (**Note:** Vendor must allow time for changes as a revised print proof may be requested.)
- Once the print/press proof is approved, Vendor is advised by Manttra to proceed to mass printing.

**Step 9** - Vendor is required to send 2 final printed samples of each individual PDQ package structure to Manttra who then forwards one to 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.

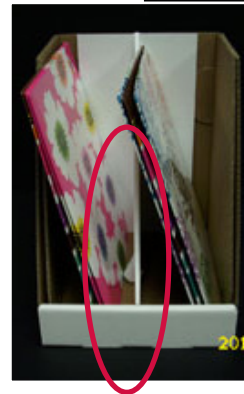
## RECOMMENDED



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.

## RECOMMENDED



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



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



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



PDQ doesn't adequately hold product.



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

**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.

**BIGLOTS! 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



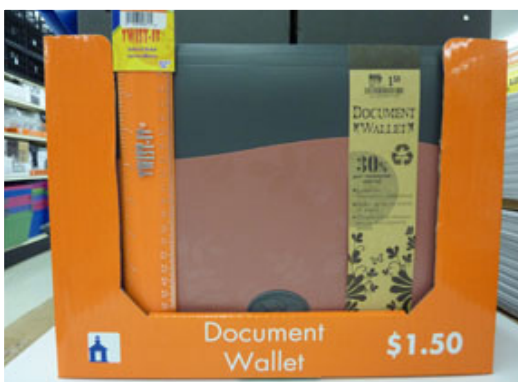
Lowering front wall allows product to be seen. Deeper tray allows use of full shelf and eliminates need of stacking merchandise.



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.



## CURRENT



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



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



## 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.



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

### RECOMMENDED



Two Facings



Reduced to one Facing, utilizes front to back of shelf



Four Facings



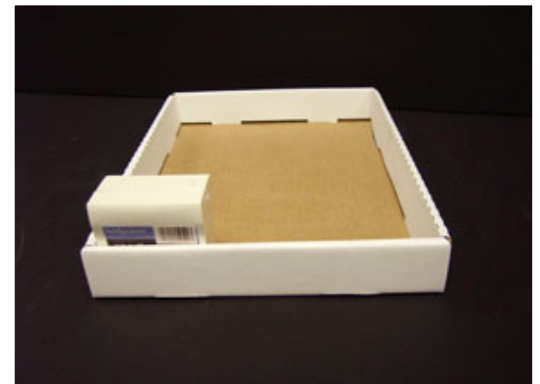


## CURRENT



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.

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

## 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.

**BIG LOTS! Shelf PDQ Standards /// PDQ Construction**

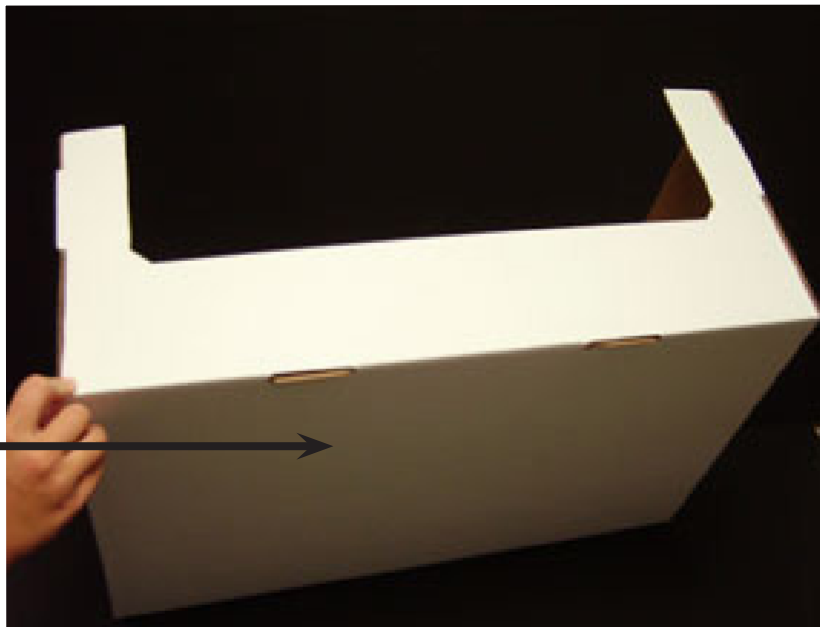
## PDQ Construction

**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!**



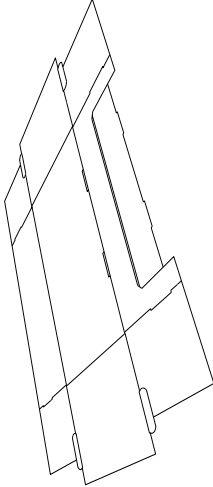
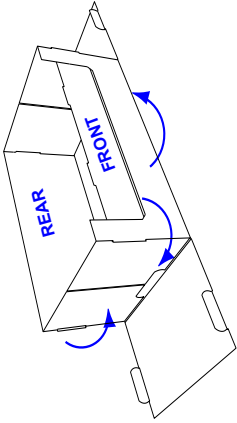
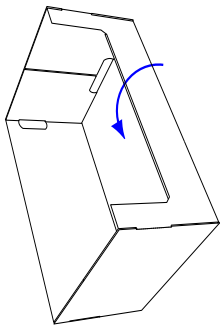
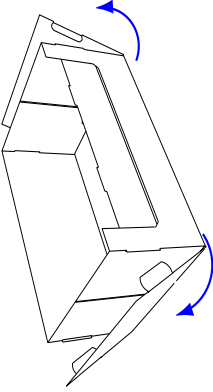
Notice that this PDQ construction is all one piece; No Gluing, No Taping and No Stapling is needed to construct this PDQ. A flattened PDQ using diecut tabs is shown on page 45 for your reference.

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

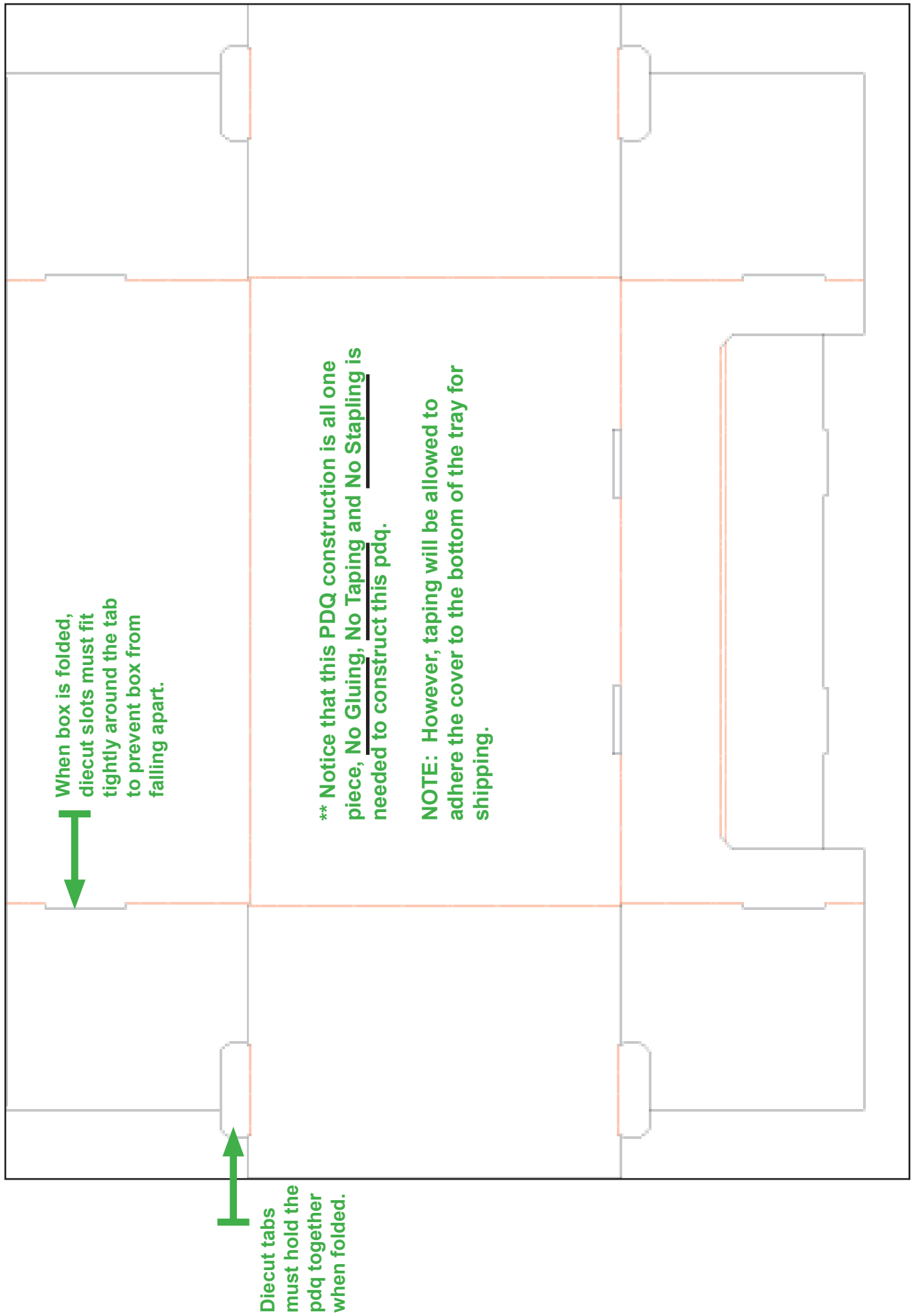
Note that the below PDQ assembly construction is one piece. This is how we require our PDQs to be constructed and folded. It is your responsibility to make sure your PDQ fits your merchandise.

**\*\*\*\* 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 46.

| BIG LOTS HIGHWALL PDQ FOLDING INSTRUCTIONS |   |   |   |
|--|---|---|---|
| 1  |  <p>Locate tray</p>                      | 2 |  <p>Fold the front and rear sections upward.<br/>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> |

## 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):

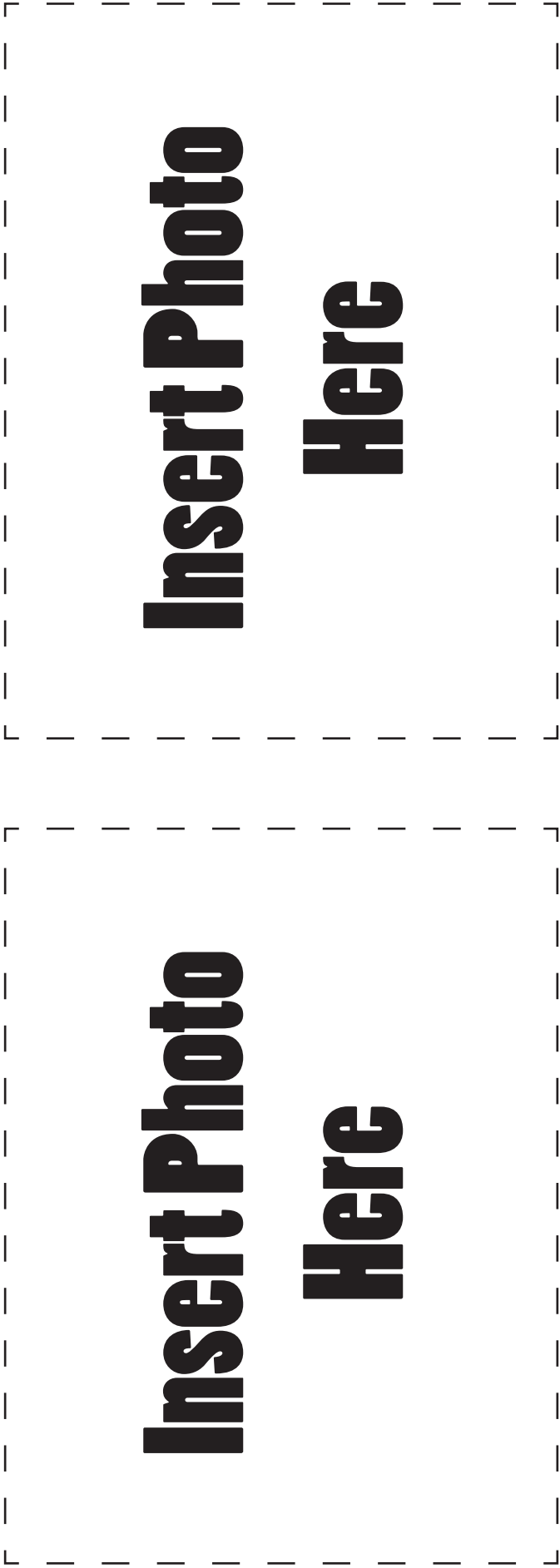
Outside Dimension (OD) of PDQ (in inches):

Height:

Width:

Depth:

Overall weight of PDQ:



SIDE AND FRONT SHOT OF PDQ SHOWN ABOVE



**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