

Transit Packaging Guidelines for Bulky Items and Furniture

General Packaging Requirements

These general packaging requirements are applicable to all types of furniture, upholstery, and mirror transit packaging. These requirements are being introduced to ensure safety to our colleagues and transport partners when handling the goods and reduce products being damaged whilst moving through URBN's end to end logistics network. We encourage all vendors to take steps to protect the product through improved packaging materials and designs, with the expectation that our vendors also comply with these standards detailed in this document.

The below list applies to ALL types of packaging:

- Vendors shall use sustainable, recycled or easily recyclable packaging materials that meet or exceed all performance and quality standards.
- Reused packaging materials are not acceptable.
- All products must pass any applicable transit tests.
- Banding is not preferred but may be used if necessary. Metal banding is not accepted.
- Packaging materials must protect the product and not result in an increase in damages.
- The packaging must be accessible at the front and longitudinal side by a lifting truck and ensure a high stability.
- Large furniture pieces and large mirrors that exceed **100 lbs MUST** be placed onto wood pallets that are sized to the footprint of the Master Carton, secured with plastic strapping, as shown below in photographs. Stone, travertine, and marble dining tabletops should be packed, and transit tested within a wooden crate. The table panels may not exceed the transport packaging.

Transit Testing

To reduce damages during transportation, distribution, handling, and storage, we strongly encourage certain products to be tested and pass a transit test protocol using standards outlined by the International Safe Transit Association (ISTA). Test protocols are based on the size and weight of the carton and the type of delivery method being used. Only an ISTA Certified Laboratory can perform these tests for the Company. The Packaging team will provide specific testing requirements. Textiles such as rugs, bedding, et cetera do NOT require transit testing.

Wooden Crate Specifications

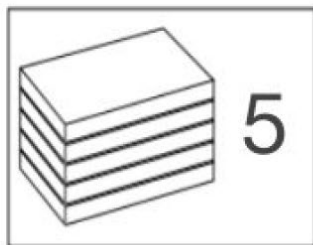
Wooden crates should be sized to fit the outside dimensions of the corrugated Master Carton on all stone, marble, or travertine dining tabletops exceeding 100 lbs or 60 inches in the longest dimension or the diameter for round tables. Use solid, IPPC-certified wood in the construction of any wood crate components. Wood should be IPPC certified and stamped accordingly. Wood joints and panels should be secured appropriately and suitable for transportation and handling. The crate should be sturdy enough to handle with a forklift.

Storage and Handling Labels

For all furniture pieces, an arrow indicating storage orientation alongside the words “This end up” will be required. This arrow will indicate the orientation in which the piece should be shipped and stored. This arrow can be pre-printed, labelled, or stencilled onto the master carton. This should be the only instance of an arrow on the outside of the packaging. In addition to orientation arrows, please indicate any other specific handling requirements, such as “Handle with Care”, “Fragile”, or “Do not Stack.” Please note that weight details will be required upon placing a shipment booking with carrier local origin office.

Storage Stack Height Labels

Another visual we are now requiring on the packaging is the maximum stack height of the product as products arriving to our DCs may be stacked during staging and storage. Without knowing the maximum stack height that the product can withstand, our associates could over stack product, causing damage to the unit at the bottom of the stack.



Product Specific Transit Packaging guidelines

Upholstery

Upholstery packaging is unique in that it is the only product department that is not required to fully “cartonize” the product, although this is still a preferred option. Please follow the guidelines below as a minimum requirement for upholstery packaging.

Exterior Packaging

- Carton Style: Double wall corrugated tray and/or corrugated RSC, DSC style container
- For items that are less than 30 lbs (13kg), the corrugated tray and/or shipping container needs to be a minimum of 200 lbs./in 2 (32 ECT)
- For items that exceed 30 lbs (13kg), the corrugated tray and/or shipping container needs to be a minimum of 275 lbs./ in 2 (44 ECT)
- Protective film: Product needs to be fully covered to protect product from tears, snags, dust/dirt, moisture, etc. We suggest using multi-layered (loose layers) film to provide proper film properties. (i.e. HDPE, PP, LDPE or LLDPE)
- Outer Film: Product should be fully encapsulated in Polyethylene film (≥3.5 mil) and the film should be properly shrunk (via shrink tunnel or other heat shrinking equipment) to tightly hold inner bag and corrugated tray to the product.

Tables

Dining Tables

Dining tables should be packaged according to the specifics of the product. The three most common styles are detailed below:

- Round Tables: Round tables must be suspended from the carton walls by use of triangle shaped cushions or cushions that contour to the shape of the table. Cushioning must be the same height as the tabletop so that there is no opportunity for the table to slip above or below the cushioning.
- Non-Marble Tables: Non-marble tables need to have corner and edge protection that is sufficient for the weight of the piece. In addition, the top and bottom surfaces of the table should be protected with approved protective materials.
- Marble Tables: Marble tops are fragile and require special packaging to ensure they arrive without damage. Marble tops should be packed like non-marble tops; however, because these types of tops cannot withstand deflection, the packaging needs to provide some rigidity. We suggest crating marble tops (especially large tops). Tables that have unassembled components must be packed so that these pieces are all secured within the master carton. Each piece should be wrapped in non-abrasive material to prevent damage.

Assembled Tables

- Table Frame Assembled: Assembled table frames should be fully covered using corrugated face wrapping. Corners need to be protected and corner protection must be properly secured so that it cannot become dislodged during transit.

Chairs

Although assembled chairs may be packed in quantities of one or more, a Master Carton quantity of two is typical. Spacer cartons should be used and sized to ensure the seats of the chairs do not damage each other and to prevent both chairs within the Master Carton from shifting during transit and handling. There should be cushioning around the legs to prevent further shifting and surface damage to the legs.

Chair packaging examples below:

Chair packaging



Large Mirrors

Large mirrors exceeding 100lbs in weight should be packaged in a crate or in rigid carton boxes and secured onto a pallet.

- Pallets should be sized appropriately and be at least the width and length of the outer carton.

- Cartons firmly secured on a pallet, not loose stacked. Can be secured with straps or film.
- It is essential that stacking markings are visible on the outer packaging, like below example:



- Ideally mirrors should not be stacked on top of each other and should be secured upright. They should be positioned vertically next to each other, secured with straps in a wooden crate to ensure they do not move during transportation.
- Mirror corners and sides should be appropriately cushioned inside the packaging to ensure the glass or frame is not damaged during transit.

Some transit packaging for large mirrors examples below:



Vehicle Loading: General Instructions and Reminders

Stock should be delivered grouped by PO. If there is significant separation of a PO, such that it results in an inefficient use of space in the DC and requires rework before storage, this will be recorded as non-compliant.

To maximise container/vehicle fill it is necessary to consolidate volume.

Containers

- Should be snake loaded by PO, style & size.
- If it contains rugs and is a mixed load with other types of products (Furniture etc.)
 - Maintain at least 3 inches between column stacks and container walls and at least 4 inches from the container doors.
 - Ensure that the overall height of the column stack allows 3 inches of clearance from the top of the stack to the roof of the container.
 - Secure all shipments using the load bars or straps or utilise the container floor space not height, ensuring load stability during transportation.