



## **CORRUGATE DISPLAY STANDARDS** **Effective Immediately**

**Vendors are required to conform to the process outlined in this guide.**

**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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# BIG LOTS DISPLAY STANDARDS: GUIDELINES FOR BUYERS

## **THERE ARE ONLY 2 TYPES OF DISPLAYS:**

### **1. BRANDED (EITHER BIG LOTS PRIVATE BRAND 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 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. NO EPR IS NEEDED FOR THESE ITEMS NOR DOES THIS ITEM NEED TO GO THROUGH THE DISPLAY APPROVAL PROCESS

# 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 using light colors the 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 light colors the 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. **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 75) 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** 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. Please note all carton markings are required to be reviewed and approved by vendor compliance. 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.

**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>

5. Follow the outlined approval processes found on pages 11, 29, 38 and 58.

***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.**



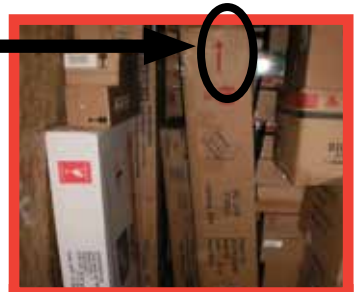
THIS SIDE UP INDICATOR

**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



**ICON: Team Lifting**

**USE:** If box weighs more than 70 lbs (31.75 kg), this carton marking icon must be used.

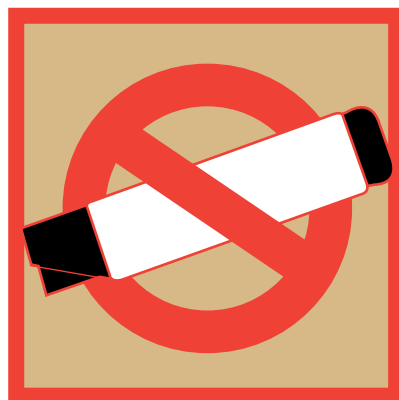
**EXAMPLES:** Furniture, Hardware and Lawn and Garden (Items listed are not inclusive)

**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.

# HEAVY

**ICON: Team Lifting**



**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 Icon Sizing Chart

### Carton Marking Icons

Please reference PLM for determining the appropriate size carton marking icon(s) to use based on carton cube. See chart above.

Please note all carton markings are required to be reviewed and approved by vendor compliance.

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](mailto: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 a light color 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 a light color 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 NVO Big Lots (BL) Private Brand items, match color of PDQ to brand (see brands listed below)

Fresh Finds  
Broyhill  
Real Living  
Sound Body

Climate Keeper  
Big Lots  
Winter Wonder Lane

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



**ARTCODE:  
PDQELECBLK**

**or**

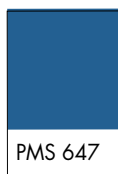
**ARTCODE:  
PDQMIRWALLBLK**

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



**ARTCODE:  
PDQCOOLGRAY10**

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



**ARTCODE:  
PDQBTSBlue**

- For Holiday items not BL Private Brand



**ARTCODE:  
PDQ7636**



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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 and specify the height of the front panel of the PDQ . **For each e-mail layout submitted, you must indicate article number(s).**

PDQ structure sample is also required. Vendor should provide a structure sample for quality review and shopability. You must send a photo or line art rendering of your PDQ filled with merchandise 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 Article#, PDQ Case Pack, Inside Dimension (ID) of PDQ (Height, Width, Depth), and Outside Dimension (OD) of PDQ (Height, Width, Depth).

It is the Vendor's responsibility to communicate to Buyer if merchandise doesn't fit the PDQ. The photo should show how the merchandise will be displayed based on the Buyer's case pack.

2. Once the electronic artwork layout and PDQ structure sample 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 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 and structure sample should be sent to:

Big Lots Corporate Office  
ATTN: PACKAGING DEPT  
4860 E. Dublin Granville Road  
Columbus, Ohio 43081

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](mailto: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.**

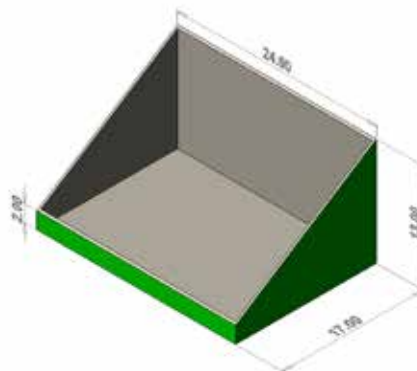
# BIG LOTS SHELF PDQ STANDARDS cont'd

## 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.
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.
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.

### **DISPLAY BOXES (PDQ TRAYS)**

- 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

### **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 Stackable PDQ

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

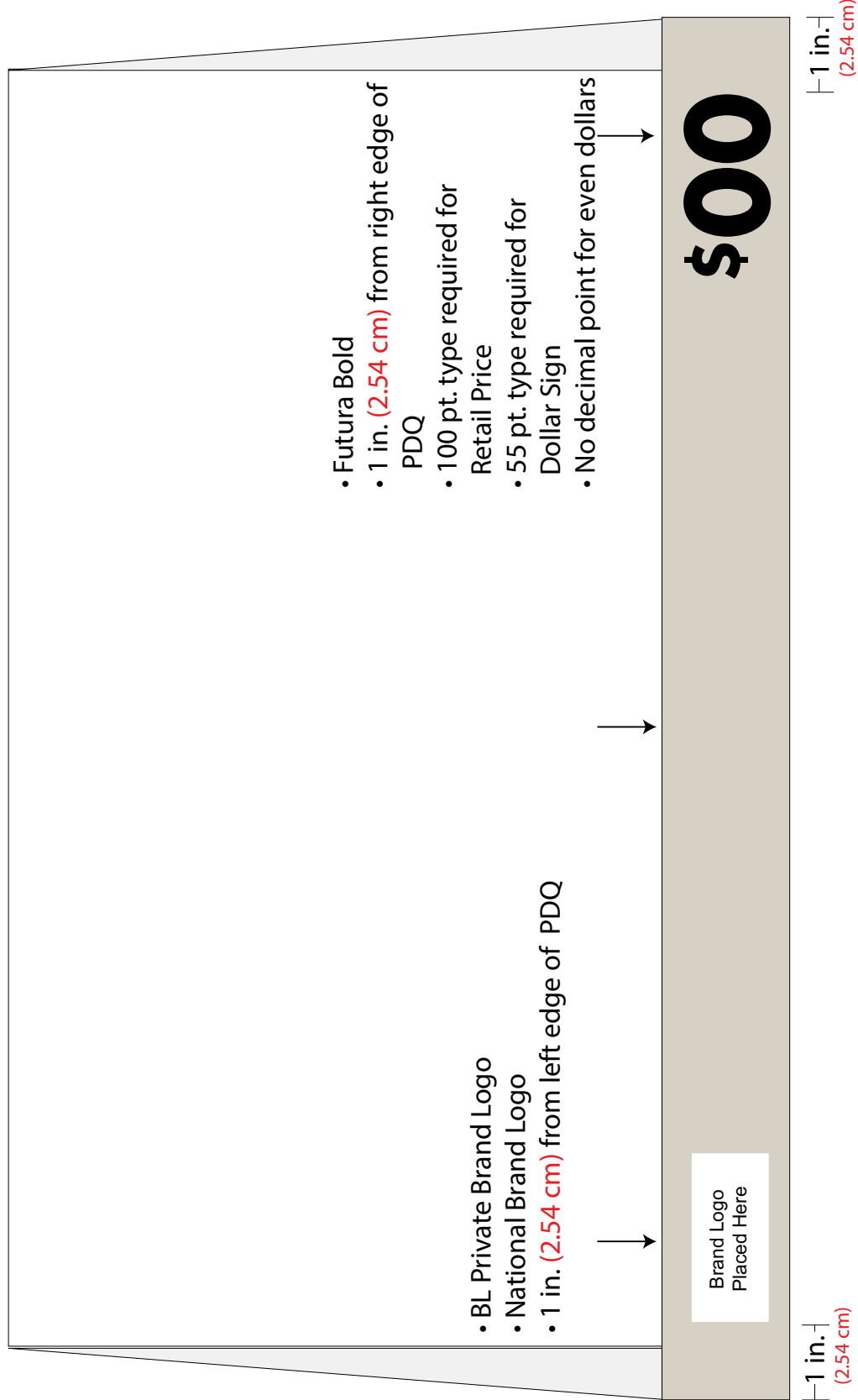
\$5 right

\$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

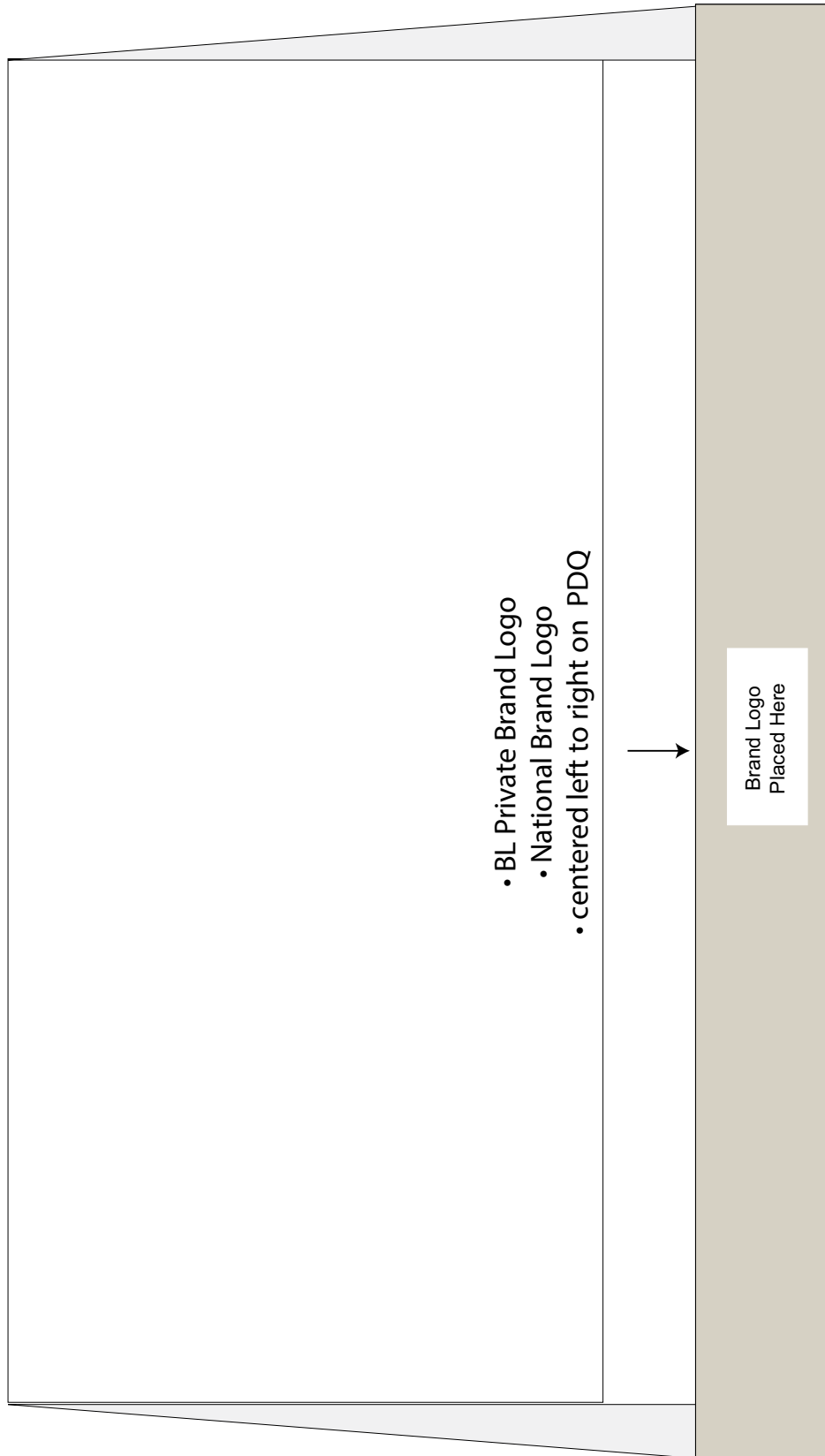
- Do NOT use the decimal point if the retail price is not a whole number. Cents in Futura Bold 55 pt. type (all white), aligned with the top of the retail price  
\$1<sup>50</sup> right  
\$1.50 wrong

# BIG LOTS SHELF PDQ STANDARDS

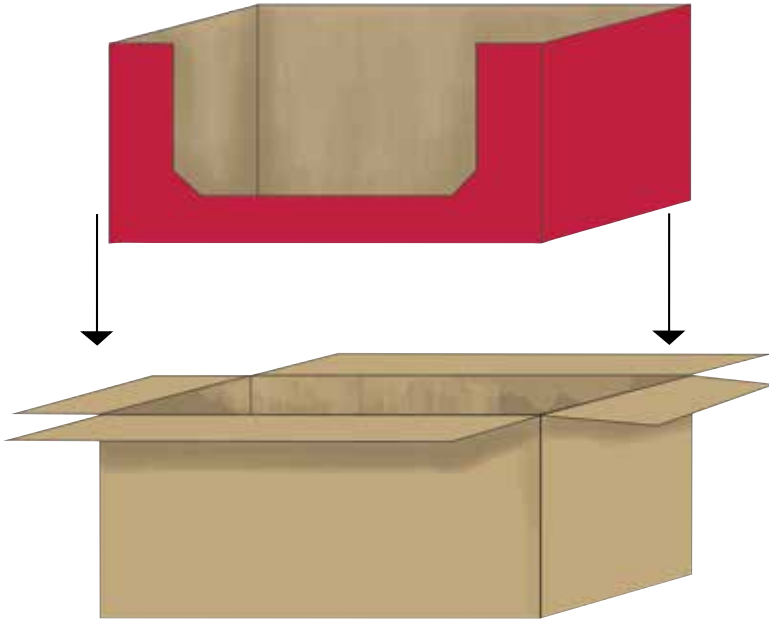




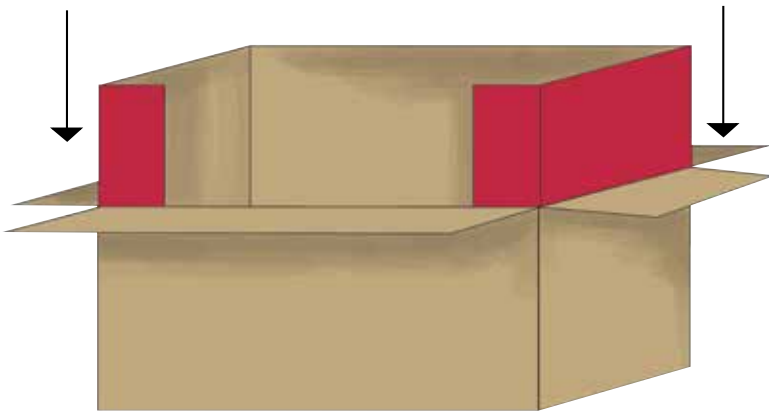
# BIG LOTS SHELF PDQ STANDARDS WITH NO RETAIL



## 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.



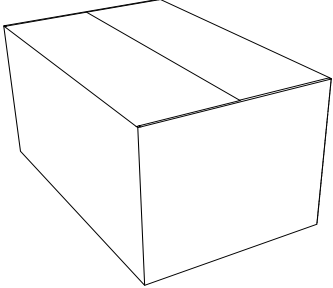

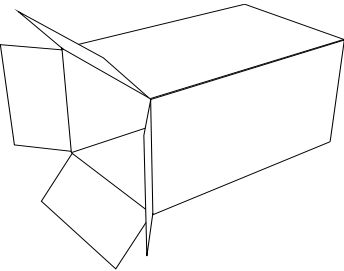
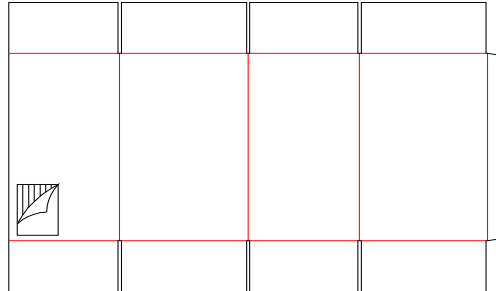
Peel back shows direction of box flute. Flute gives the box strength. Arrow should be printed on box to communicate in the supply chain how box should be oriented.

**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"

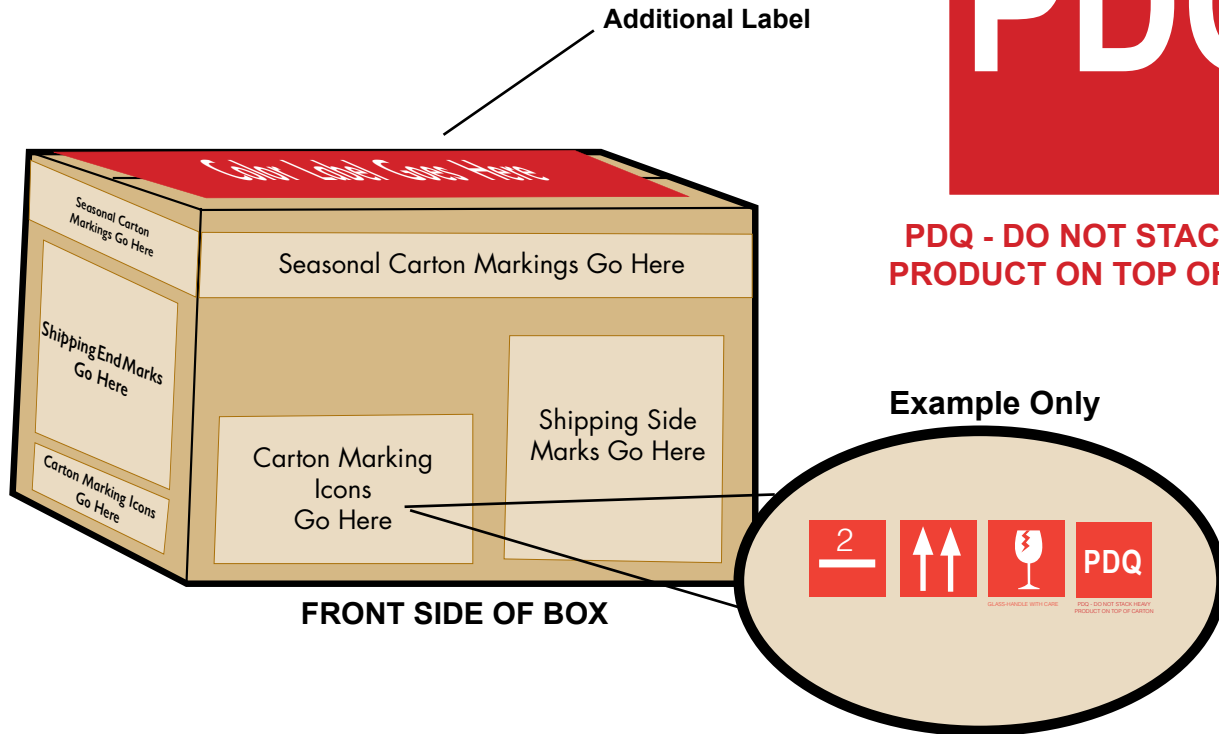
<i>Description</i>	<i>3D Rendering</i>	<i>Flat Layout</i>	<i>Blank Size (sq in)</i>	<i>% More Material</i>
Top HSC Cover			1665	-
End Load RSC			2182	31 %

Peel back shows direction of flute

# PDQ's Master Carton Marking Icons



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



**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 [vendorcompliance@biglots.com](mailto:vendorcompliance@biglots.com)

## **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 buy, 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 in PLM

### **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 Packaging via the EPR system
- 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 Private 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 Article#, case pack and weight of display.

**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.

## 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.

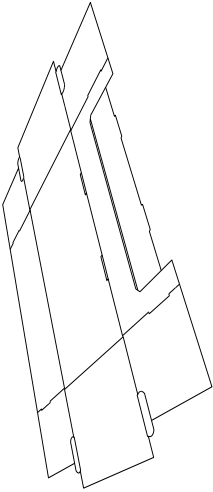
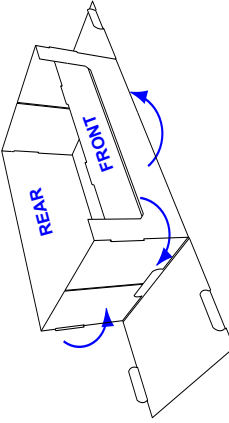
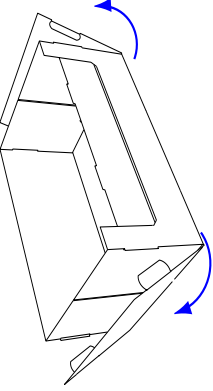
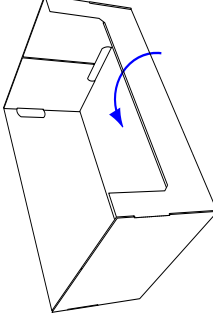


Note that the below PDQ assembly construction is one piece. This is how we require our PDQs to be constructed and folded. It is your responsibility to make sure your PDQ fits your merchandise.

**\*\*\* 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 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

<b>1</b>  <p style="text-align: center;">Locate tray</p>	<b>2</b>  <p style="text-align: center;">Fold the front and rear sections upward. Fold the 4 adjoining flaps in 90 degrees.</p>	<b>3</b>  <p style="text-align: center;">Fold the side sections upward. Insert the lock tabs on the side panels into slots on the front and rear section.</p>
<b>4</b>  <p style="text-align: center;">Fold and lock the front panel.</p>		

All Side Kick displays, now require ISTA 2A transit testing.  
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.

## Example of Flattened PDQ with Diecut Tabs

When box is folded, diecut slots must fit tightly around the tab to prevent box from falling apart.

\*\* Notice that this PDQ construction is all one piece, No Gluing, No Taping and No Stapling is needed to construct this pdq.

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

Diecut tabs must hold the pdq together when folded.

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:

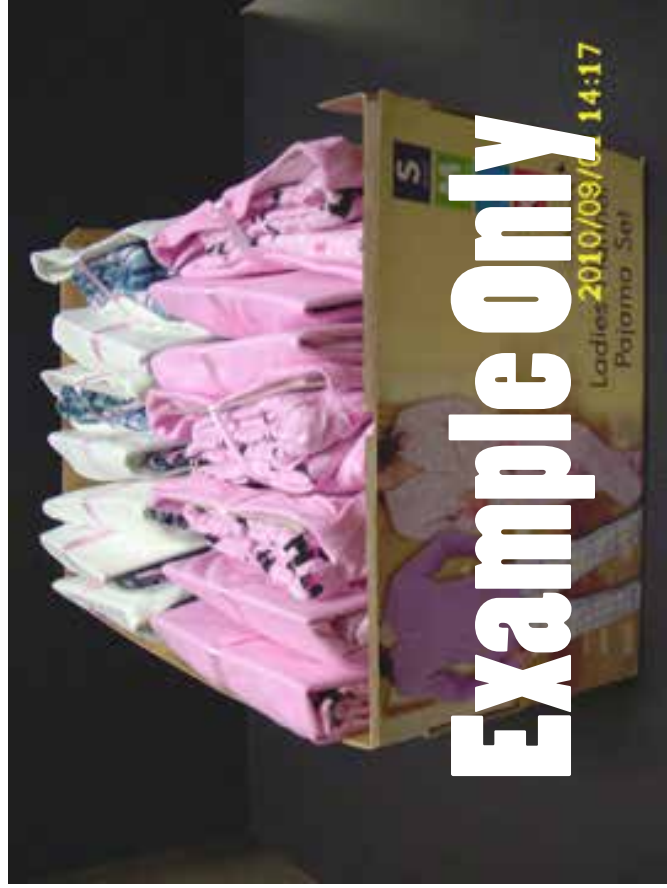
Width:

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:

Article#: \_\_\_\_\_ Outside Dimension (OD) of PDQ (in inches): \_\_\_\_\_  
PDQ Case Pack: \_\_\_\_\_  
Inside Dimension (ID) 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 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<sup>50</sup> right  
\$1.50 wrong

# BIG LOTS STACKABLE PDQ 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 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 Article# and 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.

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

2. Once the revised white pack out sample is approved, send the electronic artwork layout on the Side Kick dieline artwork layout should be provided to **packaging@biglots.com**

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:

Big Lots Corporate Office  
ATTN: PACKAGING DEPT  
4860 E. Dublin Granville Road  
Columbus, Ohio 43081

4. Stackable PDQs will require testing prior to mass production.

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 you have any questions you may email us at [packaging@biglots.com](mailto: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.**

# 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 (store labor).

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

**For Import Vendors Assigned to an Agent** - You will be required to have the Side Kicks and Floor/Pallet Displays tested with their designated 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 Bureau Veritas prior to mass printing/production. Send all passed Transit Test reports to [packaging@biglots.com](mailto: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](http://www.ista.org) to locate a certified lab in your area. If a vendor chooses one of the following testing facilities: Submit all **“passed”** test reports to [packaging@biglots.com](mailto:packaging@biglots.com) for approval prior to mass printing/production.

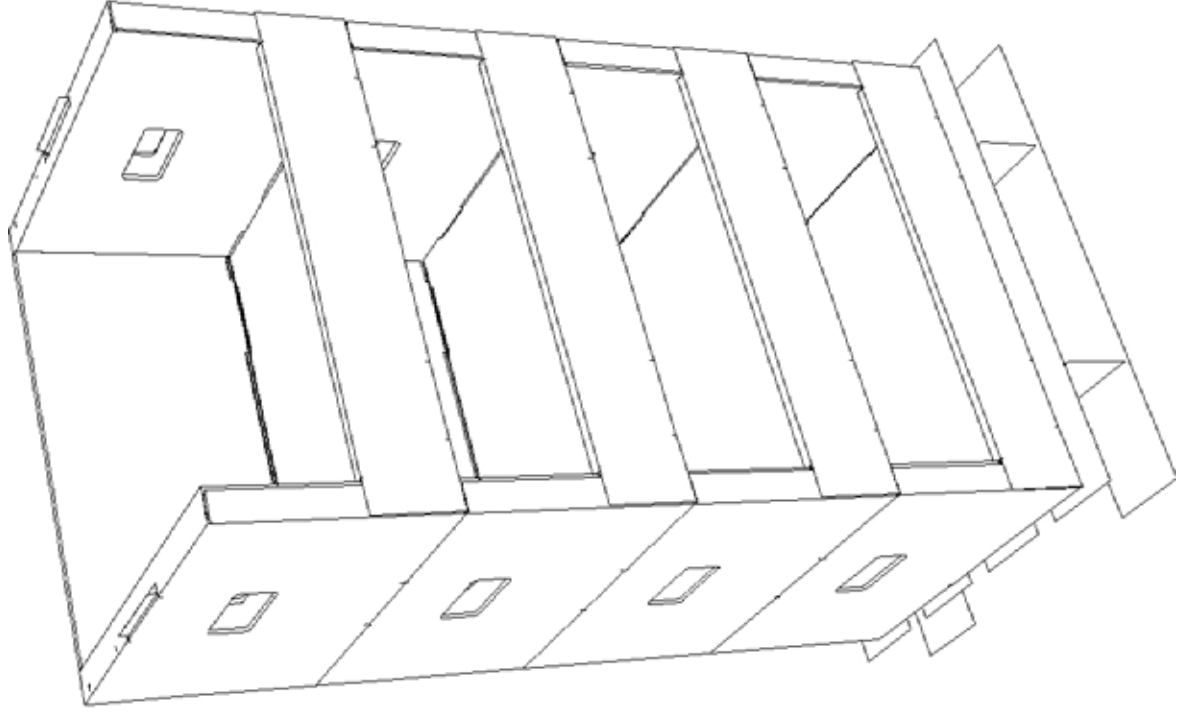
**For Items Purchased Domestically (Including National Branded Vendors)** - You will be required to have the Side Kicks and Floor/Pallet Displays tested with an ISTA Certified Lab prior to mass printing/production. Please refer to [www.ista.org](http://www.ista.org) to locate a certified lab in your area. Submit all **“passed”** test reports to [packaging@biglots.com](mailto: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 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 48.641cm x 38.4048 cm)

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

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

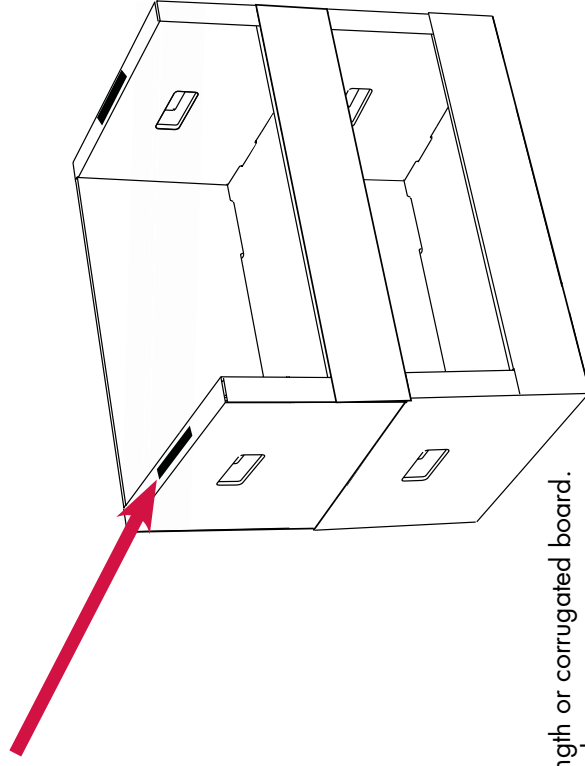
## Suggested Testing Protocol for Stackable PDQ’s:

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

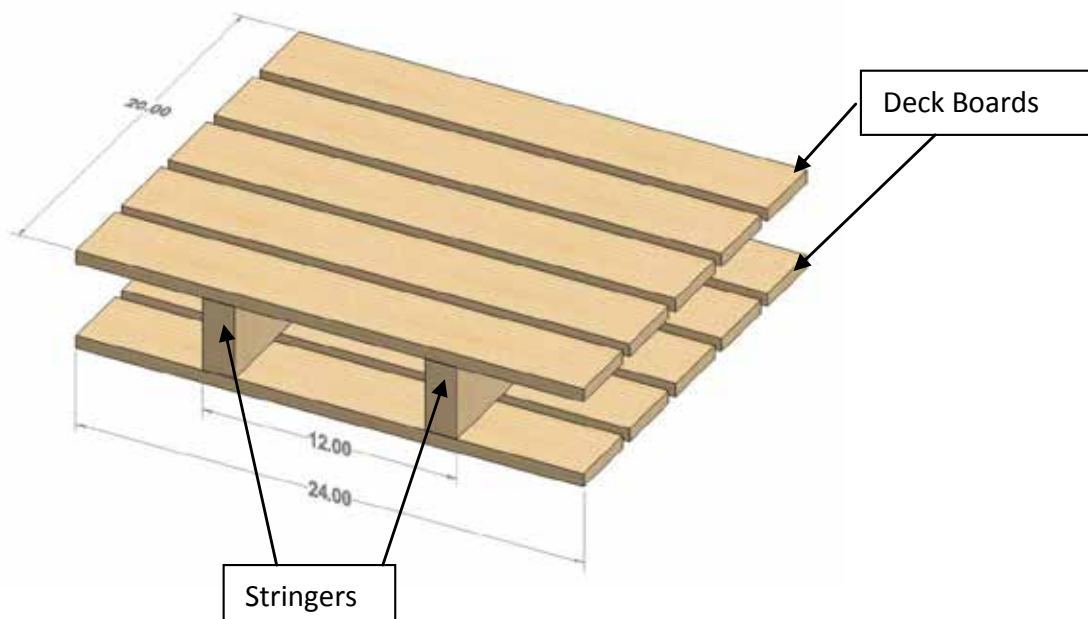
## 1. Structure requirements:

- 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



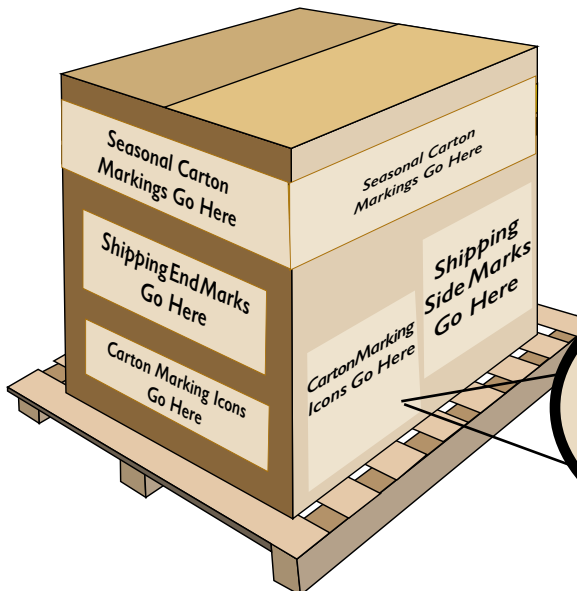
# STACKABLE PDQ's

## Master Carton Marking Icons

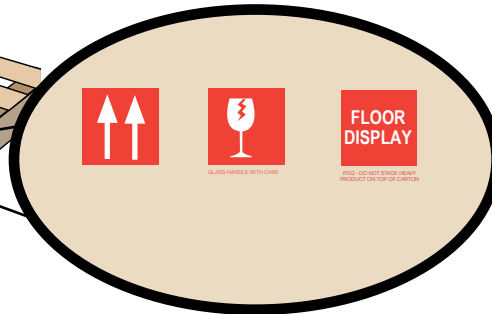
This icon communicates Floor Display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the Floor Display/product when loading our trucks to avoid damaging the Floor Display.

**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](mailto: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):**

**Height:**  
**Width:**  
**Depth:**

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

**Height:**  
**Width:**  
**Depth:**

**Overall weight of Stackable Display**



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**SIDE KICK STANDARDS**

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**(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 and 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 white packout sample is 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 artwork layout should be provided to **packaging@biglots.com**

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: **Big Lots Corporate Office  
ATTN: PACKAGING DEPT  
4860 E. Dublin Granville Road  
Columbus, Ohio 43081**

4. Side Kicks will require testing prior to mass production.

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 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  
\$<sup>100</sup> 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 Side Kick displays, now require ISTA 2A transit testing.

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

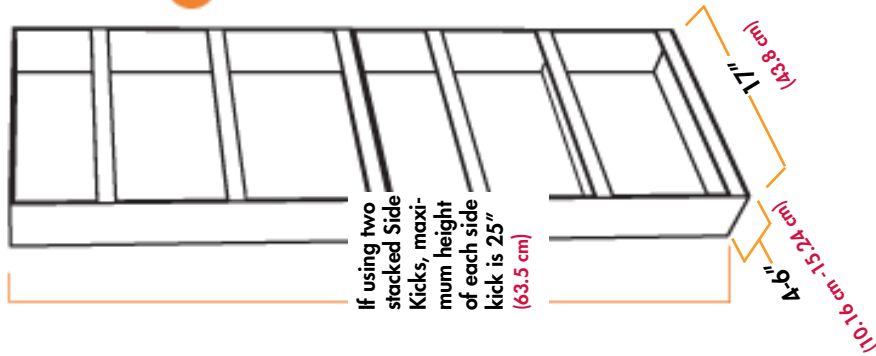
**For National Branded Vendors (Imported Purchases)** - You will be required to have the Side Kicks and Floor/Pallet Displays tested with Bureau Veritas prior to mass printing/production. Send all passed Transit Test reports to [packaging@biglots.com](mailto:packaging@biglots.com) for our review prior 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](http://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 notify [deannataylor@biglots.com](mailto:deannataylor@biglots.com). Submit all **“passed”** test reports to [packaging@biglots.com](mailto: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](http://www.ista.org) to locate a certified lab in your area. Submit all **“passed”** test reports to [packaging@biglots.com](mailto:packaging@biglots.com) for approval prior to mass printing/production.

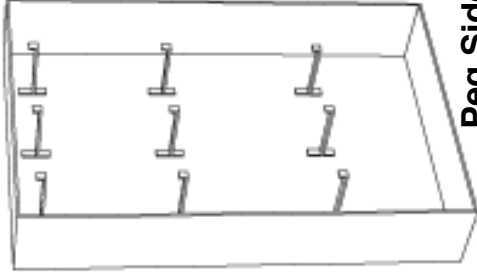
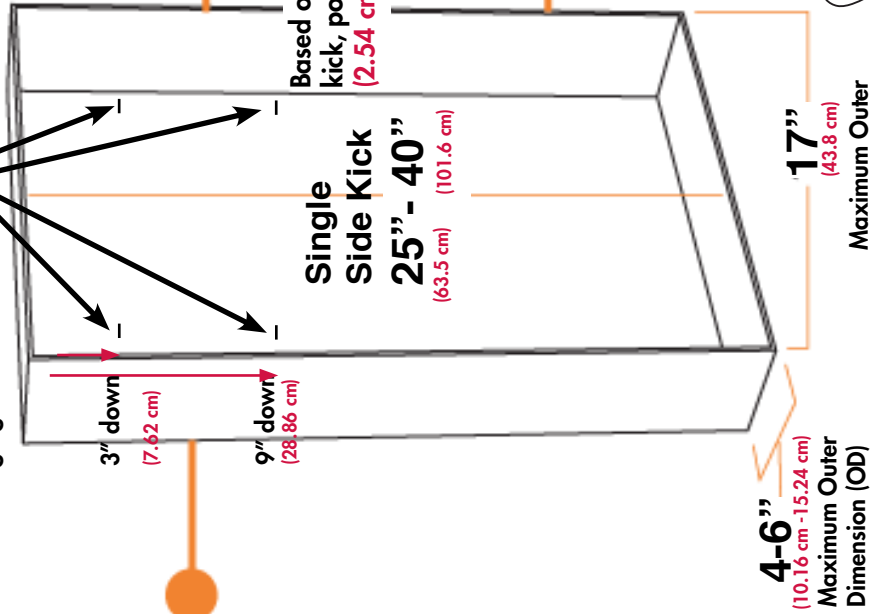
**NOTE:** Allow 2 weeks for testing and another week to obtain final test report.

## Double Stack Shelf Side Kick



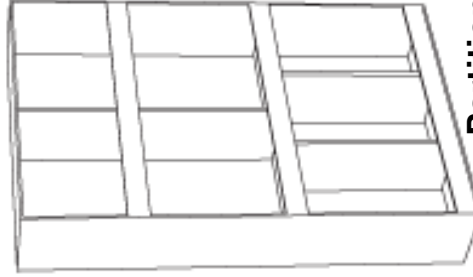
## Side Kick VISUAL REFERENCE

(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.



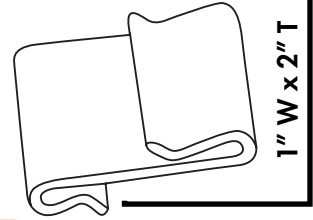
**Peg Side Kick**

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)

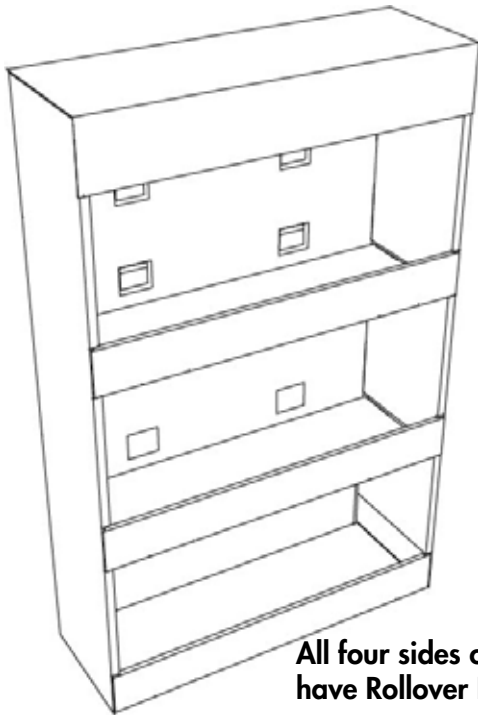
### Power Wing Clip

- 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)

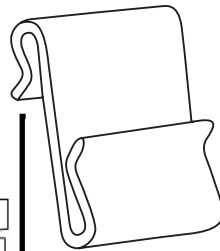
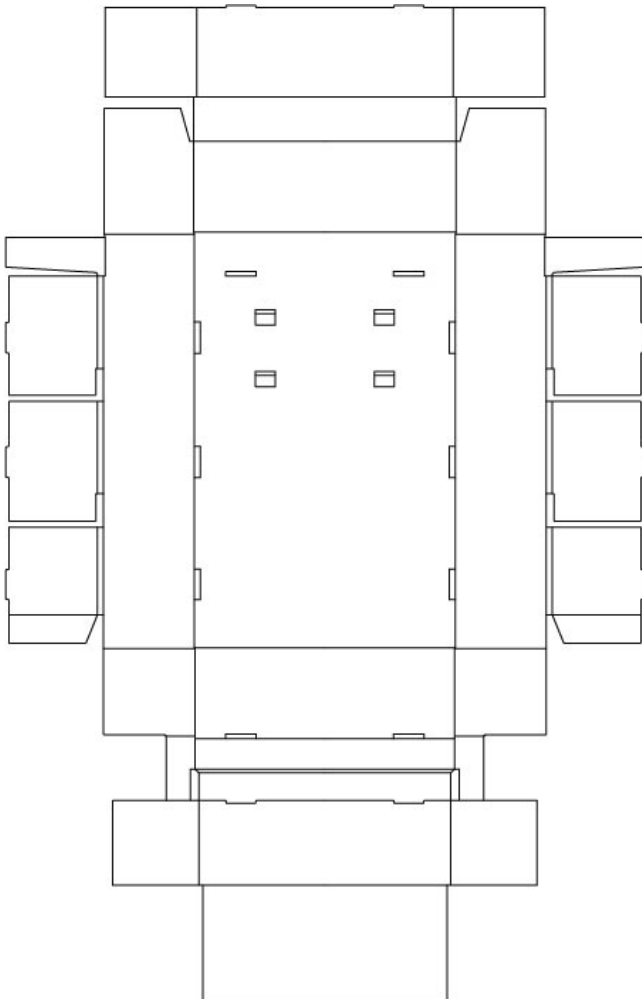
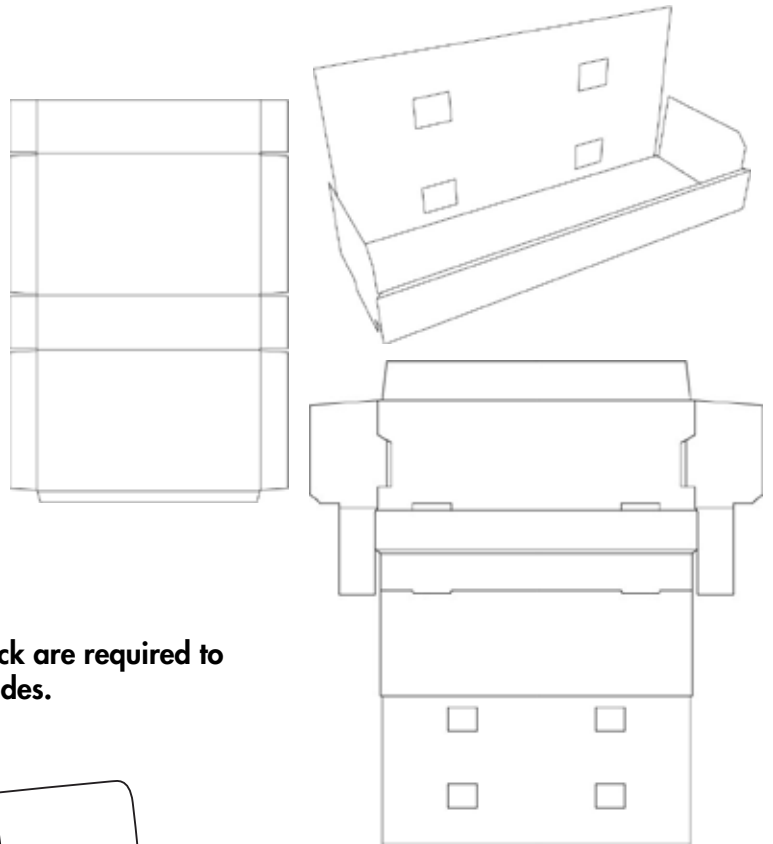
**All four sides of the Side Kick is now required to have Rollover Reinforced Sides.**

# 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

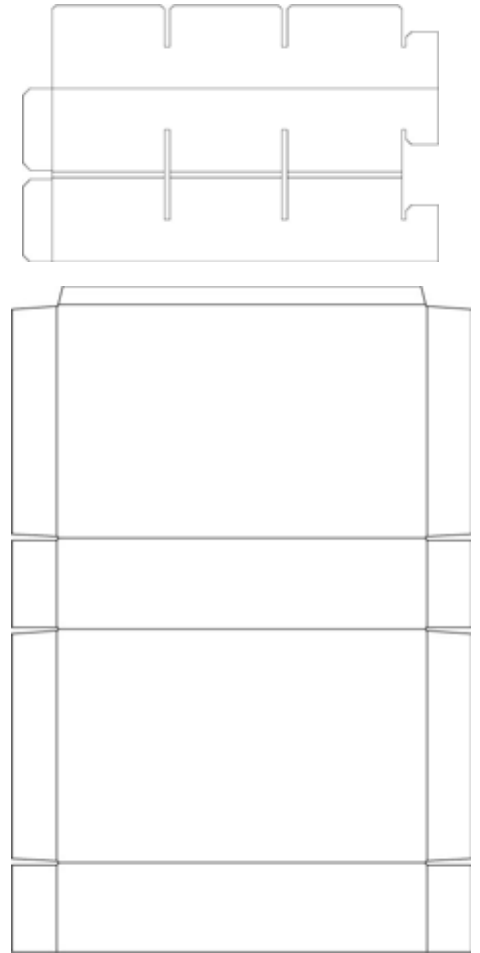
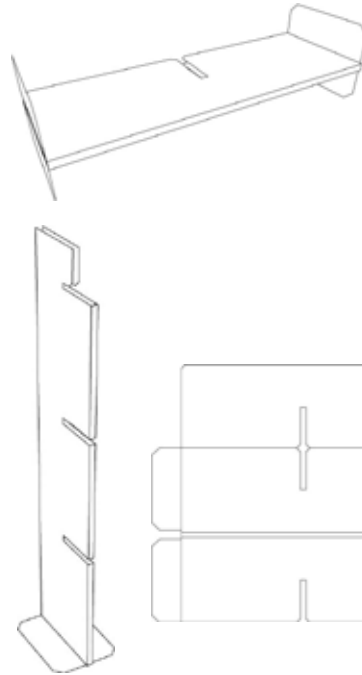
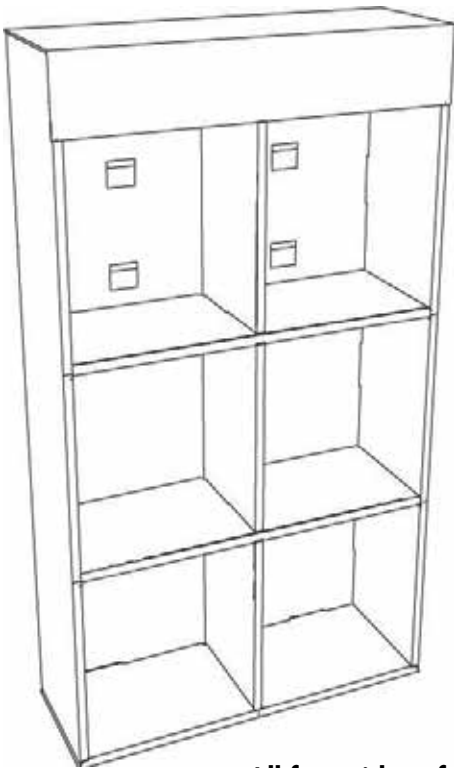
- Holds corrugated display on our Wire Rack
- Holds 1/8" B-Flute corrugate
- Each sidepanel must have a minimum of 4 clips

## Heavy Duty Construction Requirements for Side Kicks

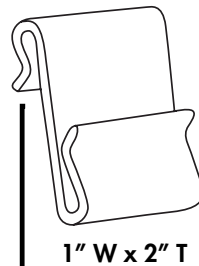
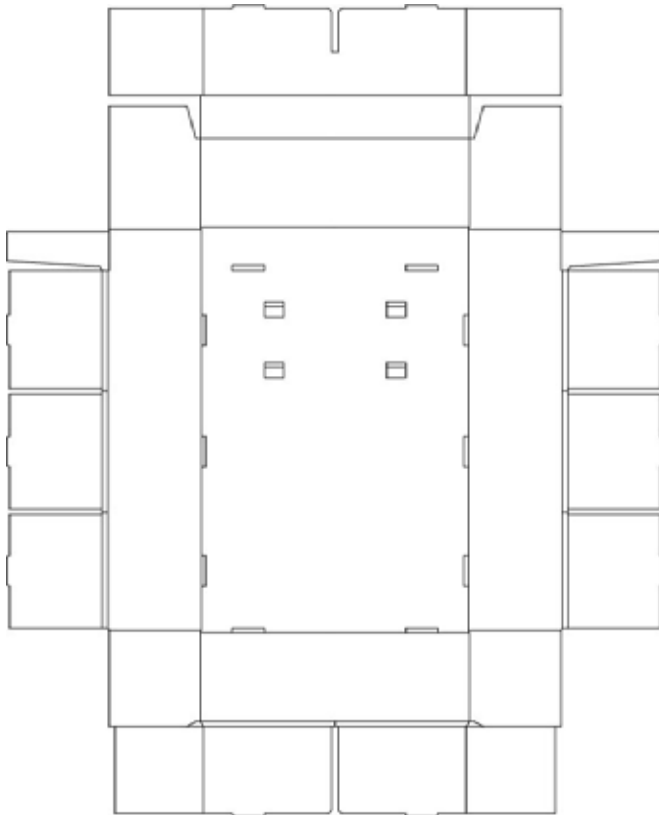
- Under 5 lbs is considered Light
- 6-15 lbs is Medium
- 16-20 lbs is Heavy (Requires Heavy- Duty Constuction, see considerations below)
- Display reviewed by a Packaging Engineer for overall better construction and/or material
- All four sides of the Side Kick are required to have Rollover Reinforced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



### 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

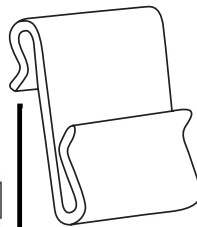
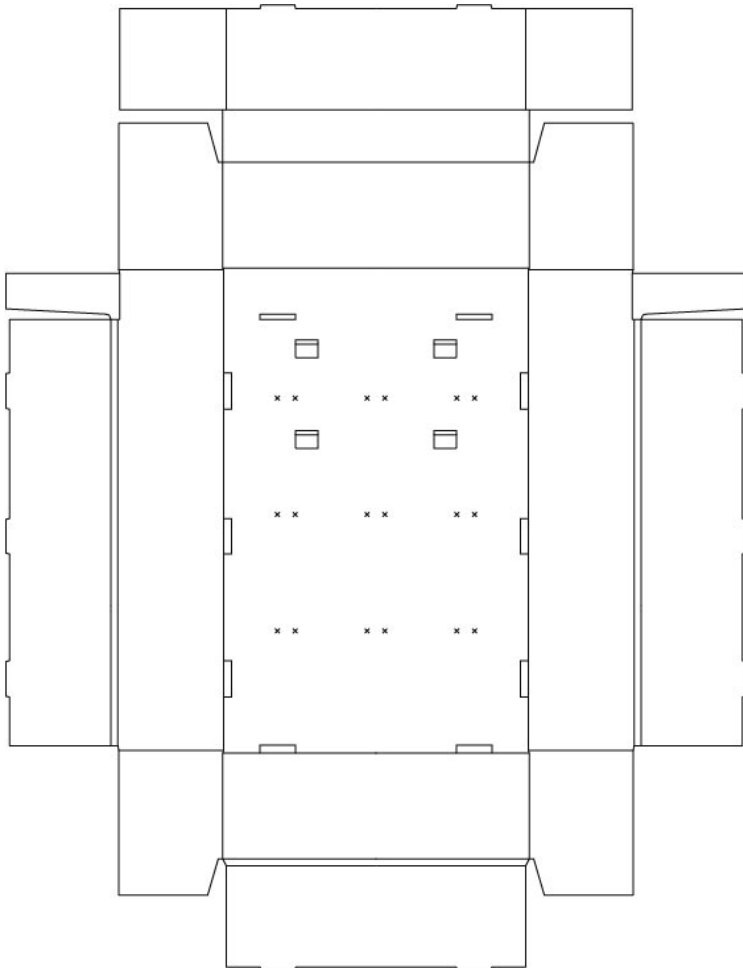
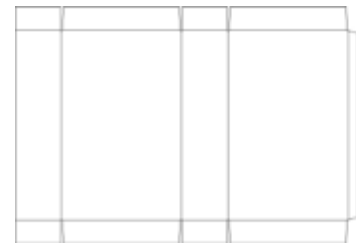
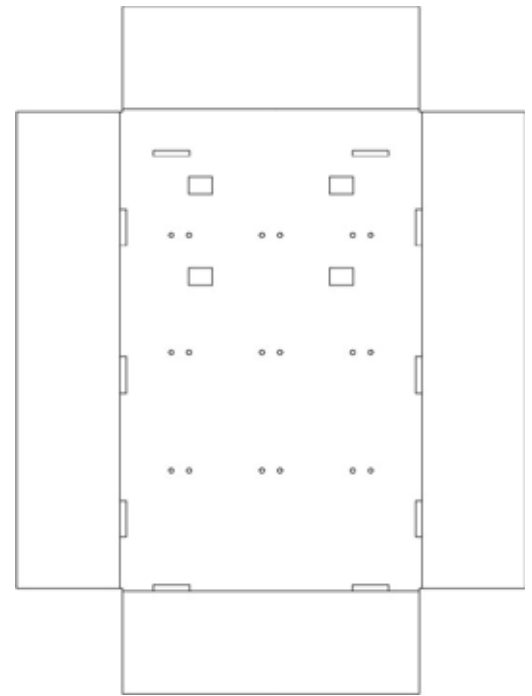
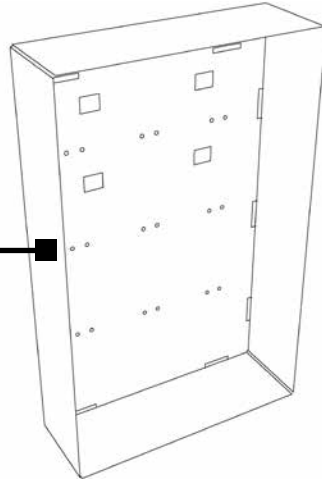
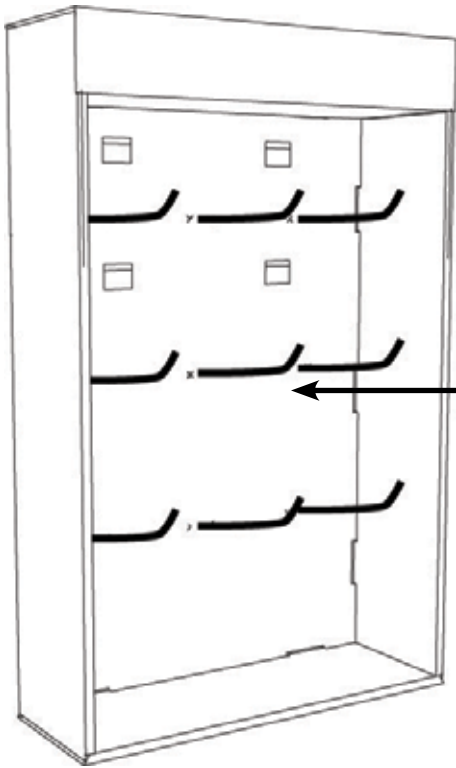
1" W x 2" T

## 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.



1" W x 2" T

### Power Wing Clip

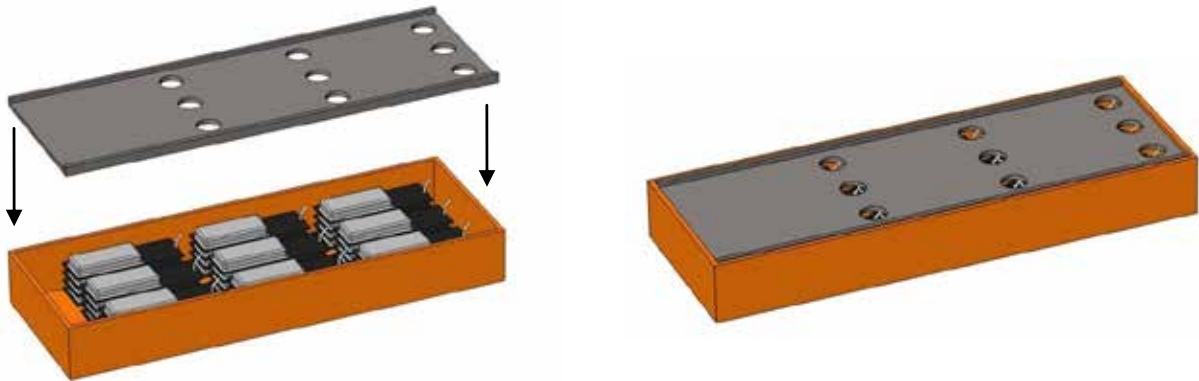
- Holds corrugated display on our Wire Rack
- Holds 1/8" B-Flute corrugate
- Each sidepanel must have a minimum of 4 clips

## Heavy Duty Construction Requirements for Side Kicks

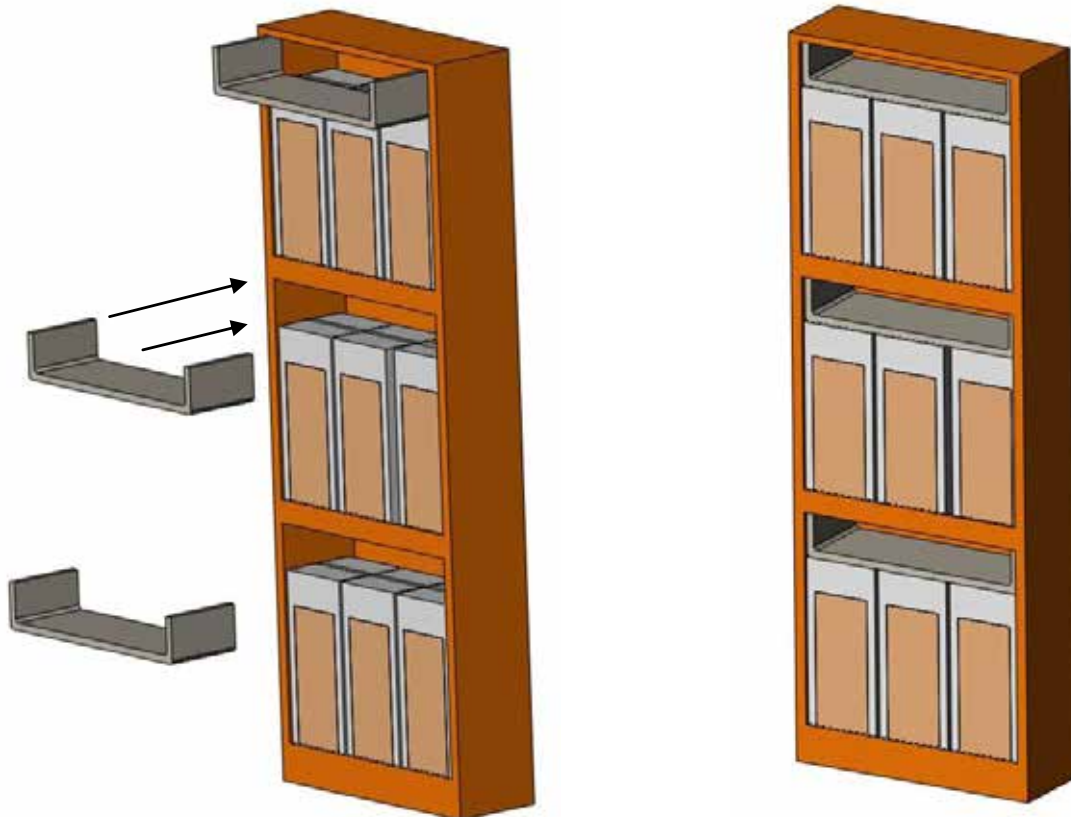
- Under 5 lbs is considered Light
- 6-15 lbs is Medium
- 16-20 lbs is Heavy (Requires Heavy- Duty Construction, see considerations below)
- Display reviewed by a Packaging Engineer for overall better construction and/or material
- All four sides of the Side Kick are required to have Rollover Reinforced Sides.
- More and/or better hardware
- Void filler inserts to help restrict movement of product within display

## 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.

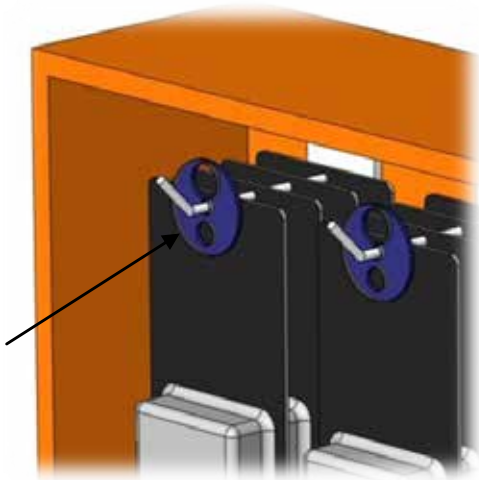


Above Image shows protective corrugated insert for shipping. This insert holds down pegged product to restrict movement and also nests over the display pegs to provide additional support of the pegs and to limit movement of the peg hooks.

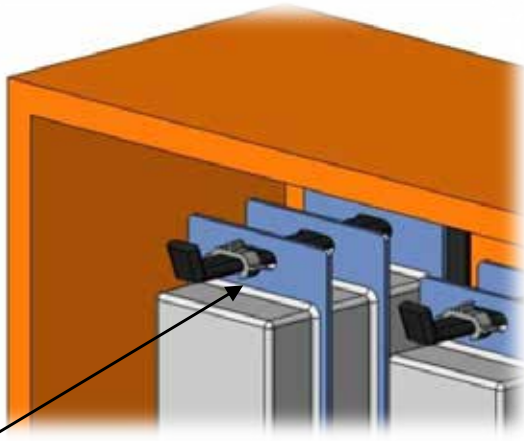


Void fill inserts shall be used to help restrict movement of product within the display. Void fill inserts are to be removed from the display at the retail store level and are not intended to provide additional structural support during the selling cycle period of the display. Corrugated roll-ups are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

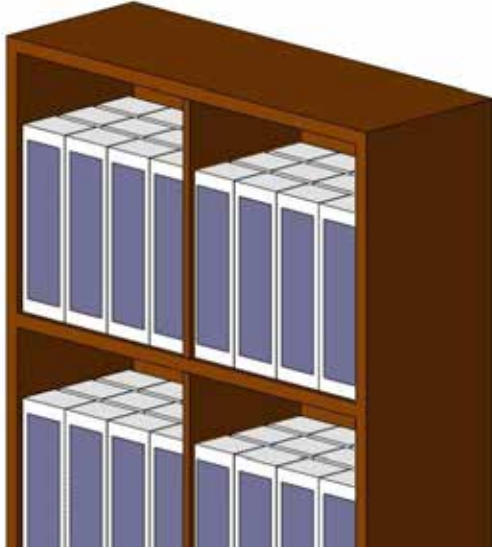
**NOTE:** Product can not “sag” on clip,  
see guidelines below.

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

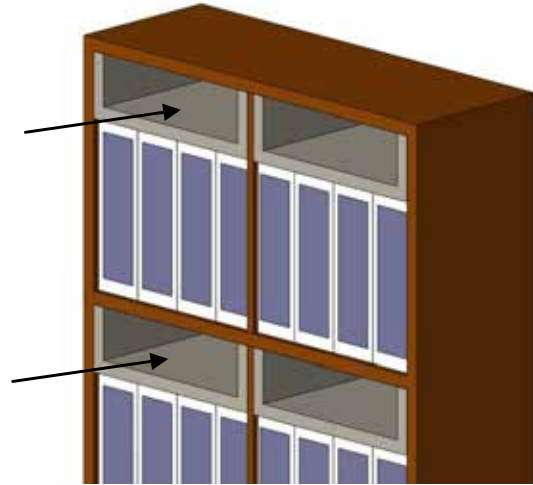
# GENERAL CONSTRUCTION

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.



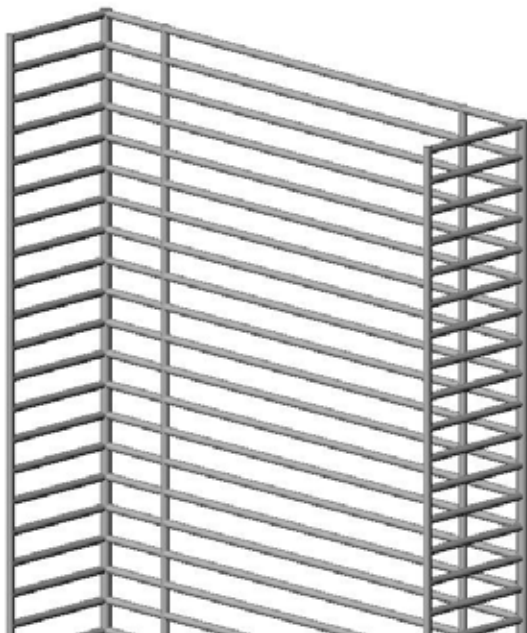
Side Kick Display with dividers



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

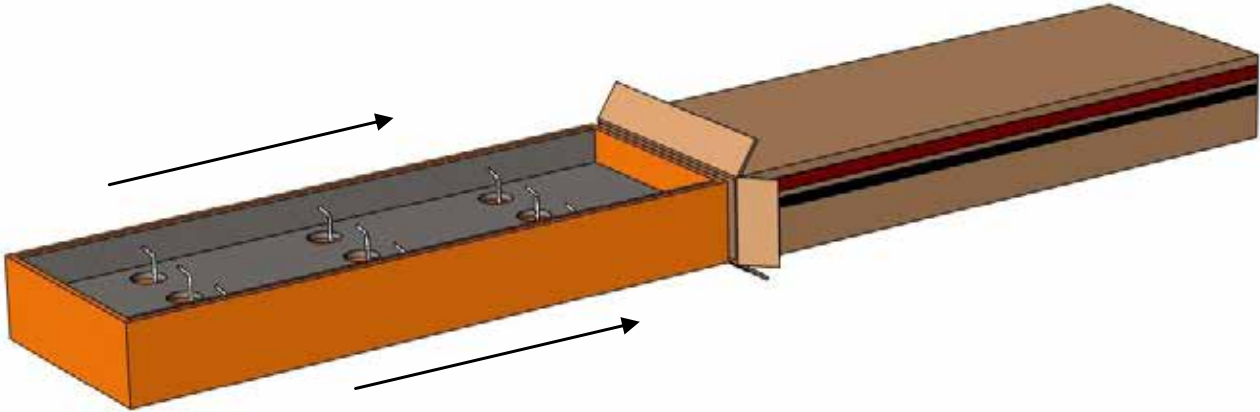


Power bar support hung on shelf structure.

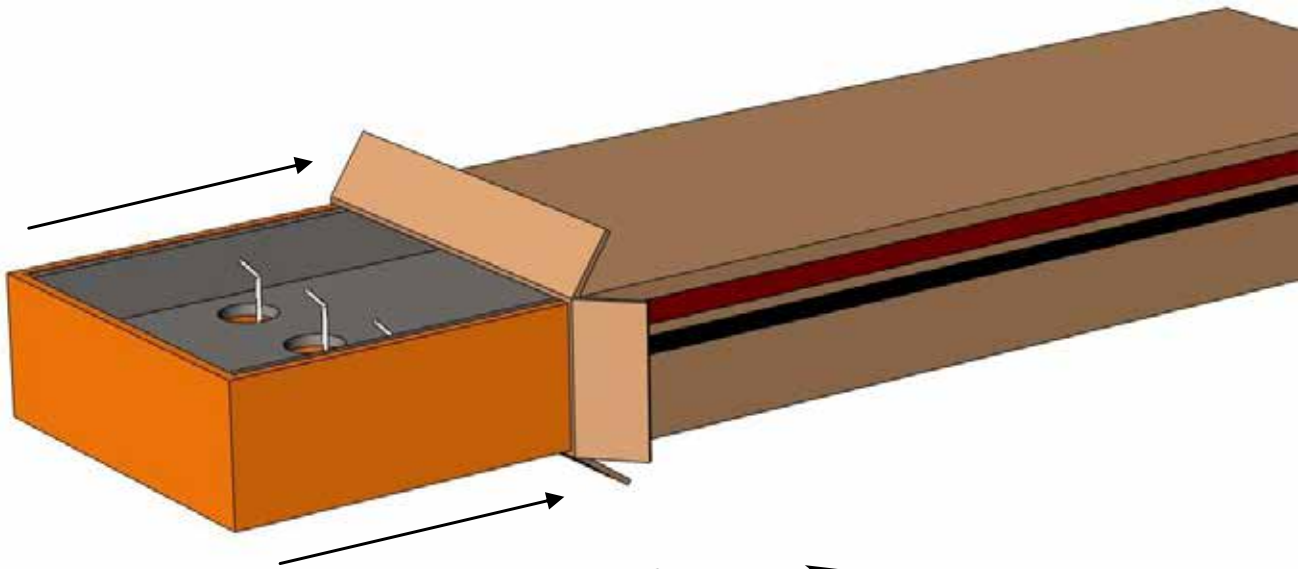


# SIDE KICK MASTER CARTON

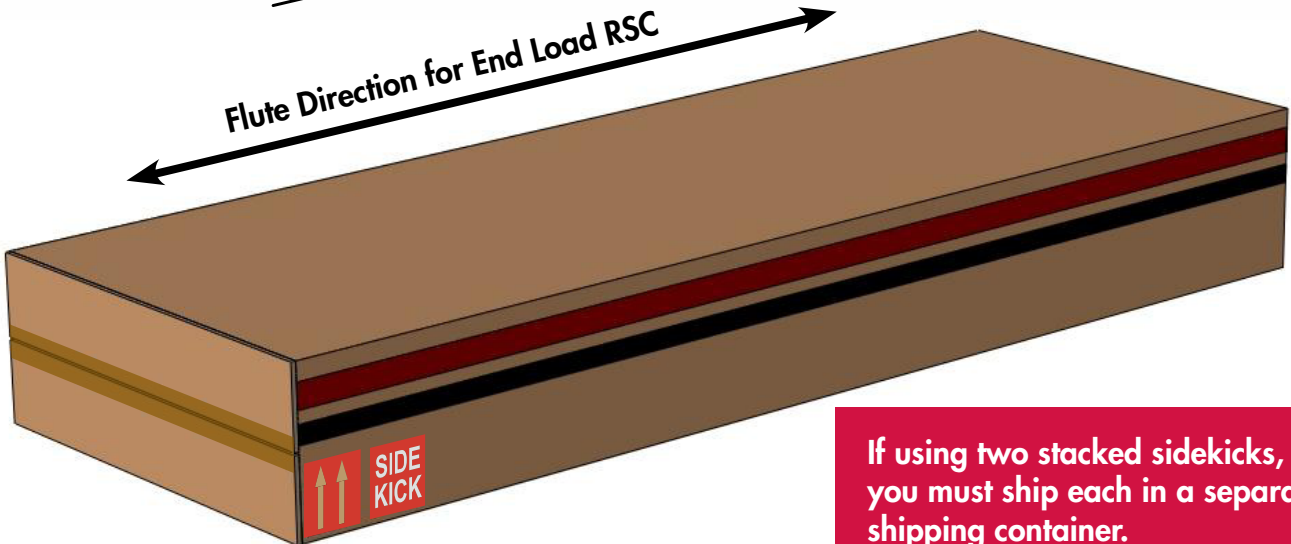
Side Kick's shall utilize end loading shippers. This style shipper allows for ease of loading and unloading at store level, and also utilizes minimal material required for the shipper box. See page 6-8 for proper carton marking icons.



Load Side Kick display into shipper as shown



Flute Direction for End Load RSC



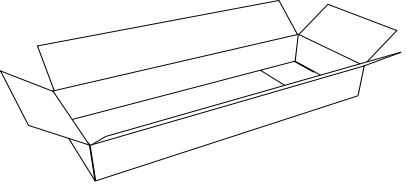
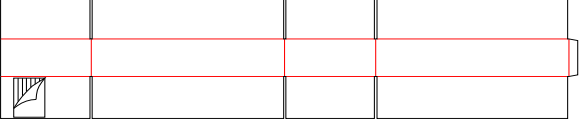
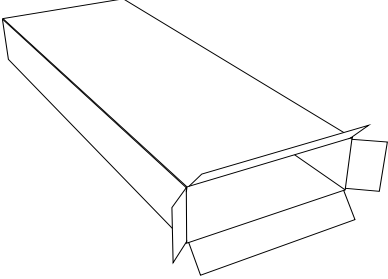
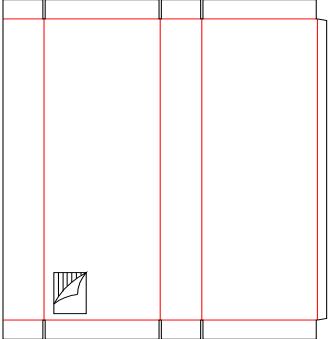
If using two stacked sidekicks, you must ship each in a separate shipping container.

# 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"

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

Peel back shows direction of flute

## PROPER LOADING OF SIDE KICKS

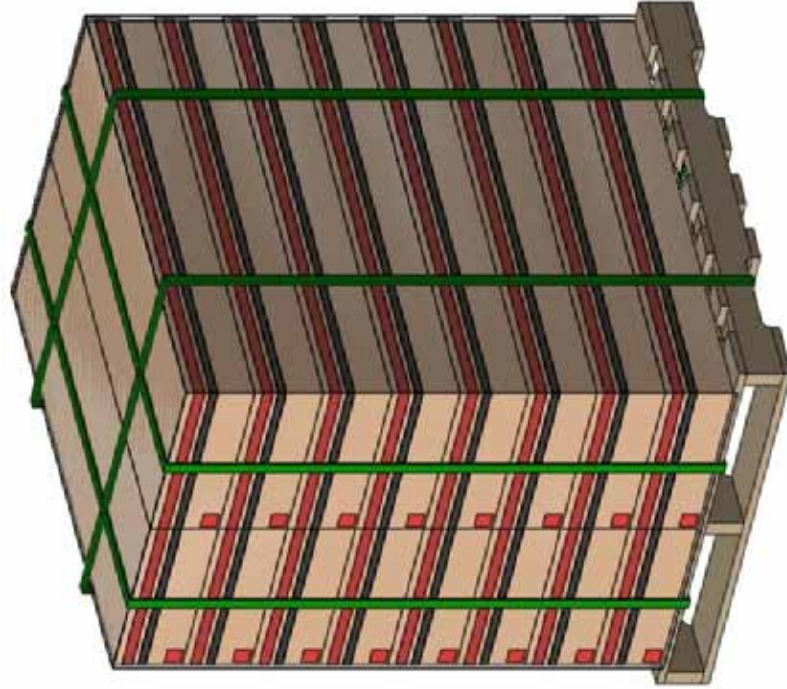


Image shows proper loading for incoming pallet shipments. Side Kick displays shall be column stacked when possible. Pallet shipments shall utilize stretch wrapping and banding to properly restrain the master cartons during distribution throughout the supply chain. A minimum of 80 gauge stretch film,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

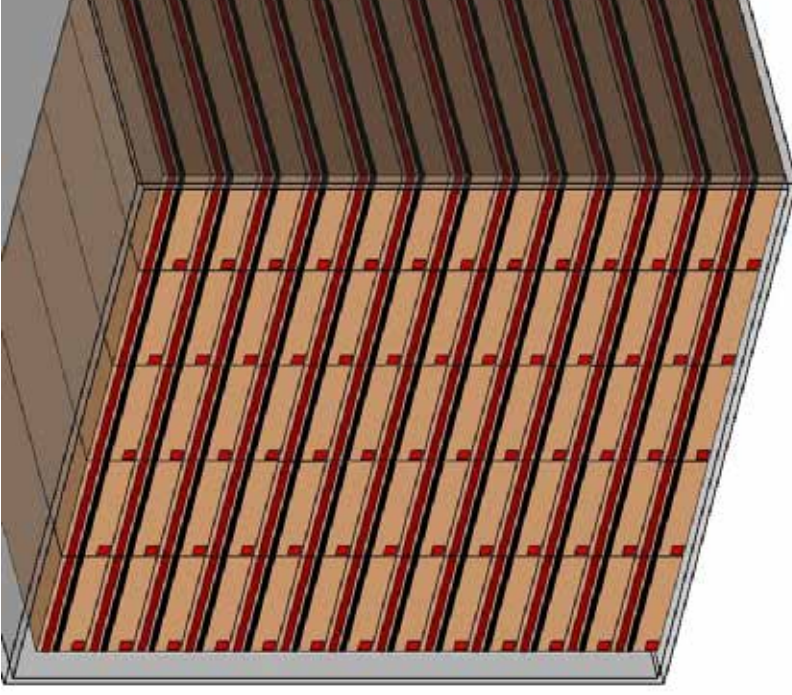


Image shows proper floor loading for incoming sea container shipments for import Side Kick displays. Side Kicks shall be shipped flat and column stacked. This provides the best stacking strength and also helps to limit the movement of the product inside the display. Use void fill material within the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



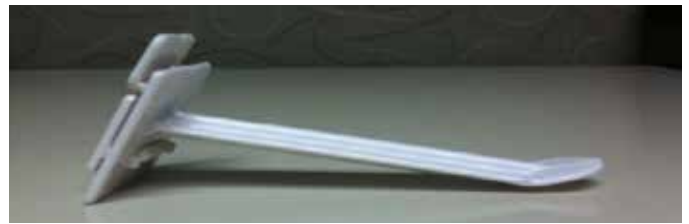
**HOOK WITH PRONGS -** Same disadvantages as the OVER THE TOP HOOK above

**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

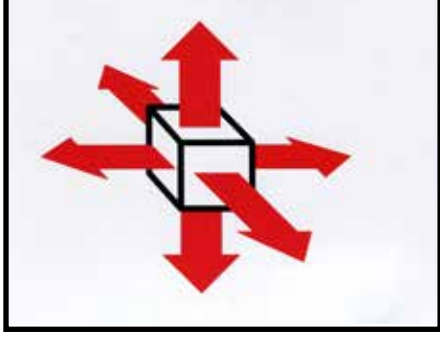
## Transit Testing:

- 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 4823-1900  
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.

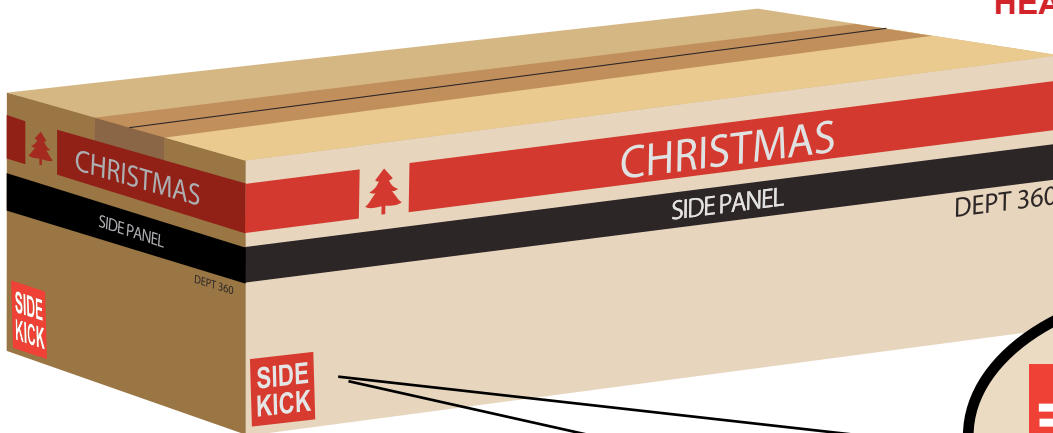
# SIDE KICK

## Master Carton Marking Icons

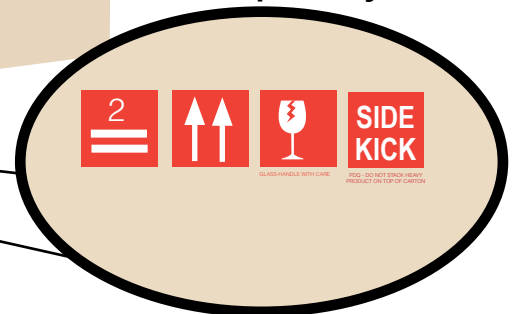


This icon communicates SIDE KICK display to the DC associate. DC associate will then avoid stacking other heavy boxes onto the SIDE KICK display/product when loading our trucks to avoid damaging the SIDE KICK.

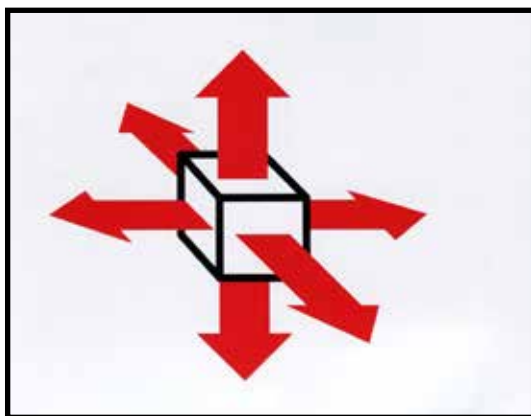
**SIDE KICK - DO NOT STACK HEAVY PRODUCT ON TOP OF**



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](mailto: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 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 Article# and 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.

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

2. Once the revised white pack out sample is approved, send the electronic artwork layout on the Side Kick dieline artwork layout should be provided to **packaging@biglots.com**

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:

Big Lots Corporate Office  
ATTN: PACKAGING DEPT  
4860 E. Dublin Granville Road  
Columbus, Ohio 43081

4. Floor Displays will require testing prior to mass production.

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 you have any questions you may email us at [packaging@biglots.com](mailto: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

## FONT 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

<sup>\$1<sup>50</sup></sup> 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.**

**For Import Vendors Assigned to an Agent** - You will be required to have the Side Kicks and Floor/Pallet Displays tested with their designated 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 Bureau Veritas prior to mass printing/production. Send all passed Transit Test reports to [packaging@biglots.com](mailto: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](http://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 notify [deannataylor@biglots.com](mailto:deannataylor@biglots.com). Submit all **“passed”** test reports to [packaging@biglots.com](mailto: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](http://www.ista.org) to locate a certified lab in your area. Submit all **“passed”** test reports to [packaging@biglots.com](mailto: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?
- 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?

## 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.

Shoppable Display



**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.

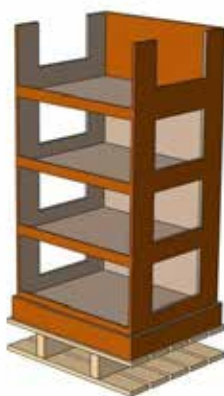
Display may be 1, 2, 3, or 4 sides shoppable, depending on merchandising and buyer requirements.



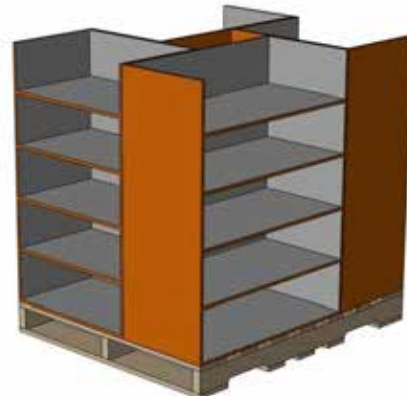
Example: 1 side shoppable display. Customer is able to select product from 1 side only.



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.



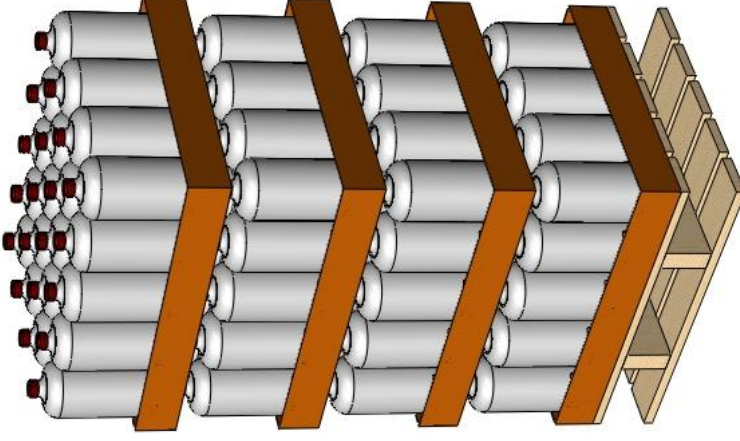
Example: 4 side shoppable display. Customer is able to select product from all 4 sides.

## 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

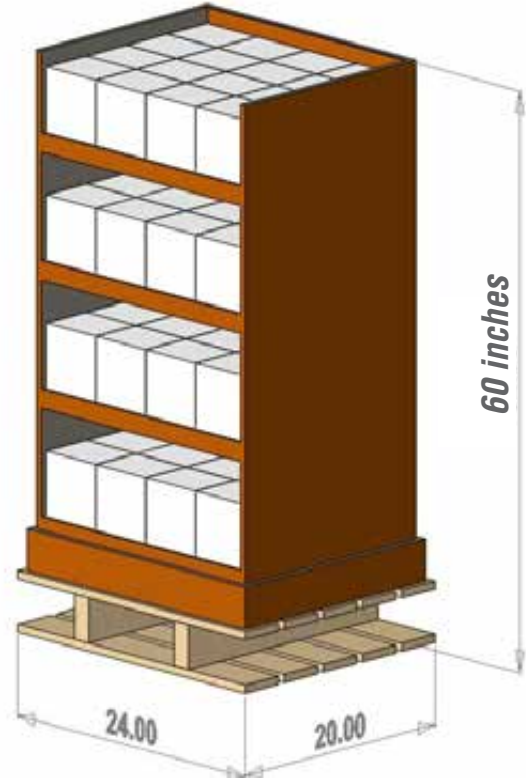
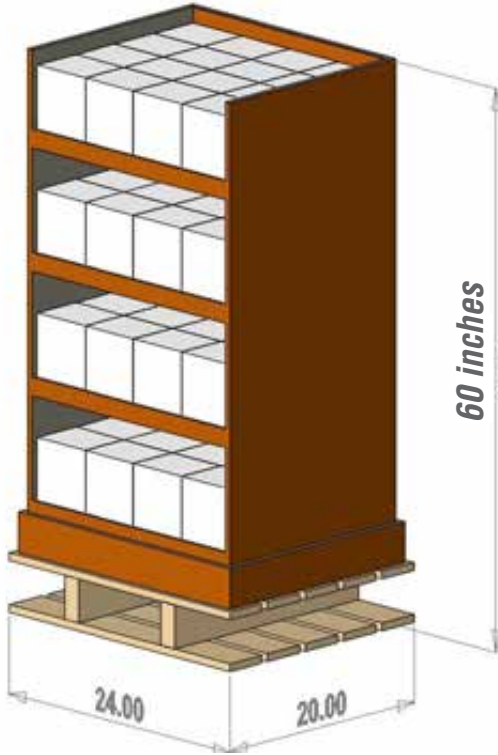
## Paper combinations:

35lb (175g/m<sup>2</sup>) Liner / 26lb (125 g/m<sup>2</sup>) Medium / 35lb (175g/m<sup>2</sup>) 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

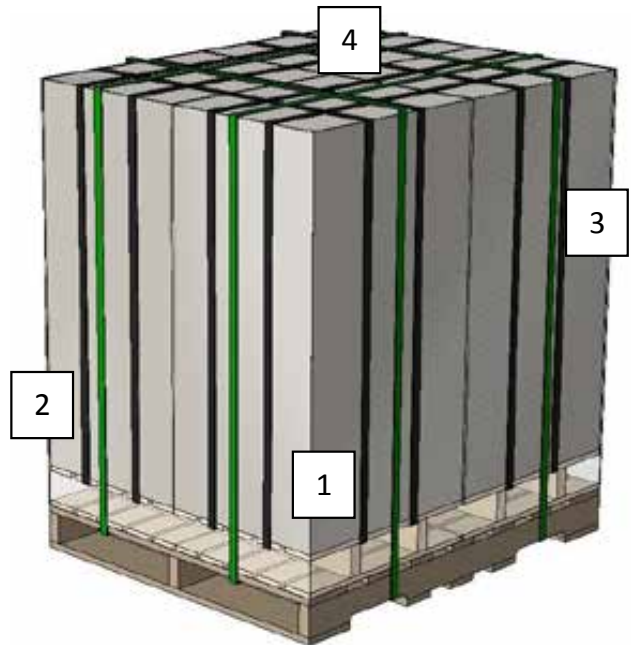
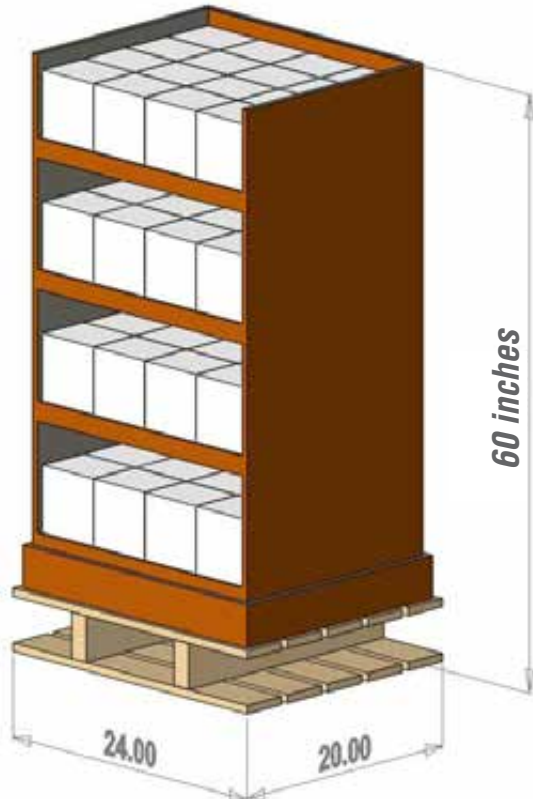
# QUARTER PALLET DISPLAYS

Quarter pallet displays size requirements:



Import Displays- standard 40 foot sea container:  
24" x 20" x 60" Tall (Including Pallet)

Import Displays – imported in 40 foot High Cube containers: 24" x 20" x 60" tall (Including pallet)



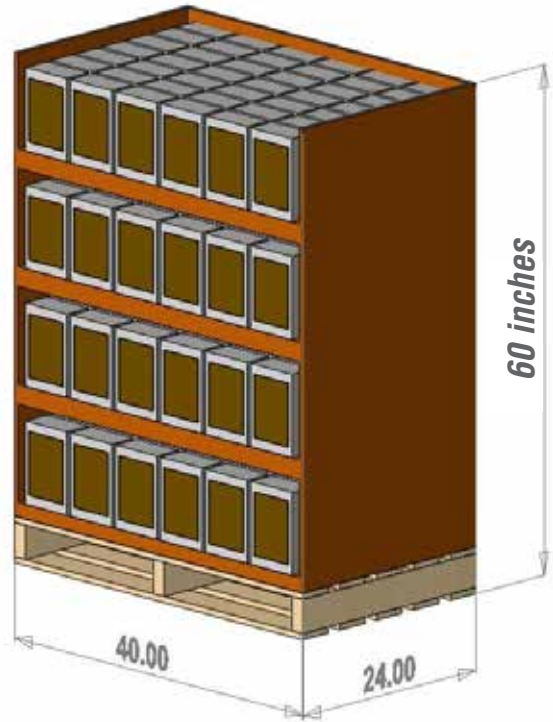
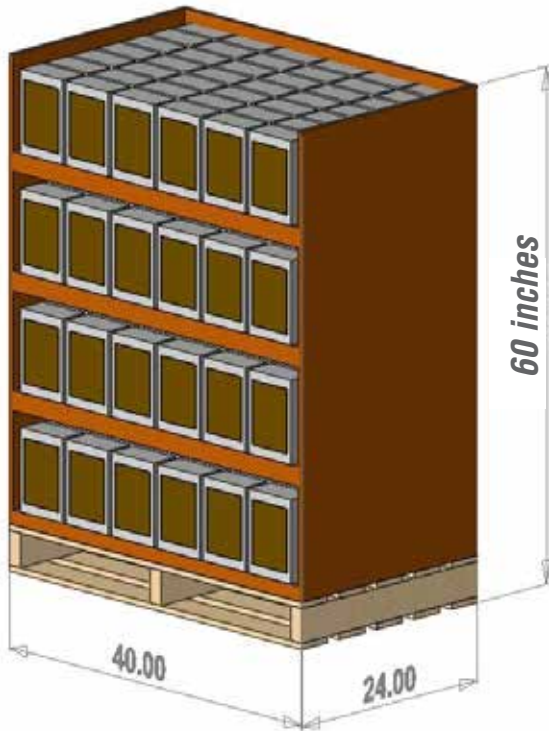
Domestic Displays: 24" x 20" x 60" tall (Including Pallet)

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



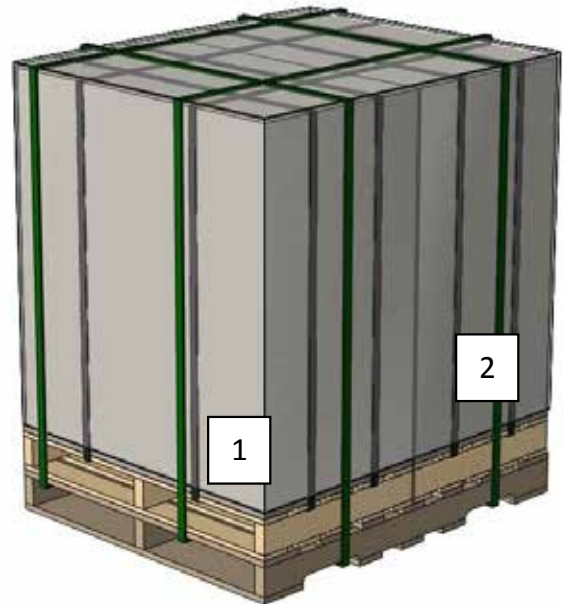
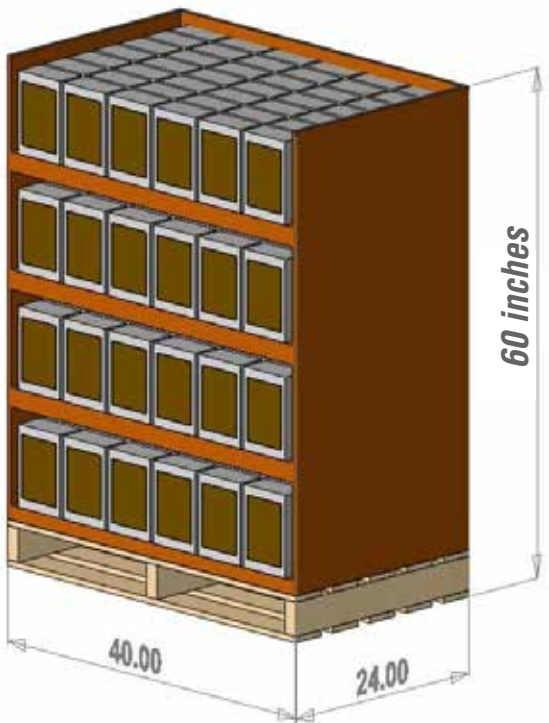
# HALF PALLET DISPLAYS

Half Pallet Displays Size Requirements:



Import Displays - standard 40 foot sea container:  
40" x 24" x 60" Tall (Including Pallet)

Import Displays – imported in 40 foot High Cube containers: 40" x 24" x 60" tall (Including pallet)

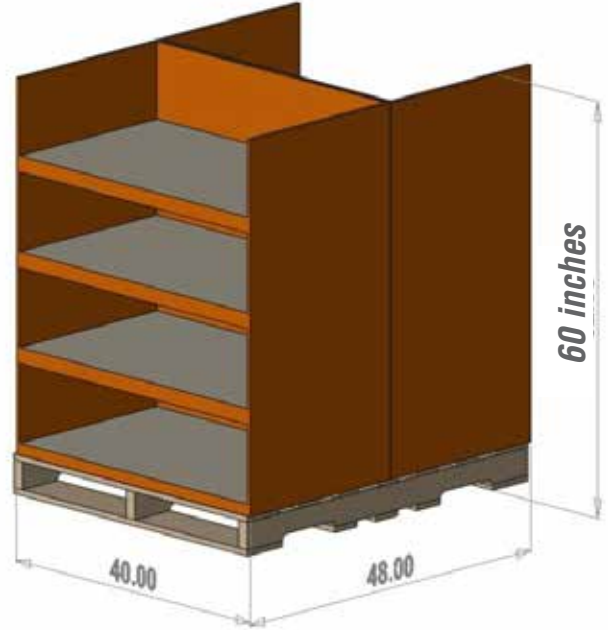
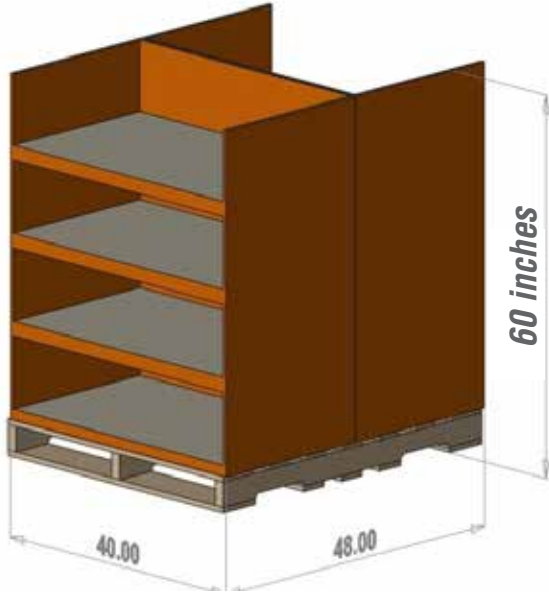


Domestic Displays: 40" x 24" x 60" tall (Including Pallet)

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

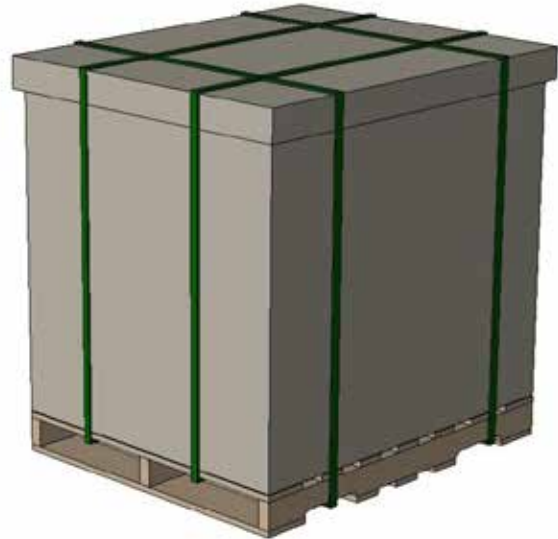
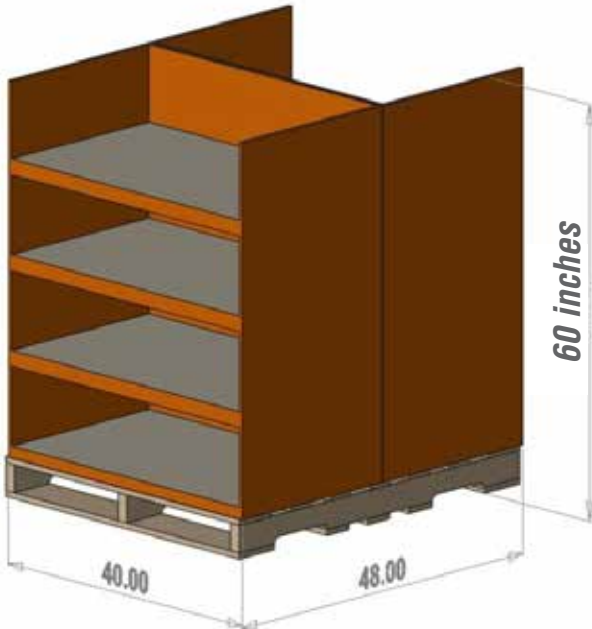
# FULL PALLET DISPLAYS

Full Pallet Displays Size Requirements:



Import Displays- standard 40 foot sea container:  
48" x 40" x 60" Tall (Including Pallet)

Import Displays – imported in 40 foot High Cube containers: 48" x 40" x 60" tall (Including pallet)

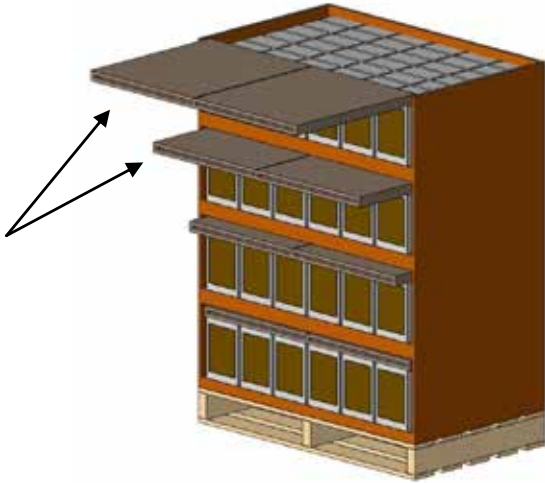


Domestic Displays: 48" x 40" x 60" tall (Including Pallet)

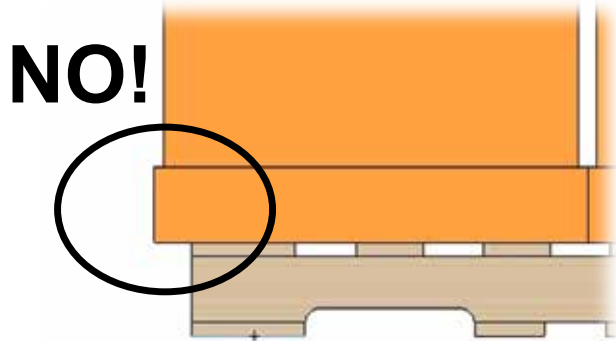
Image shows full pallet display with shroud, cap and banding.

# 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

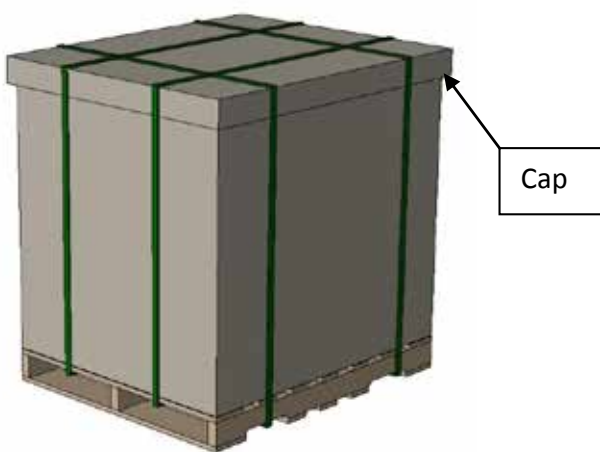


**Display must NOT overhang pallet.** Pallet overhang reduces the compression strength of the display and also increases the likelihood for damage during distribution handling.

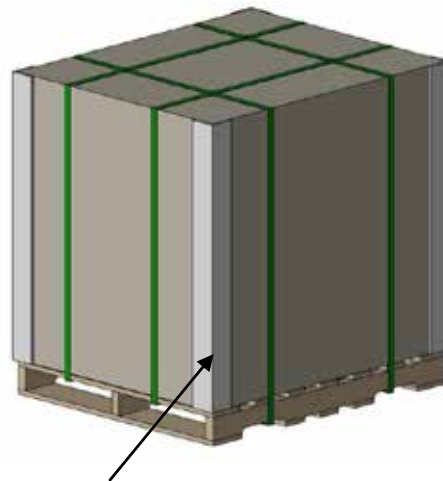
Pallet displays shall utilize corrugated shroud and banding to properly restrain the display to the pallet during transit. Corrugated shrouds also help improve overall compression strength of the display and help prevent punctures to the display and packaged product during distribution handling.

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.

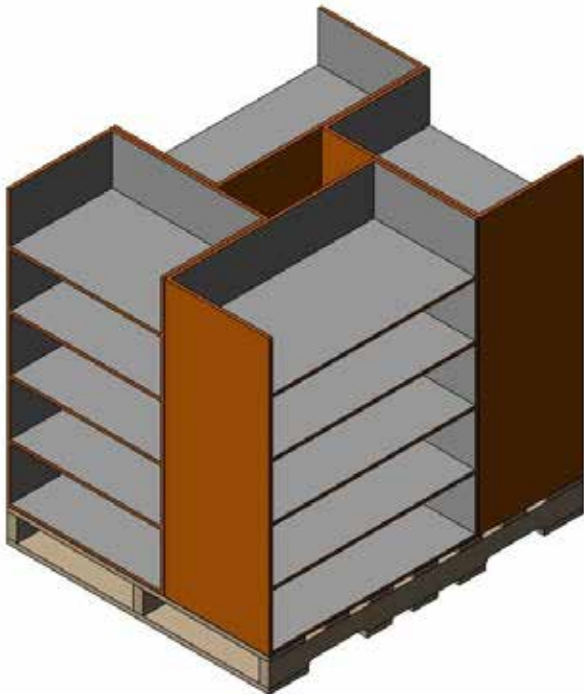
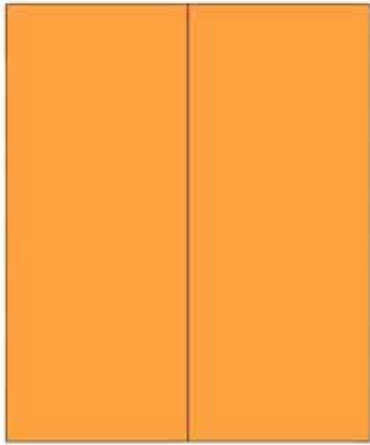
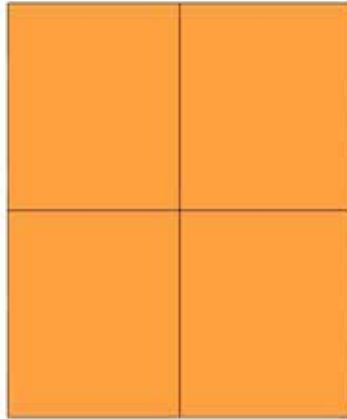


Image shows example of display layout with less than 20% open space in the center of the pallet display.

# 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

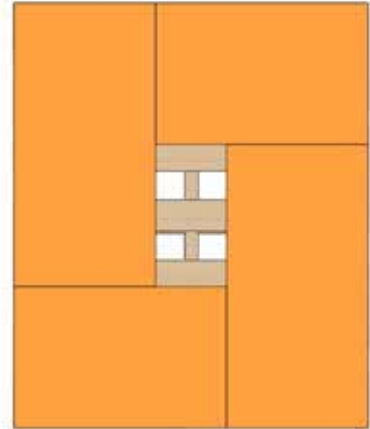


Image shows the Top View of potential pinwheel layout of Full pallet display.

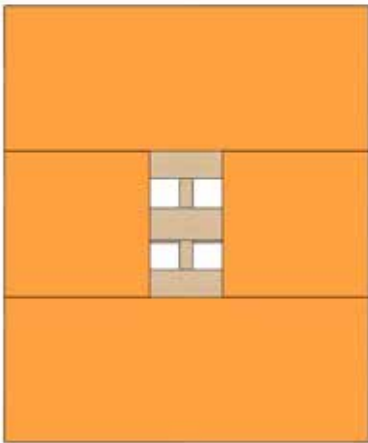


Image shows the Top View of potential layout of full pallet display.

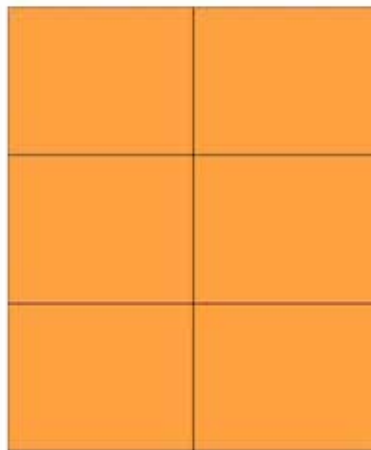


Image shows the Top View of potential layout of full pallet display.

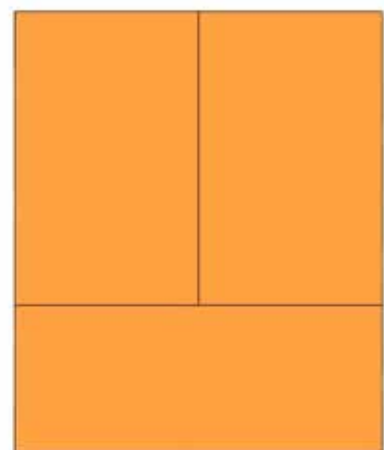


Image shows the Top View of potential layout of full pallet display.

# 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

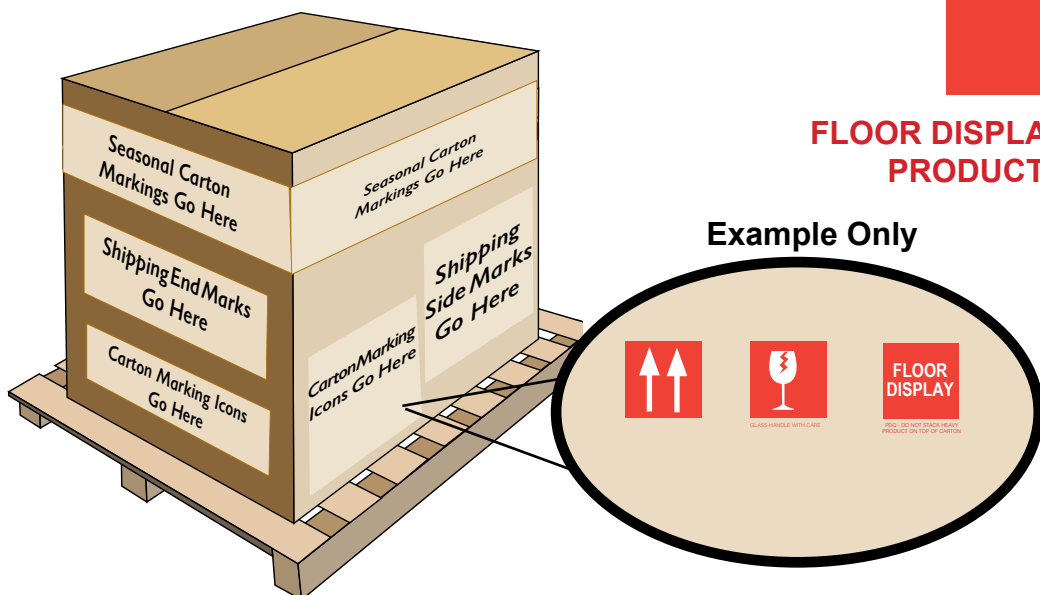
## Master Carton Marking Icons

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](mailto:vendorcompliancemanager@biglots.com)

Please include a copy of this sheet and list the following information when submitting white pack out samples for approval:

**Article#:**

**Case Pack per Article:**

**Dimensions of Pallet (in inches):**

**Height:**

**Depth:**

**Width:**

**Dimensions of Display (in inches):**

**Height:**

**Depth:**

**Width:**

**Weight of Display:**



— **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](http://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](mailto: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.

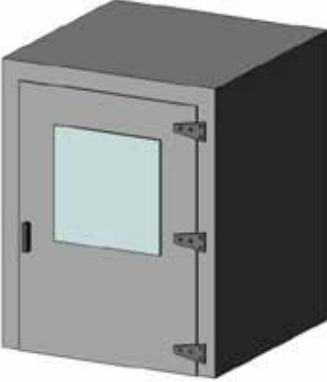

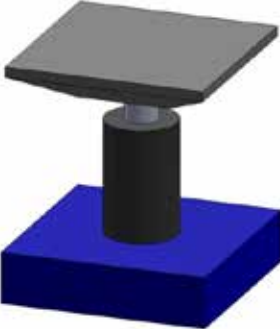

This may include over boxing the display with protective foam.

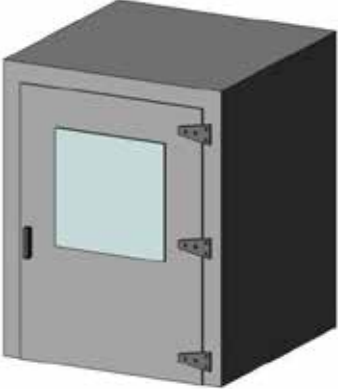
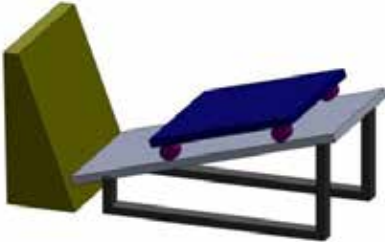
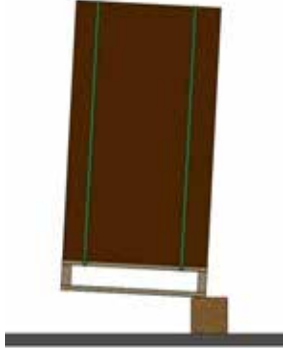

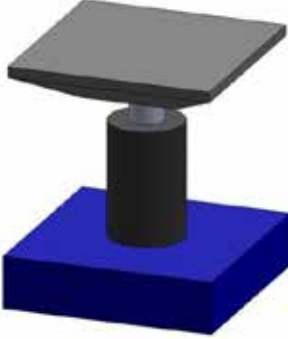
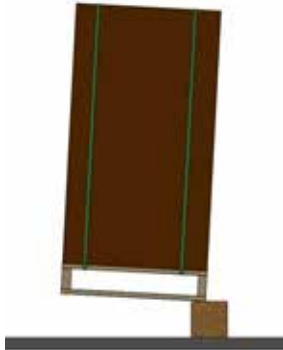
**7. Pre-inspection**

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		
		
<b>Atmospheric Conditioning</b> 100°F (38°C)	<b>Shock – Horizontal Impact</b>	<b>Shock – Rotational Edge Drop</b>
		
<b>Compression</b>	<b>Random Vibration</b>	<b>Shock – Rotational Edge Drop</b>



## 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>



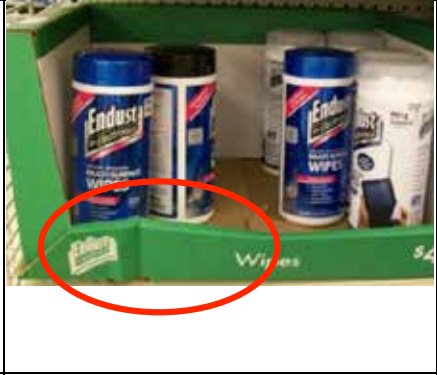


<p>Tray front lip dented and creased – likely from weight of product and lack of support structure</p>	<p>Damage, wrinkling to main facing of side kick display</p>
<p>Display construction deteriorated</p>	<p>Ruptured shipper shown</p>

**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 &amp; display structure damage – will severely impact the life and image of the display!</p>	<p>Internal structure &amp; 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**