



Ross & dd's Packaging Standards

Assembly Required Lamps

Updated: January 10, 2019

This document contains minimum requirements for cartons, packaging and loading of assembly required lamps

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1.0 MASTER CARTON

1.1 Carton Types

- All Vendors should use a regular slotted carton (RSC)
 - Flaps are the same depth, with the two major flaps being one-half of the carton's width so that they meet in the center of the box when folded
 - Do not use poly straps to seal individual carton



1.2 Acceptable Corrugated Thickness

- Double Wall Corrugate: Corrugate fiberboard with 2 medium and 3 liners
 - Double wall corrugate must be BC flute
 - Corrugate must have a minimum Edge Crush Test (ECT) value of 48 lbs/sq in



1.3 Required Carton Markings

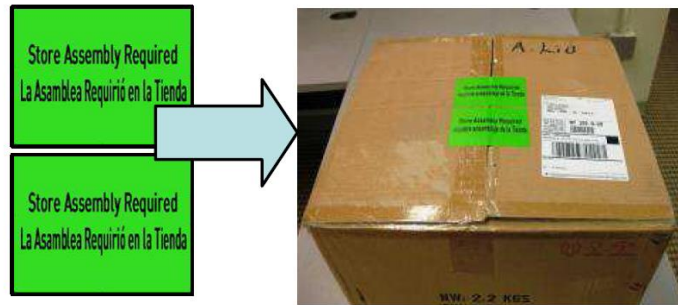
- Cartons must have all of the following, on at least 2 sides:
 - Universal Fragile Symbol
 - The word "FRAGILE"
 - Directional arrows



- If the carton contains mirrors or glass, the words “MIRROR” or “GLASS” must be printed on the container.



- Store Assembly Required Sticker
 - Place two green ‘STORE ASSEMBLY REQUIRED’ stickers on the top of the master carton
 - Stickers will arrive with the Ross Price tickets



2.0 PACKAGING REQUIREMENTS

2.1 Overall Carton Packing Material

- Wrap merchandise separately with the appropriate packing material and secure material to the merchandise with packing tape
- Items should fit comfortably inside the carton, surrounded by cushioning material at the top, bottom and four walls of the carton
- Cartons must have top layer and four corner protection

Four corner & Top layer protection



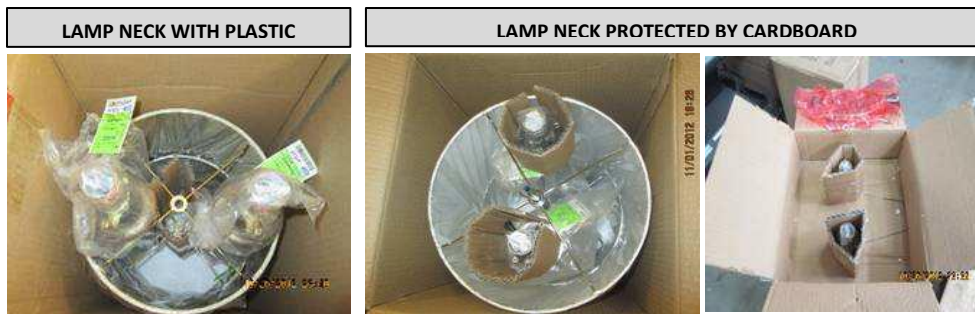
- Do not over-fill or under-fill the carton

2.2 Protecting the Product

- **Lamp Shades**
 - Must be protected with plastic
 - Must be wrapped in a thick layer of cardboard or Styrofoam, secured in place with packing tape



- **Lamp Neck & Base**
 - Lamp neck should be placed in a plastic bag and wrapped with a thick piece of cardboard or Styrofoam and secured with packing tape



- Lamp base should be tightly secured in a thick piece of Styrofoam that fits the size of the master carton
- This adds stability to the bottom of the master carton and further protection to the base and cords
- Cords should be tightly wrapped among Styrofoam to keep from tangling



- **Lamp Harp + Finial**
 - Place in a **RED** plastic bag, clearly marked "HARP & FINIAL"
 - Must be 1) secured to the lamp shade spine and 2) placed in protective cardboard



3.0 TICKETING REQUIREMENTS

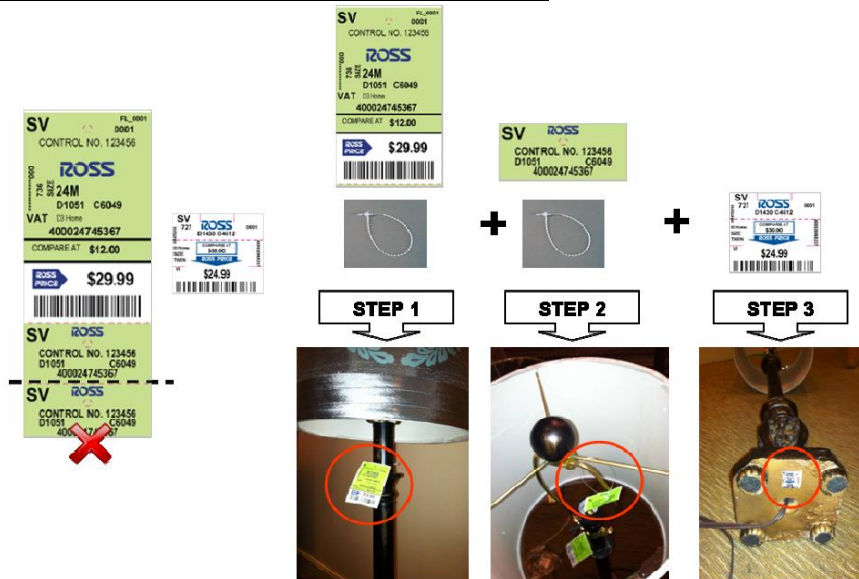
3.1 Two types of tickets required

1. Green Control Ticket + zip tie
2. White sticky ticket

3.2 Green Control Ticket Placement - attach to base + lamp shade

- Top price ticket with price, SKU and control number - tightly secure around the base of the lamp using a beaded zip tie
- Bottom smaller tickets - tear along perforated line creating two separate smaller tickets.
 - Attach one of the smaller tickets to the spine of the lamp shade
 - You can discard the second small ticket. Only one is needed for the lamp shade

3.3 White Sticky Ticket - apply to bottom of base



4.0 LOADING THE CONTAINER

4.1 Container / Trailer Loading

- Stack cartons according to the directional arrows
- Cartons should be tightly packed
 - Do not load flush to trailer ceiling
 - Do not over pack trailer

CORRECT



INCORRECT

