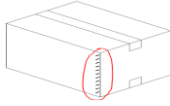


<b>Product</b>	<b>Carton type</b>	<b>Bursting strength</b>	<b>Carton Thickness</b>	<b>Sealing tape (depends on the weight of carton)</b>	<b>Internal Protections</b>	<b>Additional requirement</b>	<b>Carton Marking</b>
Textile items e.g. bedding or table items, bags, gloves, etc.	Double wall 5 ply	150 lb/in2 (PSI) = 1034 Kpa	6,48 mm	<ul style="list-style-type: none"> <li>► 0-2,6 Kg: Single Closure. 5 cm wide</li> <li>► 2,7 - 9,4 Kg: Single Closure. 7,5 cm wide. OR H Closure. 5 cm wide</li> <li>► 9,5 - 18,5 Kg: Single Closure. 7,5 cm wide</li> </ul>	<ul style="list-style-type: none"> <li>► Each SKU individually packed (Vinyl bag or Poly bag)</li> <li>► Top and Bottom corrugated pads</li> </ul> <p><i>See following pages for details</i></p>	<p>2 barcode tickets:</p> <p>1<sup>st</sup> sku ticket to be applied directly on the insert/hangtag/product label</p> <p>2<sup>nd</sup> sku ticket on the polybag/vinyl bag</p> <p>—</p> <p>Textile folding instructions- <i>See following pages for details</i></p>	<ul style="list-style-type: none"> <li>► International Handling symbols</li> </ul> <p><i>See following pages for details</i></p>
Dec Acc products (food contact and not): eg: ceramic/porcelain, glassware, metal ware or wooden items, etc...	Double wall 5 ply	200 lb/in2 (PSI) = 1379 Kpa	6,48 mm	<ul style="list-style-type: none"> <li>► 18,6 - 27,6 Kg: Sealed H closure. 7,5 cm wide. OR H closure. 7,5 cm wide reinforced paper tape.</li> <li>► Above 27,7 Kg: sealed H closure. 7,5 cm wide reinforced paper tape.</li> </ul> <p>-Clear or Brown polypropylene Tape.</p> <p>-Steel Strapping NOT allowed to close the carton. They are allowed only at the joint side, in lieu of glue.</p> 	<ul style="list-style-type: none"> <li>► Internal dividers: 200 lb/in2 (PSI) = 1379 Kpa Double wall 5 ply. Horizontal flute direction. Full height.</li> <li>► Air Cells: 2,5 cm at least</li> <li>► Top and Bottom corrugated pads</li> </ul> <p><i>See following pages for details</i></p> <ul style="list-style-type: none"> <li>► EPS, Foam, polystyrene, expanded polyurethane, corrugated protections</li> <li>► Top and Bottom corrugated pads</li> </ul> <p><i>See following pages for details</i></p>	<p>DTC/Mail channel: each SKU individually packed (polybag/shrink wrap/carton depending on the product fragility)</p> <p>—</p> <p>2 barcode tickets (when required):</p> <p>1<sup>st</sup> sku ticket to be applied directly on the product</p> <p>2<sup>nd</sup> sku ticket on the individual protection or on the master carton</p>	<ul style="list-style-type: none"> <li>► International Handling symbols</li> <li>► Additional labels for heat sensitive products</li> </ul> <p><i>See following pages for details</i></p>

## WSGO - Europe



**ATTENTION: WSI DO NOT ACCEPT CARTONS WITH DIFFERENT SKUS INSIDE. EACH SKU MUST HAVE ITS CARTON.**  
*In case of small items, please contact QA referent person to work on the pkg configuration.*

### RETAIL PACKAGING VS DTC/MAIL PACKAGING

#### ***Retail***

- MC qty = Master Carton quantity.
- DL qty = The Distribution Lot quantity. Qty of a given number of SKU that WSI ships to a Retail Store

For RTL it must be equal to Distribution Lot quantity (DL qty). Therefore: MC qty = DL qty

#### ***Mail/DTC***

- MC qty = The purpose of the Master Carton quantity for DTC is to contain a certain number of Selling Units to be shipped from Vendor premises to Memphis DC.
- SU qty = Selling Unit quantity. This field is always 1 because is equal to the SKU (individual item: 1 piece or 1 set).

DTC/Mail POs: each piece (or set) must be packed and protected individually.

### MIN. AND MAX. PACKAGING DIMENSIONS

#### ***Retail***

- Minimum size for MCs to be conveyable is: 9 x 6 x 2 inches and 2 lbs (= 23 x 15 x 5 cm and 0.90 Kg).
- Pkg that exceed 52 x 35 x 32 inches and 75 lbs (= 132 x 89 x 81 cm and 34 Kg): individual pkg is required. MC/DLqty = 1/1

#### ***Mail/DTC***

- We do not have minimum size
- Maximum size for MCs to be conveyable is Longest dimension 27 inches (68,5 cm) and 2<sup>nd</sup> longest dimension 18 inches (45,5 cm). Additional weight and size limitations are:
  - Items with a 3<sup>rd</sup> dimension of 12 inches (30,5 cm) or more are considered not-conveyable
  - Items exceeding 5832 cubic inches (L x W x H) are considered not-conveyable
  - Items exceeding 30 lbs (=13.6 Kg) are considered not-conveyable.

## WSGO - Europe

### Clarification about Sealing tape: H closure vs single closure

Clear or Brown polypropylene Tape required.

- pkg between 0 and 2,6 Kg: single closure 5 cm wide
- pkg between 2,7 and 9,4 Kg: single Closure. 7,5 cm wide OR H Closure 5 cm wide
- pkg between 9,5 and 18,5 Kg: single Closure. 7,5 cm wide

Example of single closure (to be done on both the top and the bottom of the carton)



Example of H closure (to be done on both the top and the bottom of the carton)

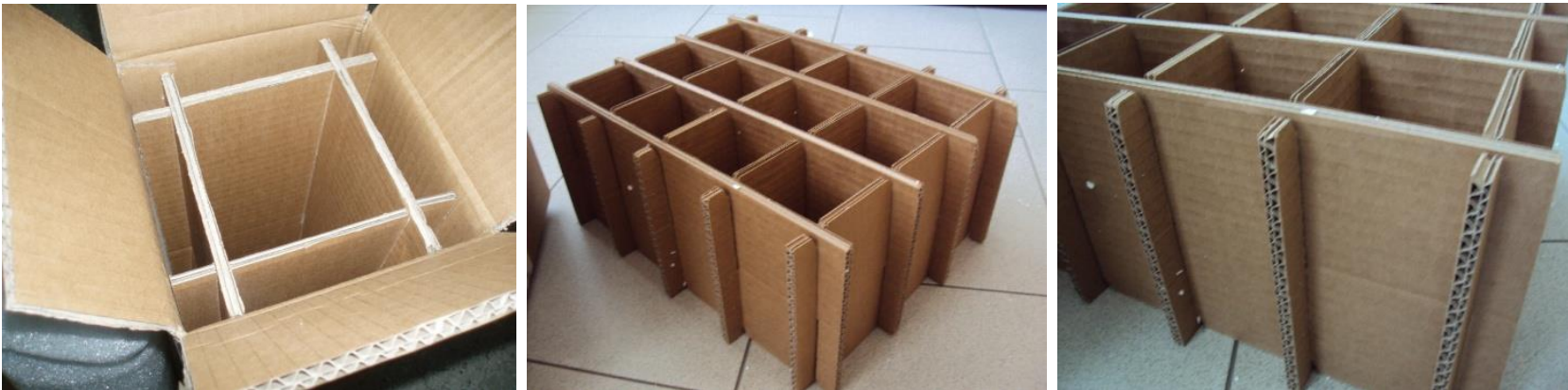


## WSGO - Europe

Examples of corrugated top and bottom pads + corrugated carton double wall 5 ply with vertical flute direction. 6,48 mm thickness:



Examples of internal dividers and air cells. Carton double wall 5 ply with horizontal flute direction\*. 6,48 mm thickness:



## WSGO - Europe

Example of honeycomb air cell. For detailed info about honeycomb please follow up with your EU QA relevant person



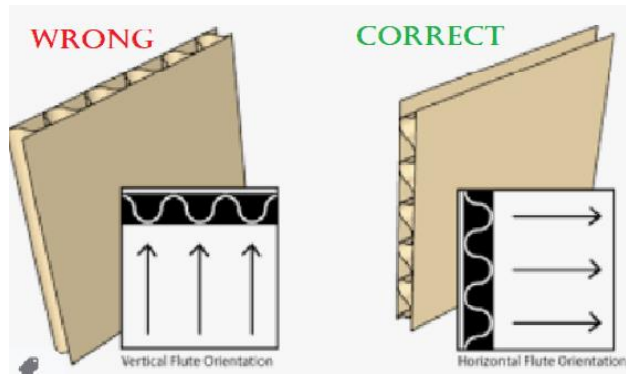
Examples of internal pre-shaped corrugated cardboard:





## WSGO - Europe

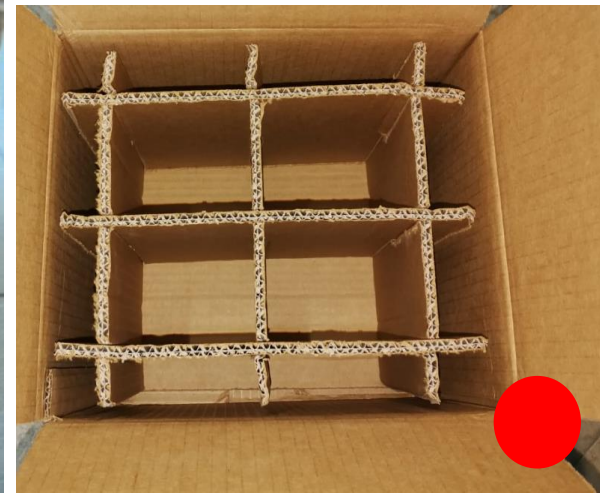
\*Difference between internal dividers with horizontal fluting (correct) and vertical fluting (wrong)



Horizontal flute direction: correct ●



Vertical flute direction: wrong ●





## WSGO - Europe

### ECO PACKAGING REQUIREMENT:


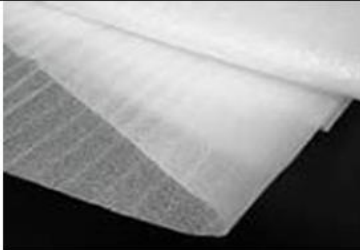





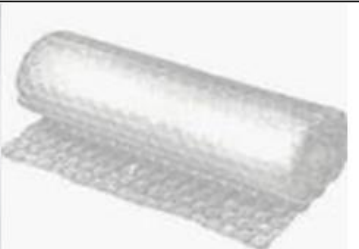
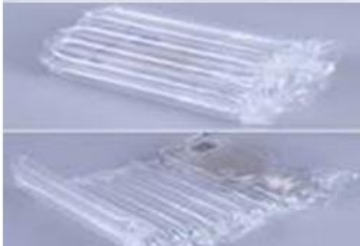

70-100% (by weight) of all packaging materials must be recyclable. This applies to all carryover, core and new developments.

Here is a list of packaging materials that are most commonly recycled in the US. This list is not exhaustive but does cover the core materials WSI uses in protective packaging. If there is a specific material not included in this list, please contact your relevant Eu QA person.

The recyclable materials in the list below are to be added to the recyclable side of the weight/percentage calculation: 70% recycle vs 30% not recycle by pkg materials weight.



1.	Paper	Recyclability in USA	
	Paper corrugated, fiberboard, molded pulp; master cartons, inner cartons, other paper components, edge protectors and corners	 Recyclable	


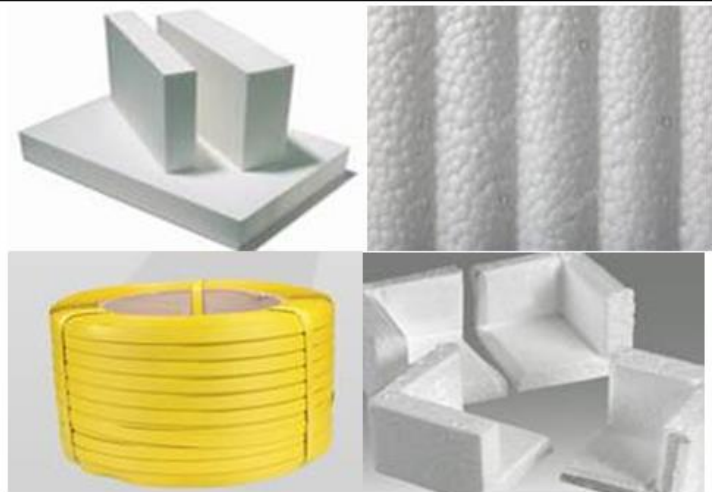
## WSGO - Europe

2.	PE foam	Recyclability in USA		
	PE foam; foam wrap, foam cushions	 Recyclable	 	
			 	
3.	PE films	Recyclability in USA		
	PE polybags; protective bag around furniture, textiles, other items	 Recyclable	 	
			 	



## WSGO - Europe

4.	Acetate	Recyclability in USA	
	This is a tree pulp cellulose used mainly in brand packaging; this material will be reviewed by the brand packaging team	 Recyclable	

5.	Polystyrene (PS)	Recyclability in USA	
	Polystyrene; foam cushions and strapping for cartons attached to pallets	 Not recyclable	

## WSGO - Europe

6.	Polyurethane (PU)	Recyclability in USA		
	Polyurethane foam cushions and foam in place (sprayed or injected)	 Not recyclable	   	
7.	Polyvinylchloride (PVC)	Recyclability in USA		
	PVC bags used in brand packaging; this material will be reviewed by the brand packaging team	 Not recyclable	 	

## **WSGO - Europe**

### **Transition from wood pallet to Paper pallet**

With the aim to reduce the non-recyclable pkg materials as much as possible (eco sustainability policy), WSI is transitioning to paper pallets in all SEA shipments. The feet can be constructed of vertical corrugated sheets that are laminated together or they can be made of honeycomb, both are acceptable. Please get in touch with your relevant EU QA person for detailed info.

### **PCR (100% post-consumer recycled polyethylene) polybags**

When used by vendors, Eu QA Team need the below documentation:

- Global Recycled Standard certificate. This is a third party certification to verify the material truly is recycled.
- Testing report that certifies there are no heavy metals in the ink and the plastic material.

### **DESICCANT- MOISTURE CONTROL REQUIREMENTS**

To ensure packaged products are protected from moisture, desiccant is required to maintain low moisture content within the shipping container environment and within master cartons (specific product types) to help prevent water vapor condensation and mold growth during shipping.

Silica desiccants are prohibited from WSI Master Cartons and Primary Packaging as of March 2020 shipments onwards and must be replaced with Clay Desiccants. If your products do require Clay Desiccants, please inform your EU QA relevant person.

## WSGO - Europe

**The product requires individual protection (transparent poly bag, vinyl bag, bubble wrap bag, shrink wrap, etc..) for DTC/MAIL channel, Retail split case products with MC qty >1 not packed in carton box, Softline products.**

- The plastic bag must be well sealed.
- Thickness:
  - Plastic bags, used for children's items (Pottery Barn Kids, Pottery Barn Teen, and any other products specifically marketed for children) must be a minimum of 2 mils (0.05 mm) thick.  
Exception: when the minor dimension of the bag is 3.94 inches (100 mm) or less, there must be a minimum of 1.25 mils (0.03 mm) thick.
  - Plastic bags used for adult items must be a minimum of 1.25 mils (0.03 mm) thick.
- The Suffocation Warning is needed when the minor dimension of the bag is 3.94 inches (100 mm) or more (Retail split case products are exempted)  
Bag dimensions shall be measured while in the form of a bag not cut open into a single thickness sheet.  
The minor dimension of the bag is the smallest of either the bag length or bag width.
- The warning must be legibly printed or permanently labeled on the plastic bag.
- The warning statement must be printed in both English, French and Spanish.
- WARNING STATEMENT FONT SIZE

Total of length and width of bag combined	Size of Type
Less than 30 inches	10 point or larger
30 inches or more, but less than 40 inches	14 point or larger
40 inches or more, but less than 60 inches	18 point or larger
60 inches or more	24 point or larger

**Note: 1 point (Pt) = 1/72 of an inch, or 0.0138 in., or 0.3515mm A 10% tolerance of font size will be accepted as a pass.**

## WSGO - Europe

### ENGLISH

"WARNING: PLASTIC BAGS CAN BE DANGEROUS TO AVOID SUFFOCATION, KEEP BAG AWAY FROM BABIES AND CHILDREN. DO NOT USE IN CRIBS, PLAYPENS OR CARRIAGES THIS BAG IS NOT A TOY."

### FRENCH

"ATTENTION: LES SACS DE PASTIQUE PEUVENT ÊTRE DANGEREUX. POUR ÉVITER TOUT RISQUE DE SUFFOCATION, NE PAS LAISSER CE SACHET D'EMBALLAGE À LA PORTÉE DES BÉBÉS NI DES ENFANTS. NE PAS UTILISER DANS LES LITS, PARCS ET POUSETTES. CE SACHET D'EMBALLAGE N'EST PAS UN JOUET."

### SPANISH

"ALERTA: LAS BOLSAS DE PLÁSTICO PUEDEN SER PELIGROSAS. PARA EVITAR EL PELIGRO DE ASFIXIA MANTENER LA BOLSA FUERA DEL ALCANCE DE BEBÉS Y NIÑOS. NO USAR EN CUNAS, CORRALES DE JUEGO O COCHECITOS. ESTA BOLSA NO ES UN JUGUETE."



- **Based on the product type/packaging, it might be necessary additional protections, such as foam sheets, paper sheets, corrugated partitions, plastic poly bag, bubble wrap bag or sheets etc...**

QA team will advise if they are needed and provide all relevant info.

### NOTE:

- *whenever there is a plastic polybag, bubble wrap bag etc., pls refer to the above requirements.*
- *Bubble wrap not accepted as primary protection.*
- *Polystyrene chips NOT accepted at all.*



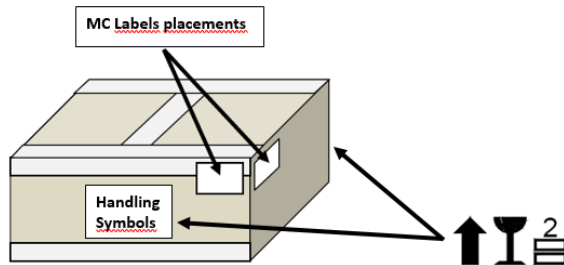


## WSGO - Europe

### ➤ International Handling symbols

2 identical labels to be positioned on the two smaller vertical panels of the carton. They can be on adhesive label or printed directly to the MC.

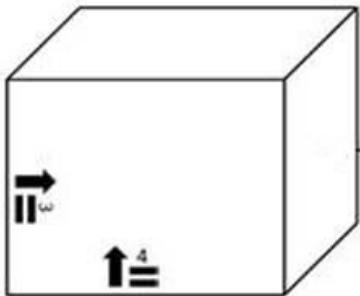
- Symbol of the arrow is requested for all product categories.
- Symbol of glass is requested for fragile product only.
- Stacking symbol is required for all master cartons which are prone to stacking (compression) damage. Vendor should determine the maximum allowable cartons on a uniform straight column stack to a maximum height of 110 inches (279 cm). Number above rectangles indicates the number of allowable cartons to be stacked. The number “1” in this position indicates that no stacking is allowed.



In order to optimize container loading, it is an option to use the **double arrows on cartons**. The vendor is responsible to decide if the product is safe when stacked in the two designated orientations.

When the double arrow is present, it is necessary to **add the stacking symbol for that orientation as well**.

While determining the maximum allowable cartons, pay attention not to exceed 279 cm.



## WSGO - Europe

### ➤ Heat Sensitive Product

Heat Sensitive Product Labels (green is required for Heat Sensitive Products (e.g. Soaps and Candles). Apply to opposite vertical panel of each master carton. Label printed by vendors.



### ➤ Textile folding instructions

TEXTILE BEDDING AND DRAPERY FOLDING INSTRUCTIONS FOR ALL WSI BRANDS		
Item Description	Folding Size	Insert card quality
Drape/Shower Curtain	9"x11.5"	Corrugated board with clay coated news back E-Flute 2.0mm
Duvet and Sheet Set	9"x11.5"	
Bed skirt	9"x11.5"	
Pillowcases and Shams	6" x 10"	
Quilts / Coverlet/Comforter	14" x25"	
Quilted Shams is	8"x10"	
Crib Quilt	12"x19"	
Bumper	10.5" x 25"	
Toddler Duvet, Crib Bed skirt and fitted sheet	5.5 " x 11.5"	