

General Packaging by Merchandise Type

These guidelines do not take the place of the vendor's responsibility for providing proper protective packaging. If you have concerns or questions regarding these guidelines, contact your Eddie Bauer designated representative.

All product shipped to Eddie Bauer require the following packaging pieces.

NOTE: Each component has its own section within this manual for detailed information.

Retail and Outlets

- Price Ticket
- Polybag
- Item SKU bar code label (if price ticket is not visible through polybag)
- Master shipping carton
- Carton SKU bar code label

Direct (Catalog)

- Polybag
- Item SKU bar code label
- Master shipping carton
- Carton SKU bar code label

Additionally, see below for added requirements.

APPAREL

Special packaging such as product information hang tags, joker tags, belly bands, stiffeners, hangers and alternative protective packaging are all communicated in the item's product specification package. These shall be placed on the apparel item before being placed into the polybag.

If your garment is required to be on a hanger, reference Hangers under the Product Packaging Section for more details.

ACCESSORIES

Additional packaging may be required and will be communicated in the item's product specification package. All packaging shall be placed on the item before being placed into the polybag.

Belts

Retail belts will require belt hangers. Reference the product specification package for specific hanger. Hanger supplier can be found in the Appendix Section under Eddie Bauer Approved Packaging Suppliers. Belts will also require a sew-in price ticket/label.

Socks & Tights

Unless otherwise specified, socks and tights will require sock bands or riders. Reference the product specification package for specific information. The Eddie Bauer approved sock band and rider supplier can be found in the Appendix Section under Eddie Bauer Approved Packaging Suppliers. For Retail and Outlets the price sticker must be applied to the sock band or rider.

Boxer Shorts

Boxer shorts require boxer bands. Reference the product specification package for specifics. The Eddie Bauer approved band supplier can be found in the Appendix Section under Eddie Bauer Approved Packaging Suppliers.

NON-APPAREL

The packaging components listed below are required for each category.

- Food Items

Vendors are responsible for meeting all food labeling regulations. Food packaging must be in compliance with 21 CFR 101. All shelf life and storage requirements must be communicated to the Quality Assurance Manager at the time of pricing.

- Watches

Unless otherwise specified by the Eddie Bauer Merchandiser, pack all standard watches as follows:

Retail & Outlet store orders: Eddie Bauer watch box, Eddie Bauer sleeve, price sticker on sleeve where specified (if not specified confirm with the Eddie Bauer Merchandiser), and pack into the Mod 1 cartons.

For Direct orders, pack the watch box into the center of the individual carton with paper filler to hold the watch in place and securely seal the carton. Place a SKU Label on the box, and pack into the Mod 1 cartons.

- Special Packaging (i.e. Gift Packaging, Product Information Hang Tags)

An Eddie Bauer designated representative will notify the vendor of any items that will require special packaging such as product information hang tags, retail display packaging etc. They will send artwork, a specification sheet, a sample of the paper, and a color chip to the vendor. Contact your Eddie Bauer designated representative if you have not received this information 12 weeks prior to the first ship date for the product.

The vendor is responsible for the cost and production of all product information hangtags and other requested packaging.

Prior to production, the vendor must submit a color draw-down for approval and then 5 final production for approval. Send these to your Eddie Bauer designated representative.

- Throws & Blankets

All Throws must be packaged with a wrap band unless otherwise specified. Wrap bands must be secured around the width of the folded throw. The sticky price ticket must be applied to the back of the wrap band in the designated space.

- Towels, Pillows, Comforters

Unless otherwise specified in the item's product specification package, follow the standard procedures for packing and shipping.

- Holiday Ornaments

The Packaging Developer must approve a packaging sample for all catalog Christmas ornaments. The vendor must comply with 16 CFR 1303 and 15 CFR 1500/1501 with respect to all ornaments.

FOOTWEAR

Footwear will require either a polybag or shoebox. Reference the product specification package for specifics. The footwear box supplier can be found in the Appendix Section under Eddie Bauer Approved Packaging Suppliers.

- Shoebox must be in new and good condition.
- If a polybag is used it must meet the criteria under polybag in the Product Packaging Section of our Vendor Compliance Manual.
- The shoebox must be a good fit for size and style of shoe.
- Each shoe must be stuffed with tissue or cardboard. If inserts are used, one must be present in each shoe.

- Tissue must be color appropriate to shoes, to reduce color rub-off. White tissue paper with white or light colored shoes, black or dark green with dark shoes. 18# paper thickness preferred.
- Footwear hardware such as speed hooks, buckles, straps, etc. are to be securely wrapped in tissue paper.
- Leather, suede, and nubuck shoes must include 2 silica packets (preferably “Dacekin”, a non-poisonous substitute for silica packets).
- All shoeboxes are a lid locked design. All Catalog shoeboxes must be sealed with one piece of 2” wide clear tape. Do not use rubber bands to keep boxes closed.
- All shoeboxes are to be a minimum 32ECT, E (or micro flute), single-wall, die-cut tuck fold boxes. The direction of the corrugate must run along the length of the box. The shoeboxes are to be single piece die-cut construction and glued at the manufacturers joint.
- For retail shoeboxes refer to product specification package for information regarding artwork specifications.

Label / Legal Requirements

- Country of Origin must be permanently marked on both shoes and bottom of the shoebox.
- Correct size must be permanently stamped on the sole of the shoes, shank, tongue, insole, or inside upper. A permanent label is also satisfactory. Having the sizing on a sticker is not acceptable.

Below are the approved box dimensions for your footwear:

Box Type	Eddie Bauer Approved Box Dimensions	
	English (inch)	Metric (cm)
A	11-1/2 x 6-5/8 x 4	29.31 x 16.83 x 10.16
B	13-7/8 x 6-5/8 x 4	35.24 x 16.83 x 10.16
C	14-1/4 x 7-7/8 x 4-1/2	36.20 x 20.00 x 10.80
D	14-1/4 x 11-3/8 x 4-3/4	36.20 x 28.89 x 12.06
E	16-5/8 x 15-5/8 x 5-1/4	42.23 x 39.69 x 13.33

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Artwork of Shoeboxes

