

STEIN MART'S CARTON AND PACKING REQUIREMENTS

1. Stein Mart requires all cartons be packed by store unless specific authorization has been granted to do otherwise.
2. Stein Mart does not permit master packing cartons. All cartons must only contain product intended for a single store and cannot contain "innerpacks" unless required to prevent damage during transit. This pertains to apparel only.
3. Stein Mart requests vendors consolidate product into as few cartons as possible, while not exceeding the conveyability guidelines detailed below. Vendors should ship multiple styles and skus in the same carton provided doing so will not cause damage to the product being shipped. Cartons must be PO specific.
4. To ensure cartons are conveyable - Stein Mart **strongly prefers** cartons meet the following dimensions:
 - a) Maximum Carton Size: 32" L x 22" W x 24" H
 - b) Minimum Carton Size: 8" L x 8" W x 3" H
 - c) The cartons should never exceed 40lbs. unless the individual selling unit in the carton weighs more than 40 lbs.
5. Do not over-pack or under-pack the carton. Use a shipping carton that fits the product being shipped. Ideally, merchandise should be packed ¼ inch below the top of the carton, and 1/8 inch from the sides of the carton. When shipping clothing, the carton width should allow hangers to fit squarely in the carton, not at an angle.
6. No excessive tissue or paper as filler to "cube" or "fill-up" under-packed cartons. Cardboard or shipboard is permitted to protect goods. Tissue may be used only as necessary to protect packaging from sticking and damage during transit.
7. Breakable products (china, glass etc.) should be packed in a manner which prevents breakage during normal shipping and handling. The vendor will be held responsible for breakage that occurs due to improper packaging.
8. Carton strength should be a minimum of 32 ETC (edge test crush) = 150 mullen to prevent crushing during transit. Large or heavy cartons may require a higher ETC.
9. Seal cartons securely with security/reinforced tape. All openings on all sides of the carton, including edges must be sealed. Please ensure tape does not cover any portion of the GS-128 label. Do not use bands, straps, staples or string around exterior of shipping container/carton.

10. Do not shrink wrap multiple cartons together as “one shippable carton” because they may become separated.
11. No metal or tape may be used to bundle hangers within cartons.
12. Small items must be packed so items are not concealed within a carton.
13. Stein Mart encourages the use of “environmentally friendly” (recyclable and/or biodegradable) packing materials whenever possible.
14. There should be GS1-128 shipping label on the carton. Vendors may use additional internal labels as long as they do not interfere with in the GS1 label.

Wrinkle Prevention

1. Cover each hanging or folded garment with a clear, dry cleaning style plastic (1 mil) perforated bag **ONLY** if necessary to prevent wrinkling or soiling. Bags are not otherwise required. If merchandise is covered in plastic, hanger hook must be exposed.
2. Pack merchandise “flat” (lengthwise in cartons). If merchandise must be folded, use only one fold on the bottom of the garment.
3. Lay garments front side facing up.
4. Close all buttons/zippers/hooks to prevent wrinkling or damage.
5. Bundle hangers with string, twine or rubber bands to prevent shifting **ONLY** if needed to prevent wrinkling. Do not use metal or tape. Alternate top and bottom carton placements approximately every 6 hangers to eliminate excess bulk, maximize capacity of cube, and prevent shifting. Place cardboard or tissue between alternating bundles **ONLY** if necessary to prevent crushing and reduce shifting of contents.
6. Delicate items should be placed on top to prevent crushing.
7. Do not overpack or underpack cartons.
8. Do not attach tops and bottoms of 2-piece garments using 2 hangers bound with rubber bands or otherwise. Attach hangers only by locking the coordinating loop of bottom hanger through the loop of the top hanger.

UNNECESSARY MATERIALS

Stein Mart recognizes some packing and/or protective material on products may be necessary to ensure goods reach the selling floor intact. However, the use of excessive material causes

considerable waste and additional expense and is prohibited. Stein Mart asks vendor do not use the following:

1. **Safety pins, straight pins, or pins of any type for any reason** in any category of merchandise except folded dress shirts and folded woven sport shirts.
2. **Size indicators** of any type on HANGERS (except men's suits / sports coats and infants / children's).
3. **Tiebacks or clips** of any type, in any category of merchandise.
4. **Do not use foam coverings or "foamies"** on sleeveless merchandise.
5. **Removable insets** (foam, cloth, or otherwise) on bottom hangers except only as necessary to protect leather, velvet, beaded, embellished, and fine gauge fabrics.
6. **Inserts** except one piece of tissue or one piece of cardboard for folded sweaters (for moisture absorption and stability) and cardboard inserts for folded dress/woven sport shirts but plastic or cardboard collar inserts are permitted.
7. **Tissue, paper or other material** placed INSIDE garments (**e.g., in pockets, sleeves, in between folds, or wrapped around hangers**) will fall off while garment is on selling floor except for minimal tissue permitted to protect leather and velvet products. Note: use tissue between packages as necessary to protect packaging from sticking and damage during transit.
8. **Plastic or other coverings** on buttons or other embellishments except only as necessary to protect.
9. **Protective packing** cannot be easily removed in one motion. Example: poly bags covering garment should be perforated so they easily pull away.
10. **Plastic and cardboard** protecting merchandise such as handbags or luggage requires scissors or knives to remove.

If a vendor cannot meet any of the recommendations in this document, please contact Stein Mart Vendor Compliance at vendorcompliance@steinmart.com.