

Section 4- Folding/Bagging Standards

Folding Standards

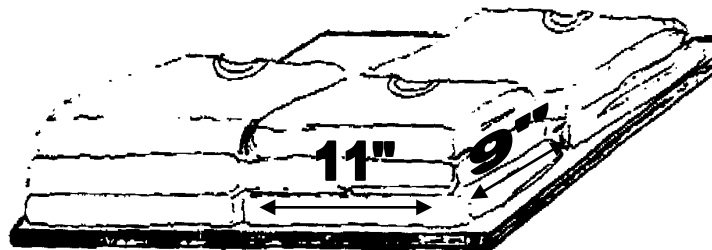
Merchandise purchased for Footlocker.com/Eastbay is required to be folded in a manner appropriate for customer mailing and processing efficiency in our Service Center. The folding standards differ by type of garment. On the following pages we have offered illustrations and instructions to help guide you through this process and ensure folding standards are met.

The following standards are required in folding of our merchandise:

- ♦ Individual apparel items and accessory merchandise must be polybagged and sealed (Code 505). The polybag must be BHT Free meaning there shouldn't be any Butylated Hydroxytoluene chemical within the polybag. BHT has been shown to cause discoloration to product.
- ♦ Hooded jackets and tops must have the hood folded back
- ♦ No items should be shipped on hangers (Code 504)
- ♦ All adult shirts, jerseys, sweaters, sweatshirts, tops and fleece must have the front fold width dimensions of 11" and a depth of 9"
- ♦ Individual gym bags and backpacks must be folded flat and in a sealed polybag with the logo or focal point of graphic visible

Customer-Ready Folding

100% compliance of the customer-ready folding is expected on the following commodities: lightweight fleece, jersey and novelty knit tops, woven shirts and sweaters. The proper dimensions are a front fold width of 11" and a depth of 9"

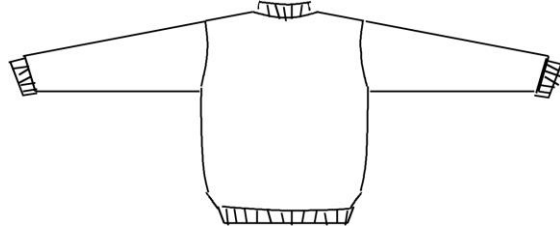


Section 4- Folding/Bagging Standards

Light Weight Jackets/Sweatshirts

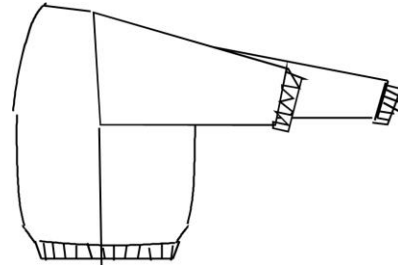
Step 1

- ♦ Lay sweatshirt face down.



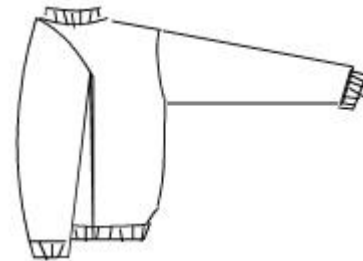
Step 2

- ♦ Fold one side of sweatshirt over.
- ♦ Pull tightly to ensure a clean line.



Step 3

- ♦ Fold arm down along edge of sweatshirt.
- ♦ Make sure arm forms a clean line along edge of sweatshirt.



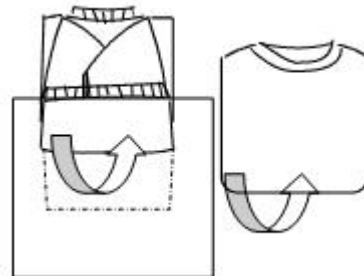
Step 4

- ♦ Repeat steps 2 & 3 for other side of sweatshirt.
- ♦ For XL and XXL sweatshirts there may be extra material from the arm that goes over the 11" folding line. Please tuck this under so it lines up with the fold.



Step 5

- ♦ Fold bottom up approximately 1/3 of entire length of sweatshirt.
- ♦ Fold sweatshirt up to top of neckline.



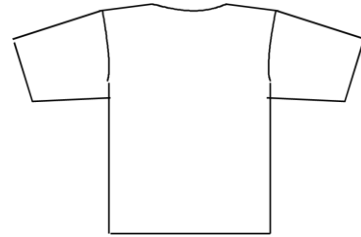
Step 6

Place into polybag and seal (Code 505). Ensure the vendor ticket is visible.

T-shirts

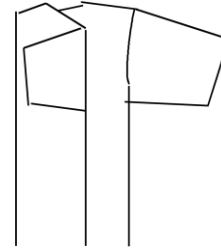
Step 1

- ♦ Lay T-shirt face down.



Step 2

- ♦ Fold one side of T-shirt over.
- ♦ Pull tightly to ensure a tight line.
- ♦ Fold sleeve back to edge of opposite side.



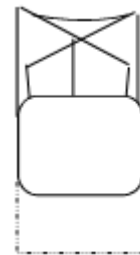
Step 3

- ♦ Repeat step 2 for the other side of T-shirt



Step 4

- ♦ Fold bottom up approximately 1/3 of entire length of T-shirt.



Step 5

- ♦ Fold T-shirt up to top of neckline.



Step 6

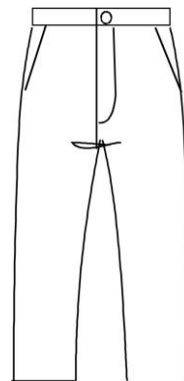
Place into polybag and seal (Code 505). Ensure the vendor ticket is visible.

Section 4- Folding/Bagging Standards

Pants/Shorts

Step 1

- ♦ Lay pants/shorts face up.



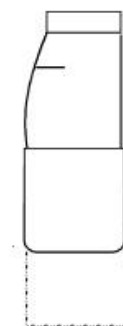
Step 2

- ♦ Fold one side of pants/shorts over.
- ♦ Pull tightly to ensure a tight line.



Step 3

- ♦ Fold from top to bottom. Fold as 1/3 length of pant.



Step 4

- ♦ Place into polybag and seal (Code 505). Ensure vendor ticket is visible.

After each item is folded it must be placed inside a polybag and **must** be sealed. The polybag must have the following Warning Information below. (Code 510) All polybags need a suffocation warning, not just apparel.

A warning in English, French and Spanish is required on all polybags.

The print technique must result in a label that will not smear. The warning label must be on the bag or on a label securely attached to the bag, and should be repeated at 18 inch intervals to adhere to the most conservative standards.

Total Length and Width of bag combined	Minimum type size
Less than 25 inches	10 point
25 to 39 inches	14 point
40 to 59 inches	18 point
60 inches or more	24 point

"Warning: To avoid danger of suffocation, keep this plastic bag away from babies and children. Do not use this bag in cribs, beds, carriages, playpens. This bag is not a toy."

Advertencia: para evitar el peligro de asfixia, mantenga esta bolsa de plástico lejos de bebés y niños. No use esta bolsa en cunas, camas, coches, parques. Esta bolsa no es un juguete

"Warning: pour éviter tout risque d'étouffement, gardez ce sac en plastique de b  b  s et les enfants. N'utilisez pas ce sac dans les berceaux, lits, chariots, parcs pour enfants. Ce sac n'est pas un jouet."



Ordering Suffocation Labels

You may obtain pre-printed suffocation labels on a 4X2 label from Footlocker.com/Eastbay. Please fill out the provided suffocation warning label order form and fax it to 715-261-9012 or email to: **vendorcompliance@eastbay.com**. Cost will be **\$50.00 per 1,000 tickets and a minimum charge of \$25.00 per order**. All costs will be charged to your purchase order invoice and costs are subject to change with or without notice. Vendors are responsible for all shipping costs. Lead time 5 business days after receipt of order. Footlocker.com/Eastbay will print complete purchase orders as well as any extra tickets that may be needed.

Footlocker.com/Eastbay

500 North 72nd Avenue

Wausau, WI 54401

Fax: 715-261-9012

Tel: 715-261-9201

Contact – Vendor Compliance Specialist **vendorcompliance@eastbay.com**



Suffocation Label Order Form

Eastbay Suffocation Warning Order Form- Complete form and fax to 715-261-9012 or email vendorcompliance@eastbay.com

Vendor Order Information

Note: the ship to address, should be the address you want to receive the labels at

Ordered By:	Date Ordered:
Fax:	Phone #:
Date needed By:	

Bill To:	Ship to:
Contact:	Alternate contact:
Phone	Phone
Fax:	Fax

PO #'s:

Number of suffocation labels desired:	
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