



Partner Compliance and Freight Routing Guide

Dear Partner:

IMG is committed to providing the highest possible customer service. This is only achievable with cooperation throughout the supply chain and efficiencies in operations. Therefore, we have provided this routing guide which has been designed to provide you with a quick and easy reference for our shipping requirements.

Please be advised that compliance and routing instructions are deemed part of the terms and conditions of doing business. These requirements are structured to provide supply chain efficiencies that support our mutual needs and those of our customers.

Thank you in advance for following these requirements. Should you have any questions, contact Operations at 636-458-7158 or operations@intmar.com.

Ship to location & contact information

International Marketing Group
13 Industrial Drive
Pacific, MO 63069

Contact: Operations at 636-458-7158 or operations@intmar.com

Receiving hours: 7:30 a.m. to 2:00 p.m. CST

Delivery appointment REQUIRED. If carrier charges a fee to make an appointment, the fee is the Partner's responsibility and must be prepaid. Product arriving without an appointment MAY be refused. Palletized Product arriving without an appointment is subject to a \$25 per pallet unload fee OR MAY be refused. Floor loaded containers require 72 hour notice. Carriers without an appointment will be unloaded as time permits. Product arriving floor loaded without prior approval will be assessed a \$250.00 per 20' container or \$500 per 40' container fee in addition to the standard container unload fee deducted from payment of invoice or may be refused. Bills of Lading must match inventory delivered. If BOL is not clearly marked with carton quantity, the BOL will be signed as to the skid quantity and IMG will not be responsible for shortages.

Pallet Requirements

Pallet restrictions - Vendors must use 48 x 40 standard 4-way hardwood pallets and cannot be stacked higher than 90" including the pallet. There should be no overhang of product and said product must be secured with shrink wrap or tape. If a slight overhang of product would allow for a better weight distribution or pallet configuration, contact operations@intmar.com to submit a request for authorization for an exception. In the submission, include the sku and overall dimensions of the pallet. Written approval must be obtained prior to shipment. If shipping less than a full truck, use load bars or straps to prevent movement during transit.

Pallet Configuration - Merchandise must be sorted by sku, style and color. If multiple pallets of the same product are being shipped, ensure an identical pallet configuration is used in order to ensure accurate counts upon receipt. Do NOT place loose product on top of pallets in the truck. These can shift during shipment and exceed maximum height requirements. Master cartons cannot be mixed.

Mixed Pallets - Whenever possible, multi sku purchase orders should be on separate pallets. If a pallet must contain multiple skus, the skus must be separated by layer with cardboard in between layers and contents of pallet must be clearly marked for easy identification.

Carton Labeling - All carton labeling must be facing outward on the skid so that the pallet contents are easily identifiable. Master cartons must be bar coded with UPC code and clearly marked style and color. If a product is not placed in a master carton, ensure shipping labels are NOT placed on individual selling units. Only adhere shipping labels on the pallet.

Pallet Labeling - Mark the pallets “DO NOT BREAK DOWN” before shipment to avoid carriers mixing the pallets. Label each pallet with the purchase order number and the contents of the pallet. Shipment must contain a packing slip with IMG reference number. All “back ordered” product must be clearly identified.

Any pallets that do not comply with the above requirements MAY be charged a \$25 per pallet fee after a written warning. IMG will not be responsible for receiving shortages when pallet requirements are not met.

If product cannot be unloaded with a fork lift, a \$250.00 fee per trailer will apply in addition to the standard container unload fee deducted from payment of invoice.

Concealed damage will be deducted from invoice and returned to vendor at vendors’ expense. IMG reserves the right to refuse any delivery due to obvious damage or employee safety concerns.

Product Requirements

Product must be received “ship ready”. Non-compliance fees may occur if IMG has to repair, repack or re-label merchandise due to missing or incorrect UPC codes, mixed skus not properly identified, or master cartons not labeled with content information. It is strongly recommended that Product packaging be sealed in some fashion (e.g. security tape, tamper-proof seal, etc.) to reduce returns to Vendor. Beginning **January 1, 2018**, any Product not labeled with a bar code unique to that SKU/Color will be found to be non-Compliant. The Partner may either pick the Product up and have it labeled or inquire to have IMG label the Product for a fee.

Please forward this guide to your logistics department and other individuals responsible for the delivery of product to IMG.

Partners are expected to ship “on time” to ensure timely delivery service. Orders should be scheduled allowing sufficient time for transit to IMG by the “warehouse due date”

Lithium Battery Requirements

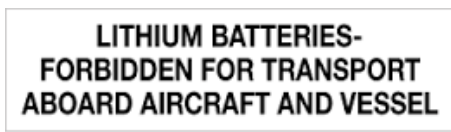
Lithium battery transport requirements are frequently amended and updated. IT IS THE PARTNER’S RESPONSIBILITY TO EVALUATE AND ENSURE COMPLIANCE WITH ALL APPLICABLE CURRENT TRANSPORTATION AND MARKING RULES, including (where applicable) those issued by the International Air Transport Association (“IATA”), the International Civil Aviation Organization (“ICAO”) and the U.S. DOT’s Pipeline and Hazardous Materials Safety Administration (“PHMSA”), as well as any requirements specific to common carriers (e.g. UPS, FedEx).

In order for IMG to ship some lithium battery products, battery information MUST be provided to IMG prior to shipment to IMG. This includes but is not limited to the UL/ETL Certificate, MSDS and the IMG Lithium Battery Form enclosed in this Freight Routing Guide. If the Product is pre-packed for outbound shipment and does NOT require an outer reshipper carton, the Product must include the appropriate markings and/or labeling in accordance with 49 CFR 173.185. Examples of these are noted below: lithium battery handling mark, a cargo air only label for transport aboard aircraft & vessel. Please note, not all lithium battery products require labeling on the package. Unnecessarily labeling packages with lithium battery markings is equally non-compliant with 49 CFR 173.185.

IMG will continue to accept the older Lithium Battery marking(s) for Product received at IMG prior to **December 31, 2017**. Beginning **January 1, 2018** all Products received MUST have the new Lithium Battery marking(s).

Examples of Package Markings for Lithium Cell or Battery Products

Cargo Air Only Label



Ion ALONE



Ion IN or WITH



Metal ALONE



Metal IN or WITH



Lithium Handling Marks MUST:

- Measure at least 105mm (4.1”) x 74mm (2.9”)
- Identify cell or battery type
- Provide a contact phone number. Contact must be able to access SDS of lithium cell or battery
- Border must be red in color

Cargo Air Only Label MUST:

- Be a rectangle measuring at least 110mm (4.3”) in height by 120mm (4.7”) in width. The words “CARGO AIRCRAFT ONLY” must be shown in letters measuring at least 6.3mm (0.25”) in height.

Forbidden from Transport Aboard Air & Vessel Label MUST:

- Be at least 6mm (0.25”) in height on packages having a gross weight of 30kg (66 pounds) or less, except that smaller font may be used as necessary when package dimensions so require
- Be at least 12mm (0.5”) in height on packages having a gross weight of more than 30kg (66 pounds)

Lithium Marking Carton Placement

- The lithium handling mark should be placed on the smallest or medium size carton panel.
- The lithium handling mark must lay flat on the carton panel. Folding the marking over the edge or corner is NOT acceptable
- The lithium handling mark cannot be covered by other carton markings or labels
- If the marking(s) does not fit on the smallest or medium sized panels, then you will need to apply the mark to BOTH of the largest flat panels.

NOTE: Lithium battery product must also be packed in a manner to prevent short circuits, movement within the outer package and accidental activation of the equipment. In addition, the package-product must be able to pass a 1.2 meter drop test on all 6 faces of the package.