

VENDOR SUPPLY CHAIN MANUAL: PACKAGING

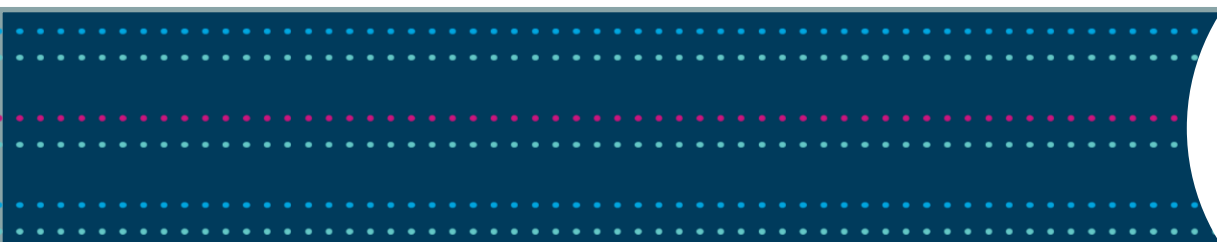


TABLE OF CONTENTS (PACKAGING SECTION)

Packaging	58
Table of Contents (Packaging Section)	59
Purpose	60
Mandatory Regulatory Requirements	61
Polybag Composition Guidelines & Regulatory Requirement	63
Package Integrity	64
Re-Shipper Carton Requirements	70
 Jewelry Guidelines	 71
Table of Contents (Jewelry)	72
Branding Requirements	73
Packaging Components	74
Packaging Requirements	80
Packaging Suppliers	86
 Apparel and Accessories Guidelines	 87
Table of Contents (Apparel and Accessories)	88
Polybag Sizes and Preferred Supplier	89
Folding Instructions	90
Footwear	97
Handbags	98
Other Accessories	99
 Beauty and Personal Care Guidelines	 100
Considerations by Product Characteristic	101
 Home / Hardlines Guidelines	 104
Considerations for Various Product Types	105

PURPOSE

Nearly every step in our Supply Chain process comes down to one moment: the instant the customer opens her package from HSN. It's a pivotal moment in the buying experience - one that we want to be inescapably exceptional, to ignite her sense of excitement and to inspire a lasting sense of endearment to your brand and the HSN brand. Achieving this requires the perfect packaging.

The specifications outlined in this section were designed to ensure that all products are packaged in a manner that reflects their excellence, ensures that the product is undamaged in transit, and creates a lasting sense of excitement the moment the customer opens the package.

How This Section Is Set Up

The following requirements are divided into four sections, each providing in-depth instructions to help you package your products to meet HSN's standards and customer commitment:

- **Mandatory Regulatory Requirements:** Details Federal Regulatory requirements.
- **Polybag Composition Guidelines & Regulatory Requirement:** Outlines the specifications and Federal Regulations required for polybags used to package products.
- **Package Integrity:** Outlines package integrity testing, shipping hazards, and box strength guidelines.
- **Re-Shipper Carton Requirements:** Outlines the requirements for re-shippers.
- **Jewelry Guidelines:** This section details the jewelry pack recipes.
- **Apparel and Accessories Guidelines:** This section includes step-by-step instructions for folding apparel and accessory products, including illustrations, final dimensions and brand logo and label placement.
- **Beauty and Personal Care Guidelines:** Outlines packaging requirements for beauty and personal care devices.
- **Home / Hardlines Guidelines:** Outlines packaging requirements and provides examples of successful pack recipes for most other types of products.

Key Contacts for Packaging

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Beauty | Health | Fitness | Infomercial | Personal Care | Culinary | Electronics | Housewares

MANDATORY REGULATORY REQUIREMENTS

Toxics in Packaging: Heavy Metals

All packaging and packaging components must comply, in all respects, to the requirements for heavy metals content as stated in the US CONEG model legislation. That is, the sum of the incidental concentration levels of Cadmium, Mercury, Lead and Hexavalent Chromium present in packaging or packaging components shall not exceed 100 ppm and that these regulated metals were not intentionally added during the manufacturing process. HSN requires each supplier to maintain a formal confirmation of conformity which demonstrates compliance with the heavy metals standards consistent with ISO 18602.

All HSN suppliers must be able to submit this demonstration of compliance to HSN within three (3) business days of notification. HSN suppliers will be responsible for all costs associated with removing and returning illegal packaging, if such situations are encountered.

Packaging Environmental Labeling Guidelines for compliance with US Federal Trade Commission (FTC) Rules

All environmental labeling and claims on packaging must comply, in all respects, with the requirements described under the US Federal Trade Commission's [Guides for the Use of Environmental Marketing Claims \("Green Guides"\)](https://www.ftc.gov/sites/default/files/documents/federal_register_notices/guides-use-environmental-marketing-claims-green-guides/greenguidesfrn.pdf).

https://www.ftc.gov/sites/default/files/documents/federal_register_notices/guides-use-environmental-marketing-claims-green-guides/greenguidesfrn.pdf

Appropriate use of SPI resin identification code

All in-scope resin containers must comply with the legal requirements concerning use of Society of the Plastics Industry (SPI) resin identification code (RIC), which is currently required in 39 states of the United States. When applying the RIC to packaging, ensure that the usage of this symbol is also compliant to the requirements described under the US Federal Trade Commission's [Guides for the Use of Environmental Marketing Claims \("Green Guides"\)](https://www.ftc.gov/sites/default/files/documents/federal_register_notices/guides-use-environmental-marketing-claims-green-guides/greenguidesfrn.pdf).

https://www.ftc.gov/sites/default/files/documents/federal_register_notices/guides-use-environmental-marketing-claims-green-guides/greenguidesfrn.pdf

Usage of Other Symbols

The Green Dot is a recognized financing symbol within the EU, meant to indicate that the brand owner has fulfilled its financial obligations to recover packaging under the EU Packaging Directive. The Green Dot is not intended to, and should not be used, to make an environmental or recycling claim. In the NAFTA region, the Green Dot is not considered a financing symbol.

The Green Dot in North America is simply a registered trademark. HSN does not recommend using this symbol on any packaging sold in the US. If using the Green Dot on packaging placed in the US, Canada or Mexico market, a valid license from Green Dot North America™ must be presented to HSN upon request. <http://www.greendot.ca/>

HSN suppliers will be responsible for all costs associated with removing and returning illegal packaging, if such situations are encountered.

California Rigid Plastic Packaging Container Regulations

All in-scope resin containers must comply with the legal requirements within California's Rigid Plastic Packaging Container Regulations (RPPC) (14 CCR 17942 et. seq.)

HSN suppliers will be responsible for all costs associated with removing and returning illegal packaging, if such situations are encountered.

Sustainable Packaging- Recycled Content in Packaging

QXH has set the following goals for the use of recycled content in vendor packaging materials:

- **Recycled content in fiber materials (i.e. corrugated board, paperboard, etc)**
 - i. At least 50% recycled content by 2020
 - ii. At least 55% recycled content by 2025
 - iii. At least 60% recycled content by 2030
- **Recycled content in plastics (i.e. polybags, foam cushions, etc)**
 - i. At least 25% recycled content by 2025
 - ii. At least 30% recycled content by 2030

POLYBAG COMPOSITION GUIDELINES & REGULATORY REQUIREMENT

Polybag Composition

If your product is packaged in a polybag, the guidelines outlined on this page must be followed. HSN suggests using polybags with a nominal wall thickness of no less than 1.0 MIL (1/1000th of an in. or 0.0010 in. or 0.0254 mm). Two-part or multi-part heat-sealed bags will not be accepted.

A suffocation warning label is required only if **all** of points 1 through 3 are met:

1. The polybag measures 5" x 7" or larger.
2. The opening measures 5" (12.7 cm) or greater when placed flat.
3. The nominal wall thickness is less than 1.0 mil (0.001 in. or 0.0254 mm).

If your polybags meet this description, then the following requirements must also be met:

Regulatory Requirement: Mandatory Safety Warning

1. The suffocation warning should be readily visible to the customer, written in English and located on the back side of the polybag.
2. If printed on the bag, it must be framed in a box.
3. If printed on a pressure-sensitive label, it must be securely attached to the bag.
4. The warning should contain the following (or substantially similar) language:

Warning: To avoid danger of suffocation, keep this plastic bag away from babies and children. Do not use this bag in cribs, beds, carriages, or playpens. The thin film may cling to the nose and mouth and prevent breathing. This bag is not a toy.

5. The print type should be of a different typeface than the one used on other labels or wording on the bag.
6. The print type should be boldface, clear, legible and sized as follows:

surface area of bag (L x W)	size of print
35-49 inches squared	at least 10 points
59-90 inches squared	at least 14 points
91-199 inches squared	at least 18 points
200+ inches squared	at least 24 points

Sealing

Polybags must be securely fastened either by using a heat-sealing device or with taped ends.

NOTE: ALL intimate apparel must be heat-sealed.

PACKAGE INTEGRITY

Package Integrity Testing

One of the most important evaluations required in the QA process is package integrity testing. Designed to identify any potential shortcomings in the strength or effectiveness of your packaging, this testing ensures that the product still exceeds the customer's expectations - even after going through multiple channels of shipping.

For most product in the Hardlines categories (see below list), you will contract testing on your packaging before submitting your product to HSN. This will allow you to discover and correct any packaging deficiencies prior to submitting the sample or spec for packaging evaluation, which will help ensure that there are no delays in the HSN QA process. The ISTA (International Safe Transit Association) 3A test report should be uploaded to the Documents section of the Specification Sheet.

Products Requiring Submission of an ISTA 3A Report

Collectibles, Cleaning, Culinary, Crafts & Sewing, Electronics, Fitness Equipment, Furniture, Hardware, Home Décor, Lawn & Garden, Luggage, Seasonal, Tabletop, Toys.

NOTE: At the sole discretion of HSN-QA, ISTA 3A Testing may be required for any specific product.
Items that are obviously unbreakable (Softgoods) do not require testing.
Items not packed in a re-shipper carton do not require testing. Please refer to Re-shipper Carton Requirements on page 70 of this manual section to determine if your product requires a re-shipper carton.
ISTA 6A - Amazon SIOC (Ships In Own Container) is an acceptable alternative to ISTA 3A.

Package Integrity Test Methods

HSN uses the following industry-standard test protocols to validate packaging.

Test Method	Covered Hazards	Application
ISTA 3A Test Procedure	<ul style="list-style-type: none">ShockVibrationCompression	<ul style="list-style-type: none">Products weighing 150 pounds or less shipped via Parcel Distribution (UPS, USPS, FedEx)
ASTM D4169-DC 2, (Assurance Level 1) or NMFA Rule 180	<ul style="list-style-type: none">ShockVibrationCompression	<ul style="list-style-type: none">Less Than Load (LTL) Distribution

NOTE: For Drop Shipped products greater than 150 lbs. that will ship LTL, the ASTM (American Society for Testing and Materials) D4169 or NFMA (National Master Freight Agreement) Rule 180 test can be substituted for the ISTA 3A requirement.

Package Testing Laboratories

HSN recommends that you consult with an ISTA-certified laboratory to assist you in the development and testing of your product to adequately withstand the appropriate distribution environment.

ISTA Certified Laboratory Search: https://mms.ista.org/members/directory/search_bootstrap.php?org_id=ISTA&istalabs=X

HSN Recommends the use of the following testing laboratory within the United States:

UPS Customer Solutions - Package Design & Test Lab

108 South Lombard Road

Addison, IL 60101

Phone: 877-877-7229 | Website: <http://www.ups-psi.com>

Third Party Package Integrity Testing Process

1. Design packaging to withstand the rigors of the small parcel shipping environment and that meets the HSN requirements outlined in this guide.
2. Test the saleable unit packaged-product at an ISTA-certified test lab. As needed, re-design and re-test until the package-product passes transit testing.
 - Package test only the saleable unit packaging- Inner and master carton packaging do not require ISTA 3A testing.
 - Make certain that the selected test lab understands HSN's package testing requirements (see protocol below)
 - The vendor is authorized to send a copy of this chapter directly to the test lab.
3. After performing the packaging test, all individual units must be examined carefully for defects vs HSN's Acceptance Criteria (below).
4. Once the test is successfully completed, the vendor should upload a copy of the test report to the documents section of the B2B spec card.
5. QA will validate the test report against the physical sample and/or spec (i.e. weight, dimensions, internal packaging).
6. Once final approval is given, the vendor must establish procedures to pack the product in the designed packaging, and to ensure the product is packaged the same way each time.

HSN's ISTA 3A Protocol

When testing per ISTA 3A, the following criteria must be met:

Atmospheric Preconditioning

One test specimen will be conditioned to the current ambient lab conditions for 24 hours.

Shock (1)

Packages are dropped 9 times from various heights and orientations. (Drop height is determined by the weight of the package.)

Vibration

Random with and without a top load. (Top loads are determined using the formula given in the current year ISTA Resource Book under 3A testing.)

Shock (2)

Packages are dropped 8 times from various heights and orientations. (Drop height is determined by the weight of the package. The final drop is made onto a "hazard").

HSN's ISTA 3A Acceptance Criteria

1. The product must be free from defects, both structural and cosmetic. The product must function as intended.
2. The packaging must be able to continue to protect the product. Minor degradation is acceptable; however, the following conditions will result in a failure:
 - Punctures of the carton wall from the product.
 - Edge ruptures of the package to the extent it can no longer contain the product or support the product's weight.
 - Major degradation to the inner packaging which causes displacement of any product component and/or compromises adequate product protection.
3. Cosmetic damage to a display box (packaging that enhances the value of a collectible product) is not acceptable.

Packaging Development (Drop Test Procedure)

While not a substitute for the ISTA 3A packaging test, the following drop test procedure can be used to help guide your packaging development.

1. Determine the drop height by comparing the weight of the packaged product to the following table:

Packaged Product Weight		Drop Height	
Equal To or Greater Than	But Less Than	Free Fall	
Pounds	Pounds	Inches	mm
0	21	38	970
21	41	32	810
41	50	26	660

2. Drop the packaged product onto a hard surface (from the height determined in step 1) using the following sequence:

Sequence #	Orientation	Specific Face, Edge or Corner
1	Corner	Bottom/front/right corner
2	Edge	Shortest edge radiating from the corner tested
3	Edge	Next longest edge radiating from the corner tested
4	Edge	Longest edge radiating from the corner tested
5	Face	One of the smallest faces
6	Face	Opposite small face
7	Face	One of the medium faces
8	Face	Opposite medium face
9	Face	One of the largest faces
10	Face	Opposite large face

3. Examine the product for damage and make corrective actions as necessary.

Shipping Hazards

Your product will have to be protected from shock, vibration, and compression throughout the distribution cycle. Shock damage occurs with manual handling and during transportation. Vibration damage generally occurs during transportation. Compression damage occurs when other units or items are stacked on top of the packaged product either in the warehouse or during transportation.

Protecting Your Product from Shock

Your packaged product will be exposed to shock events throughout its distribution cycle. Every product has a critical shock that if exceeded, the product will be damaged. Since you cannot control the shipping environment (the shock that the packaged product will see), the key to protective packaging is to decrease the shock that is transmitted to the product through the packaging.

Protective packaging for shock is referred to as cushioning. The most common types of cushioning are foam (EPS, EPE, EPP, etc) and air products (air pillows, bubble-wrap, etc). Bubble-wrap can be effective for small, light items. Foam cushions are generally the best choice for most type of products. All sides of the package should be protected from shock.

Protecting Your Product from Vibration

Vibration is encountered during the transportation phase of a product's distribution cycle. Vibration damage is usually in the form of abrasion and scratching to cosmetic surfaces, but components can break if a resonant frequency is excited (more typical with electrical components). The abrasion can occur with any objects that are in contact with another (product to packaging, product to product, etc).

A non-abrasive barrier layer is usually used to protect cosmetic surfaces of a product. PE foam sheeting, abrasion film, and polybags are used as this barrier. Any cosmetic surface that can come into contact with anything else should be protected.

Protecting Your Product from Compression

Compression forces affect the packaged product when the product is unitized for storage or shipping. Compression damage can affect the carton's ability to stack correctly and ultimately lead to product damage. Environmental factors, such as humidity, have an adverse effect on a carton's compression strength. In fact, a carton can lose 40% of its compression strength in only ten days in a high humidity environment (such as in a container ship).

It is very important that the **correct carton construction and board strength** are used in order to lessen the occurrence of compression damage.

PACKAGE INTEGRITY (CONTINUED)

Choosing the appropriate corrugated carton is the first step in ensuring your product ships and arrives in perfect condition and that the packaging passes the Package Integrity Testing as outlined in the [Quality Assurance](#) section of this manual.

Carton Construction

Ensuring product is effectively transported without damage requires that product be properly packaged in the appropriate carton(s) and meets the following requirements:

- All cartons must be constructed of A-flute, B-flute, or C-flute corrugate.
 - E- and F-flute corrugate is not permitted for shipping cartons (re-shippers or master cartons).
- Corrugation of the carton must run vertically (up and down) when the carton is in its intended shipping/stacking orientation.
- Carton flaps must be on the top or bottom face of the carton while in this orientation.
- All cartons must be of appropriate size and shape to the items being shipped – **bulging cartons are not acceptable**.
- All re-shipper cartons MUST be of consistent dimensions and weight for each SKU.
- All re-shipper and master cartons must be sealed with tape that is at least 2 inches (5 cm) wide.
- Cartons should be non-glossy, kraft-colored board with minimal print.

Carton Strength

The following steps can be used to determine the MINIMUM strength required for your cartons. Depending on the distribution cycle (Import products), the necessary carton strength may be higher than what is shown in the chart. You are encouraged to follow the Package Integrity Testing as outlined in the [Quality Assurance](#) section of the manual to ensure your packaging meets HSN Packaging Integrity Standards.

1. Weigh the items to be shipped and compare the weight to column A in the table below.
2. Measure the length, width and height of the re-shipper or master carton. Add these dimensions together and compare the sum to column B.
3. Select the appropriate row in the chart where the criteria in both columns A and B are met (the weight and size calculation are less than the numbers listed in Columns A and B).
4. Column C & D identify the most appropriate Mullen Burst and Edge Crush Test strength corrugate carton for your product.

A	B	C	D
Weight Limit of Box & Contents (lbs.)	Box Size Limit L + W + H (in.)	Mullen Burst Strength (psi.)	Edge Crush Test (lbs./in. width)
Single-wall Corrugate Cartons			
20	40	200	32
30	55	250	44
Double-wall Corrugate Cartons			
30	45	200	42
40	60	250	48
60	75	275	51
100	95	350	61
160	115	450	71
>160	135	500	82

These carton strengths are minimum requirements only. Depending on the distribution cycle (example: products that originate overseas), the necessary carton strength may be higher than what is shown in the chart. To further ensure your packaging meets HSN Package Integrity Standards, you are encouraged to follow the Package Integrity Testing as outlined earlier in this section of the manual.

NOTE: It is the vendor's responsibility to ensure that their chosen box maker is using the appropriate box strength. The vendor will be responsible for all stoppage and/or rework fees if damage occurs at an HSN Fulfillment Center due to insufficient box strength.

PACKAGE INTEGRITY (CONTINUED)

Carton Requirements: Carton Strength (CONT'D)

The following is an example of how to choose the appropriate board strength for your product. In this example, the packaged product (or master carton) is 20" x 20" x 24" and weighs 37 lbs.

Weigh the items to be shipped and compare the weight to column A in the table below.

Example: 37 lbs. This weight exceeds the allowable limit of the first three rows.

A	B	C	D
Weight Limit of Box & Contents (lbs.)	Box Size Limit L + W + H (in.)	Mullen Burst Strength (psi.)	Edge Crush Test (lbs./in. width)
Single-wall Corrugate Cartons			
20	40	200	32
30	55	250	44
Double-wall Corrugate Cartons			
30	45	200	42
40	60	250	48
60	75	275	51
100	95	350	61
160	115	450	71
>160	135	500	82

Measure the length, width and height of the re-shipper or master carton. Add these dimensions together and compare the sum to column B.

Example: 20 + 20 + 24 = 64; the size exceeds the allowable limit of the first four rows.

A	B	C	D
Weight Limit of Box & Contents (lbs.)	Box Size Limit L + W + H (in.)	Mullen Burst Strength (psi.)	Edge Crush Test (ECT) (lbs./in. width)
Single-wall Corrugate Cartons			
20	40	200	32
30	55	250	44
Double-wall Corrugate Cartons			
30	45	200	42
40	60	250	48
60	75	275	51
100	95	350	61
160	115	450	71
>160	135	500	82

Select the appropriate row in the chart where the criteria in both columns A and B are met.

You should use at least 275 psi burst strength or 51 ECT double-wall corrugate for your carton.

RE-SHIPPER CARTON REQUIREMENTS

The most efficient way for HSN to quickly fulfill product Orders for our customers is with the use of automation-ready, vendor re-shipper cartons. **The minimum dimensions for a re-shipper carton are 9" x 6" x 1.5"**. There are three factors that determine if your product requires a vendor re-shipper carton:

1. Product Characteristics.
2. Damage Prevention.
3. Master Carton Requirements.

Product Characteristics

Any product that meets **all** points below, **must** be packaged in a vendor re-shipper/carton that has minimum dimensions of 9" x 6" x 1.5":

1. The product is in any category except Apparel, Accessories, Footwear, Jewelry, Vitamins or Publishing.
2. The weight of the product (including packaging) is equal to or greater than 1.0 lb.
3. The product is shipping to an HSN fulfillment center (i.e. not Drop Ship).

Damage Prevention

In some cases, it may be necessary to pack your product in a re-shipper carton in order to ensure that it can survive transit throughout the entire distribution cycle (see previous Packaging Integrity section of this manual). While HSN's fulfillment centers utilize HSN cartons to ship certain packages to customers, they only have the ability to void-fill (they cannot add protective packaging). Any necessary protective packaging is the responsibility of the vendor.

Master Carton Requirements

HSN's requirements for the use of master cartons are outlined in detail in the Domestic and Import Shipping sections. In some cases, it may be necessary to pack your product in a re-shipper carton in order to meet these requirements:

- Master cartons must contain a **MINIMUM of 4 selling units per carton**. Products where 4 or more units cannot fit into a master carton without exceeding the maximum dimensions **MUST** be packaged as re-shippers.



JEWELRY GUIDELINES

TABLE OF CONTENTS (JEWELRY)

Branding Requirements	73
Branding Requirements	73
Packaging Components	74
Boxes and Pouches	74
Folders and Clear Elastic Loops	75
Internal Packaging Materials – Bottom Foams	76
Internal Packaging Materials – Top Foams	77
Internal Packaging Materials – Clear Zip Bags, Anti-Tarnish Protection	78
Internal Packaging Materials – Black Wire Ties, Elastic Barbs, Romance Cards	79
Packaging Requirements	80
2-Piece Box with Pouch	80
2-Piece Box with Foam Pad	81
Rings	82
Earrings	83
Pendants, Charms	84
Necklaces, Bracelets, Watches	85
Packaging Suppliers	86
Boxes, Pouches, Folder, Foam Pads, Tie Downs / Anti-Tarnish Tabs / Clear Zip Bags / Romance Cards	86

Branding Requirements

Anticipation is central to the experience of buying jewelry through electronic retailing. We want our customer to be as excited when she opens the HSN-branded outer packaging as she will be when she tries on her new jewelry for the first time. The following guidelines will help ensure that both the HSN brand and your brand leave a lasting impression in the mind of the customer as she receives her much-anticipated delivery.

Jewelry:

1. Always follow the pack recipe supplied to you by HSN, this recipe is designed to ensure that your product is properly protected and presented to the customer.
2. Romance cards must be printed ONLY in the colors in the artwork file provided to you by HSN.
3. Romance cards must always be placed above the jewelry item in the boxing to ensure she has exposure to your brand before she reaches the product.
4. The HSN SKU label should be placed on the bottom of the 2-piece box, in the same orientation for each item.

PACKAGING COMPONENTS – BOXES AND POUCHES

2-piece Boxes

The 2-piece box (Figure 1) is used in the following two ways. Please follow the recipe provided by HSN.

1. Jewelry item placed in a pouch, which is then placed inside a 2-piece box, or
2. Jewelry item placed on foam pad in a 2-piece box

2-piece Box Codes

Code	Inside Dimensions		
	Length (inches)	Width (inches)	Height (inches)
B 1	2 1/4	1 3/4	1 5/8
B 2	2 13/16	2 13/16	1 7/16
B 3	4 1/8	3 5/8	1 3/8
B 4	4 1/8	3 5/8	1 3/4
B 7	4 1/16	2 1/16	3
B 8	5	4	4
B 9	6	6	2
B 12	9	8	2

Figure 1



* 2-piece Boxes are available for purchase through Numaco; contact information is provided within the Packaging Suppliers section of this document.

Pouches

- Fabric Pouches (Figure 2) may be used when packaging polybagged jewelry items.
- Pouched jewelry items will be placed into the 2-piece box
- Both the pouch and 2-piece box code will be provided by HSN.

Pouch Codes

Code	Outside Dimensions		
	Length (inches)	Width (inches)	Height (inches)
PCH A	2	2 1/8	1 1/4
PCH B	2 3/4	3 1/8	2
PCH C	3	5 1/2	2
PCH D	5 1/8	6 5/8	2

Figure 2



* Pouches are available for purchase through Numaco; contact information is provided within the Packaging Suppliers section of this document.

PACKAGING COMPONENTS – FOLDERS AND CLEAR ELASTIC LOOPS

Folders

- The folder is used as an internal packaging component for specialty items.
- Secure jewelry items in the folder by using the fasteners as instructed, then fold over the fabric flaps (Figure 1).
- Product packaged within a folder is **required to be boxed using 2-piece box B 12**.

Outside Dimensions			
Code	Length (inches)	Width (inches)	Height (inches)
PF 1	7 ³ / ₄	8 ³ / ₄	N/A

* Folders are available for purchase through Numaco; contact information is provided within the Packaging Suppliers section of this document.

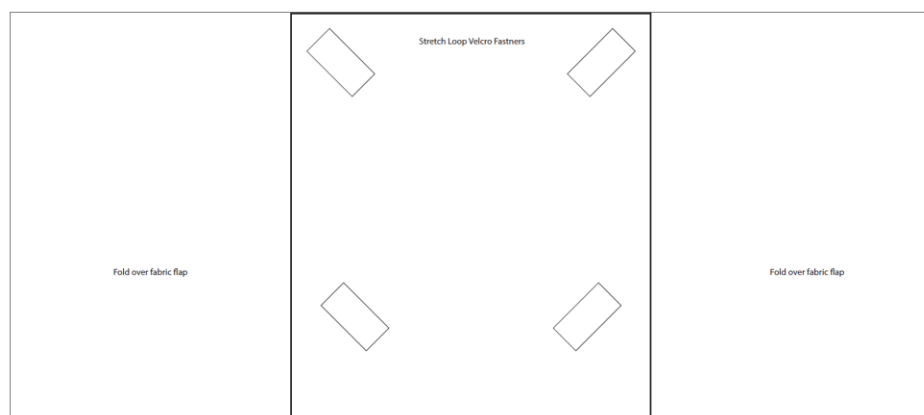


Figure 1

Clear Elastic Loops

- Clear Elastic Loops may be required to secure the 2-piece box for heavier items to ensure that the lid remains secure.
- For B4, place loop under one corner of the 2-piece box. Stretch loop slowly and draw over and under the opposite corner of the 2-piece box.
- For all other boxes, stretch loop slowly and draw over the 2-piece box in the direction that provides the most secure fit, either end to end or side to side. Larger boxes may require 2 loops.
- Loop will then contract and hug the 2-piece box.

Clear Elastic Loop Codes

Outside Dimensions		
Code	Fits Box	Circumference (inches)
CL 14	B 4, B 7, B 9	14" clear vinyl
CL 18	B 8, B 12	18" clear vinyl

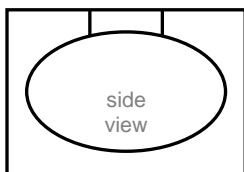
* Clear Elastic Loops are available for purchase through Numaco; contact information is provided within the Packaging Suppliers section of this document.

PACKAGING COMPONENTS – INTERNAL PACKAGING MATERIALS

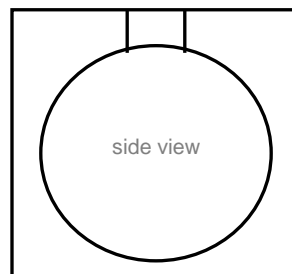
Bottom Foams

- Bottom foams are designed in various configurations for multiple uses.
- Pendant chains should be placed in the corner slits and the chain length placed under the foam pad; the pendant may be secured with wire ties.

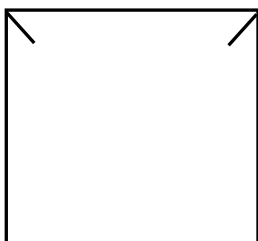
BF 7-W
(Watch, Bangle, Cuff Pad)



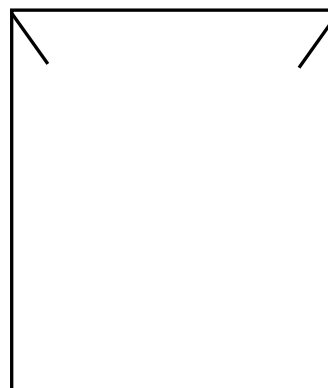
BF 8
(Watch Set, Bangle Set Pad)



BF 9
(Medium Necklace Pad)



BF 12
(Large Necklace Pad)



Bottom Foam Codes (for 2-piece Boxes)

Code	Description	Length (inches)	Width (inches)	Thickness (inches)	Used in Box
BF 7 - W	Watch, Bangle, Cuff Foam Insert	4 1/16	2 1/16	2 3/4	B-7
BF 8	Bangle Set, Watch Set Foam Insert	5	4	4	B-8
BF 9 - P	Medium Necklace Flocked Foam Insert	6	6	5/8	B-9
BF 12 - P	Large Necklace Flocked Foam Insert	9	8	5/8	B-12

* Bottom Foams are available for purchase through Numaco; contact information is provided within the Packaging Suppliers section of this document.

PACKAGING COMPONENTS – INTERNAL PACKAGING MATERIALS

Top Foams

- Depending upon the characteristics of the jewelry, HSN may require that a top foam be utilized to secure, protect and present the item.
- HSN will specify which thickness should be used to fill the void between the jewelry item and the top of the box.

1/4" Top Foam Codes (for 2-Piece Boxes)

Code	Length (inches)	Width (inches)	Thickness (inches)	Used in Box
FF 3 ,4 - 1/4	3 15/16	3 3/8	1/4	B-3, B-4
FF 7 - 1/4	3 15/16	1 15/16	1/4	B-7
FF 8 - 1/4	4 7/8	3 7/8	1/4	B-8
FF 9 - 1/4	5 7/8	5 7/8	1/4	B-9
FF 12- 1/4	8 7/8	7 7/8	1/4	B-10, B-11

1/2" Top Foam Codes (for 2-Piece Boxes)

Code	Length (inches)	Width (inches)	Thickness (inches)	Used in Box
FF 3,4 - 1/2	3 15/16	3 3/8	1/2	B-3, B-4
FF 7 - 1/2	3 15/16	1 15/16	1/2	B-7
FF 8 - 1/2	4 7/8	3 7/8	1/2	B-8
FF 9 - 1/2	5 7/8	5 7/8	1/2	B-9
FF 12 - 1/2	8 7/8	7 7/8	1/2	B-10, B-11

* Top Foams are available for purchase through Numaco; contact information is provided within the Packaging Suppliers section of this document.

PACKAGING COMPONENTS – INTERNAL PACKAGING MATERIALS

Clear Zip Bags

- Clear zip bags (Figure 1) may be required for jewelry items packaged in pouches.
- The zip opening should be at the top of the poly bag.
- A wide selection of sizes is available. HSN will specify the size and number of polybags required for your jewelry item.

Code	Dimensions L x W (inches) 2 mil thick
1.5 x 2	1.5 x 2
2 x 2	2 x 2
2 x 3	2 x 3
2 x 4	2 x 4
2 x 8	2 x 8
3 x 3	3 x 3
3 x 4	3 x 4
3 x 5	3 x 5
4 x 4	4 x 4
4 x 4 C	4 x 4 compartmentalized
4 x 6	4 x 6
5 x 8	5 x 8
6 x 8	6 x 8
6 x 10	6 x 10

Figure 1



* Zip bags are available for purchase through International Plastics and Minigrip; contact information is provided within the Packaging Suppliers section of this document.

Anti-Tarnish Protection

- Anti-tarnish tabs (Figure 2) measure 1" x 1" and are required for packaging tarnishable metals such as sterling silver, bronze, and copper.
- Anti-tarnish tabs are either inserted inside the zip bag holding the jewelry or inserted between the side of the bottom foam and the side of the jewelry box.

Figure 2



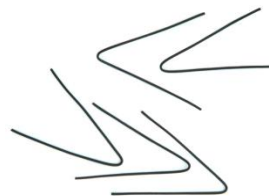
* Anti-tarnish tabs are available for purchase through Intercept; contact information is provided within the Packaging Suppliers section of this document. Volume pricing is available.

PACKAGING COMPONENTS – INTERNAL PACKAGING MATERIALS

Black Wire Ties

- Black wire ties (Figure 1) may be used to secure jewelry items to the bottom foam pad.
- Twist the ends together on the underside of the bottom foam so that the foam rests evenly on the bottom of the box.

Figure 1



Elastic Barbs

- Elastic barbs (Figure 2) may be used to secure jewelry items to the bottom foam pad.
- Flip the barbed end perpendicular to the elastic to secure the barb in place on the underside of the bottom foam.

Figure 2



Romance Cards

- Romance cards (Figure 3) may be required for your brand.
- When required, you will receive the romance card artwork file that can be sent to a printer of your choice or a printer recommended by HSN. HSN Vendor Vendors are responsible for printing romance cards that will be used in the packaging when romance cards are required.
- Add the romance card when packaging each jewelry item, placing the card face up on top of the top foam, pouch, or jewelry item as required in the pack recipe and this document.

Figure 3



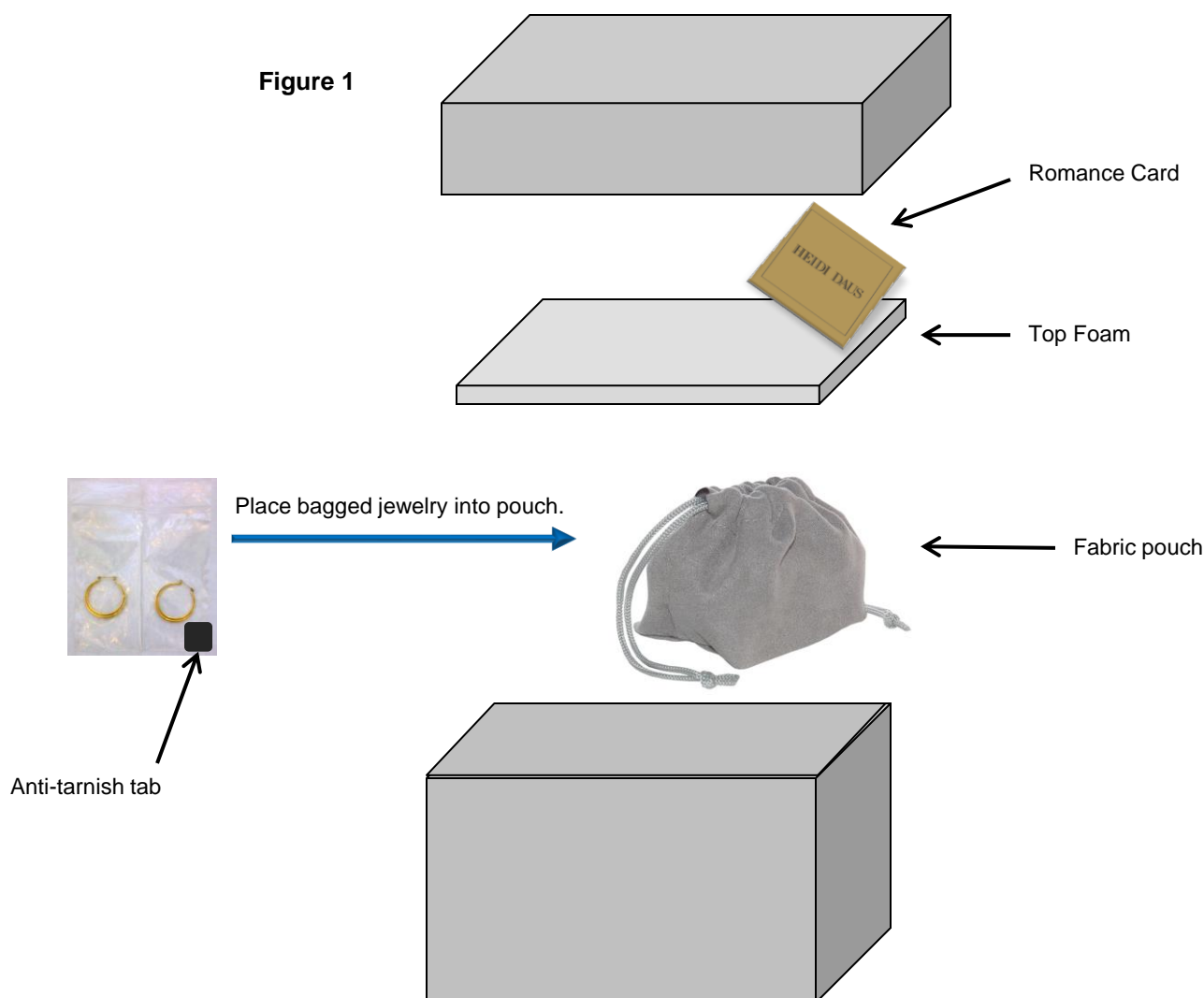
PACKAGING REQUIREMENTS – 2-PIECE BOX with POUCH

2-Piece Box Recipe with Item in a Pouch

Building the correct brand experience begins with understanding the basic guidelines of the pack recipe. The below steps are provided to orient you to the basic instructions for packaging a jewelry item when the recipe assigned utilizes a 2-piece box with the item contained within a pouch. Figure 1 illustrates these guidelines:

1. Remove the lid from the selected 2-piece box.
2. Place the jewelry item into the appropriate clear zip bag.
3. Insert the anti-tarnish tab (when required) inside the clear zip bag alongside the product, then seal the bag.
4. Place the sealed zip bag into the assigned fabric pouch and pull the drawstring to close the pouch.
5. Place the pouch containing the jewelry into the bottom of the 2-piece box.
6. Place the top foam, if required, on top of the product.
7. Place the required romance card on top of the top foam.
8. Place the box lid onto the completed box.
9. If required, secure the 2-piece box with clear elastic loop according to instructions.
10. The HSN SKU label should be placed on the bottom of the box, in the same orientation for each item.

Figure 1



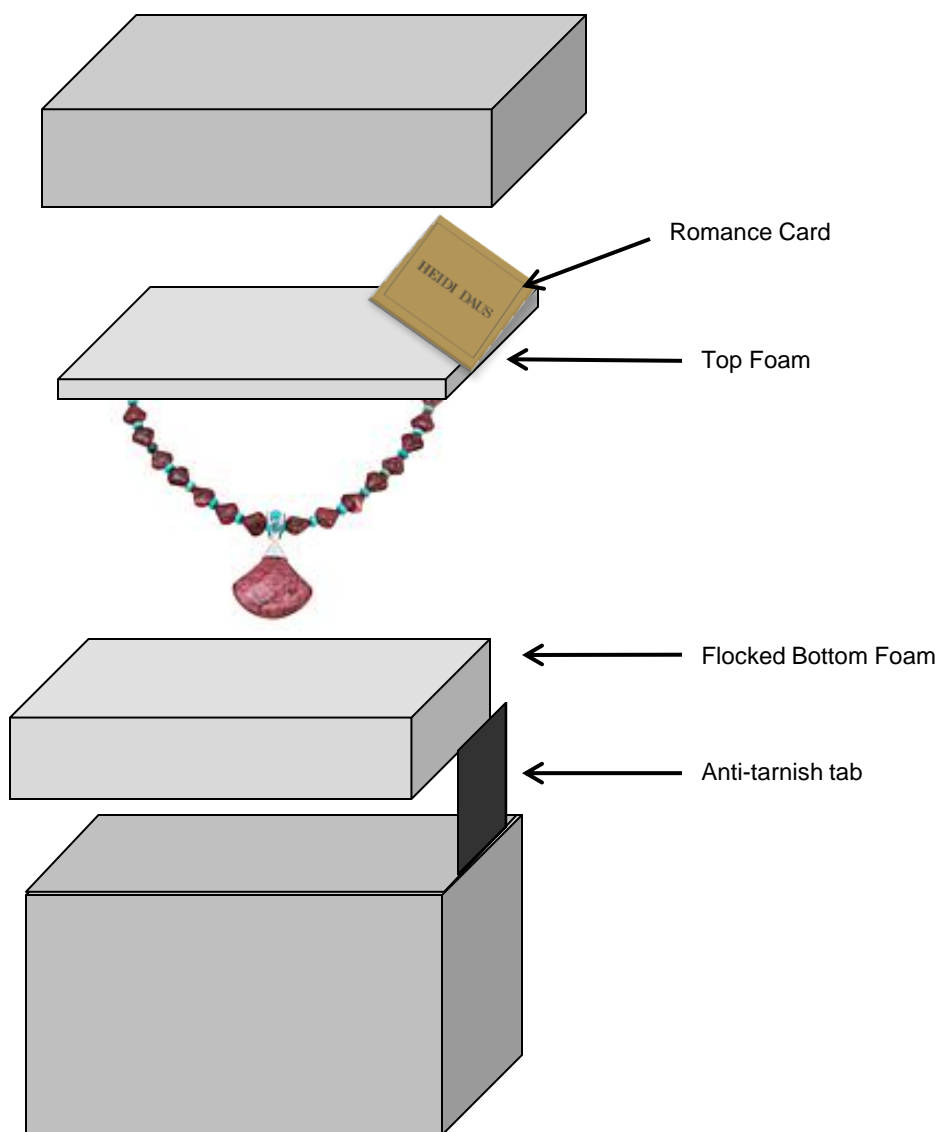
PACKAGING REQUIREMENTS – 2-PIECE BOX with FOAM PAD

2-Piece Box Recipe with Jewelry on Foam Pad

Building the correct brand experience begins with understanding the basic guidelines of the pack recipe. The below steps are provided to orient you to the basic instructions for packaging a jewelry item when the recipe assigned utilizes a 2-piece box with the item affixed to a flocked bottom foam pad. Figure 1 illustrates these guidelines:

1. Remove the lid from the selected 2-piece box.
2. Insert the required flocked bottom foam into the base of the 2-piece box.
3. Slide the anti-tarnish tab (when required) between the side of the bottom foam and the side of the 2-piece box.
4. Secure the item to the bottom foam pad as outlined in your pack recipe and this document. The product must be held in place to the pad to ensure it remains protected in transit and maintains the appropriate presentation to the customer.
5. Place the top foam, if required, on top of the item.
6. Place the required romance card on top of the top foam.
7. Place the box lid onto the completed box.
8. If required, secure the 2-piece box with clear elastic loop according to instructions.
9. The HSN SKU label should be placed on the bottom of the box, in the same orientation for each item.

Figure 1



PACKAGING REQUIREMENTS – RINGS

Ring

- Using the **2-piece box with pouch**, place the ring in an appropriately sized zip polybag (Figure 1), with anti-tarnish (AT) tab if required. Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.

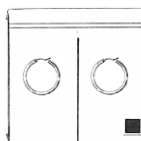
Figure 1



Ring sets

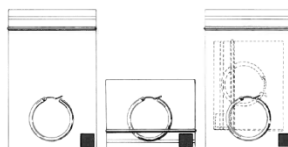
- Using the **2-piece box with pouch**, separate the rings in an appropriately sized compartmentalized zip polybag (Figure 2) with AT tab, if required.

Figure 2



You may also use the bag-in-bag method by placing each ring in a separate polybag with an AT tab, if required. The polybag is then placed in another polybag that houses both the first bag and the second item (Figure 3). Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.

Figure 3

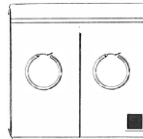


PACKAGING REQUIREMENTS – EARRINGS

Earrings

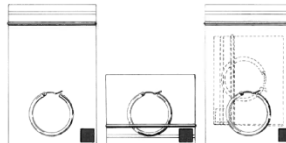
- Using the **2-piece box with pouch**, place the earrings in an appropriately sized compartmentalized zip polybag (Figure 1), with anti-tarnish (AT) tab if required. Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.

Figure 1



You may also use the bag-in-bag method by placing each earring in a separate polybag with AT tab, if required. The polybag is then placed in another polybag that houses both the first bag and the second item (Figure 2).

Figure 2



Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.

PACKAGING REQUIREMENTS – PENDANTS, CHARMS

Pendants on Chains

- Using the **2-piece box with pouch**, place the pendant in an appropriately sized divided zip polybag, with an anti-tarnish (AT) tab if required. Place the pendant on one side of the divider, with the chain draped into the other divider. Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.

You may also use the bag-in-bag method by placing the pendant in a separate polybag with the chain extended outside the opening and with AT tabs, if required. The polybag is then placed in another polybag that houses both the first bag and the excess chain.

Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.

- Using the **2-piece box with foam pad**, slide the chain into the corner slits in the foam pad. If required, wire ties may be used to secure the pendant to the foam pad. Gather the excess chain between the back of the foam pad and the bottom of the box. If an AT tab is required, place it between the edge of the foam and the side of the box.
- Use top foam pads as required.

Pendants without Chains, Charms

- Using the **2-piece box with pouch**, place the pendant or charm in an appropriately sized zip polybag with AT tab, if required. Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.
- Use top foam pads as required.

PACKAGING REQUIREMENTS – NECKLACES, BRACELETS, WATCHES

Necklaces, Beads

- Using the **2-piece box with pouch**, place the necklace in an appropriately sized zip polybag, with an anti-tarnish (AT) tab, if required. Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.
- Using the **2-piece box with foam pad**, slide the chain into the corner slits in the foam pad. If required, use wire ties to secure the item to the foam pad. Gather the excess length between the back of the foam pad and the bottom of the box. If an AT tab is required, place it between the edge of the foam and the side of the box.
- Use top foam pads as required.

Bracelets (Line or Link Style)

- Using the **2-piece box with pouch**, wrap in tissue paper, and place in an appropriately sized zip polybag with an AT tab, if required. Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.
- Use top foam pads as required.

Bracelets (Cuff or Bangle Style), Bangle Sets, Watches

- Using the **2-piece box with foam insert**, place the bracelet on the foam roll, then place in outer foam cover. If an AT tab is required, place it between the foam roll and outer foam cover. Watches must be packaged on the foam insert.
- Using the **2-piece box with pouch**, place in an appropriately-sized zip polybag with an AT tab, if required. Place the polybag in the pouch and close the drawstring. Place the pouch in the 2-piece box.
- Use top foam pads as required.

PACKAGING SUPPLIERS

To ensure a consistent brand experience for our customers across all Vendors, the HSN brand packaging requirements for jewelry include the use of custom components specific to our business. This section contains the contact information for our required and recommended suppliers for these components.

Jewelry Boxes, Pouches, Foam Pads, Tie Downs

To maintain a consistent experience, all Vendors are required to purchase jewelry boxes, pouches and foam pads from Numaco.

Jeff Brown
Cell: 401-743-8780
Email: jbrown@numaco.com

Anti-Tarnish Tabs

Anti-tarnish tabs may be purchased from our recommended supplier below, but the use of Intercept is not required; Vendors may obtain anti-tarnish strips from a comparable resource when approved in advance by HSN QA.

Intercept
Phone: 888-668-7674
www.interceptjewelrycare.com

Clear Zip Bags

Zip bags may be purchased from one of our recommended suppliers below, but the use of these suppliers is not required; Vendors may use comparable zip bags from an alternate resource when approved in advance by HSN QA. It is important to ensure that the sizing of the zip bags always correlates with the approved pack recipe issued to you by HSN.

International Plastics
Phone: 800-820-4722
www.interplas.com

Minigrip
Phone: 800-533-1931
www.minigrip.com

Romance Cards (printer)

Romance cards may be printed at our recommended printer below, but the use of this printer is not required; Vendors may choose an alternate resource to print the romance cards, provided that the printer can print the cards on the required paper specs and using the electronic artwork file supplied to you by HSN.

Salem Printing
900 Iowa Street
Salem VA 24153
Phone: 540-387-1106
www.salemprinting.com



APPAREL AND ACCESSORIES GUIDELINES

TABLE OF CONTENTS (APPAREL AND ACCESSORIES)

Polybag Sizes and Preferred Supplier	89
Apparel Requirements – Folding	90
Woven Tops & Knit Tops	90
Denim Bottoms & Non-Denim Bottoms	91
Skirts & Dresses	92
Top and Pant Sets & Top and Dress / Skirt Sets	93
Jackets, Blazers and Outerwear & Robes	94
Bras / Swimsuit Tops & Panties / Swimsuit Bottoms	95
Bodysuits / 1-piece Swimsuits & Scarves, Shawls, Ponchos, Wraps	96
Footwear	97
Handbags	98
Other Accessories	99
Belts – Leather and Hard Belts	99
Belts – Sashes and Soft Belts	99
Gloves	99
Hats – Structured	99
Hats – Unstructured	99
Hosiery – Flat Folded	99
Socks & Hosiery – Bound	99
Sunglasses	99

POLYBAG SIZES

Recommended Polybag Sizes

Recommended polybag sizes vary by product type. This table illustrates polybag sizes for garments and accessories:

folded merchandise: apparel (alphabetical order)		polybag size	
body suits & 1-piece swimsuits	9" x 14"		
bottoms - non-denim & denim	11" x 14" or 11" x 16"	or 11" x 20"	
bras & swimsuit tops	6" x 9"		
dresses - casual	11" x 14" or 11" x 16"	or 11" x 20"	
jackets & blazers	11" x 14" or 11" x 16"	or 11" x 20" or 19" x 16"	
panties & swimsuit bottoms	6" x 9"		
robes	14" x 20"		
scarves, shawls, ponchos & wraps	6" x 9" or 9" x 14" 11" x 14" or 11" x 16"	or 11" x 20" or 15" x 20"	
skirts	11" x 14" or 11" x 16"	or 11" x 20" or 14" x 17"	
tops - woven & knit	11" x 14" or 11" x 16"	or 11" x 20"	
sets:			
tops & pants/ bottoms	11" x 14" x 3" or		
tops & skirts	11" x 16" x 3" or		
tops & dresses	14" x 15" x 3"		
footwear, handbags & other accessories		polybag size	
footwear	appropriately size shoe box		
handbags	appropriately size polybag - best fit for the product		
belts - leather & hard	appropriately size polybag - best fit for the product		
belts - sashes & soft	appropriately size polybag - best fit for the product		
gloves	appropriately size polybag - best fit for the product		
hats - structured	200 lb. burst weight reshipper box		
hats - unstructured	appropriately size polybag - best fit for the product		
hosiery - flat folded	appropriately size polybag - best fit for the product		
socks & hosiery - bound	appropriately size polybag - best fit for the product		
sunglasses	appropriately size polybag - best fit for the product		

Heavyweight Items

Use 3" gusseted polybags for items that when folded are bulky, extra large or heavier in weight.

Preferred Supplier for Apparel Polybags

r-pac International Corp
jim.kane@r-pac.com | 508-393-0218 | www.r-pac.com

WOVEN TOPS & KNIT TOPS - FOLDING

Woven Tops

Long sleeve, short sleeve, tunics.

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Knit Tops

Long sleeve, short sleeve, sweaters, tunics.

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

DENIM BOTTOMS & NON-DENIM BOTTOMS - FOLDING

Denim Bottoms

Jeans, shorts, capris.

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Non-Denim Bottoms

Pants, shorts, leggings, Capris.

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

SKIRTS & DRESSES - FOLDING

Skirts

Skirts, skorts.

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Dresses

Dresses, jumpers, caftans.

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

TOP AND PANT SETS & TOP AND DRESS / SKIRT SETS - FOLDING

Top and Pant Sets

Top and pants, pajamas (units folded together within each other)

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Top and Dress Sets / Top and Skirt Sets

Cardigan sweater and dress, jacket and dress, skirt / skorts set, etc. (units folded together within each other)

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

JACKETS, BLAZERS AND OUTERWEAR & ROBES - FOLDING

Jackets, Blazers and Outerwear

Lightweight sportswear pieces, blazers, knit / woven jackets

NOTE: Does not include outerwear.

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Robes

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Bras and Swimsuit Tops

Bras, swimsuit tops, shapewear

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Panties and Swimsuit Bottoms

Panties, swimsuit bottoms, shapewear bottoms

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Body Suits and 1-piece Swimsuits

Folding Instructions:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Scarves, Shawls, Ponchos and Wraps

Folding Instructions – Square or Rectangle Shaped:

See Tech Pack

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

Footwear

Instructions:

1. Place tissue paper in bottom of shoe box; do not fold tissue paper (Figure 1).
2. Place silica packs inside the shoe box (two minimum); Micro-Guard may be used in lieu of silica packs.
3. Wrap all hardware on the shoe with tissue paper.
4. Stuff toe of shoe with tissue paper; tuck laces inside shoes (Figure 2).
5. Place shoes in the box—toe to heel—on top of tissue paper (Figure 3).
6. Place cardboard shoe divider between shoes (Figure 3).
7. Fold tissue paper over to cover both sides of shoes (Figure 4).
8. Place lid on shoebox.
9. Affix barcode and item labels.
10. Ensure brand label is appropriately positioned on finished package.
11. Shoe boxes must be banded with plastic bands from Aero or Atlantic with the following specs:

Aero Rubber Company

<http://www.aerorubber.com/>
sales@aerorubber.com
 (800) 662-1009

Atlantic Packaging

Asia: kristine@atlanticpkg.com, 704-588-1400
 US: marym@atlanticpkg.com, 704-909-5740

Specs: Clear Retainer Band - 5.850" Flat Length x 0.158" Wide x 0.012" Thick
 (all dimensions are approximate)

Figure 1

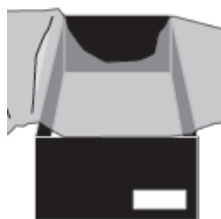


Figure 2



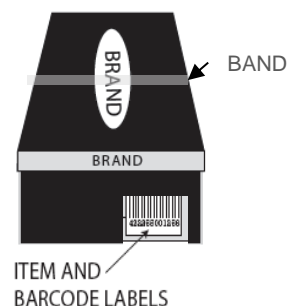
Figure 3



Figure 4



Final Package



Approximate Finished Dimensions After Folding

Appropriately sized shoe box.

Item and Barcode Label Placement

Lower right, front corner of shoe box if using HSN Item Label.

Brand Logo Placement

Shoe box as branded.

HANDBAGS

Handbags

Instructions:

1. Fold and place branded duster bag inside handbag.
2. Place silica packs in the bottom of the handbag (two minimum).
3. Stuff handbag with tissue paper. Tissue paper must be white or beige.
4. Fasten all snaps, zippers and other closures.
5. Wrap all hardware with tissue paper.
6. Enclose in an appropriately sized polybag with ends taped; use a polybag size that best fits the item to be packaged.
7. Affix barcode and item labels.
8. Ensure brand label is appropriately positioned on finished package.

NOTE: for handbags with a long shoulder strap, fold the shoulder strap, bind with tissue or a strip of cardboard and fasten with tape.

Figure 1

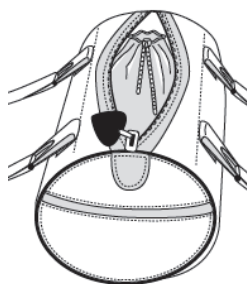


Figure 2

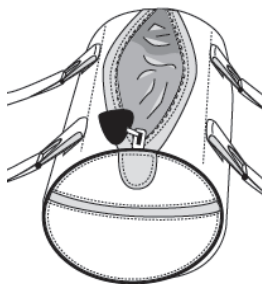


Figure 3

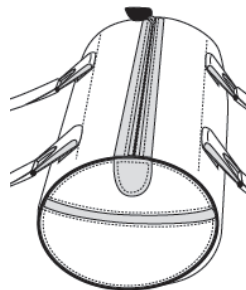


Figure 4

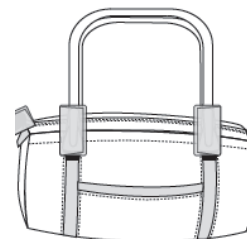


Figure 5

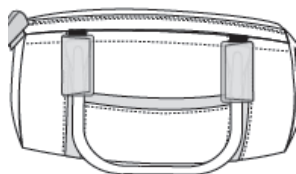
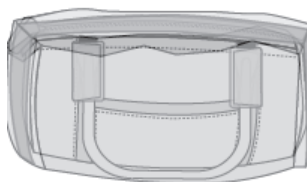
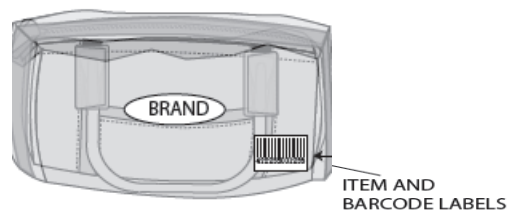


Figure 6



Final Package



Approximate Finished Dimensions After Folding

Appropriate for product dimensions.

Polybag Size:

Appropriately sized to best fit the product (not too large).

Item and Barcode Label Placement

Lower right, front corner of polybag if using HSN Item Label.

Brand Logo Placement

Front center of package.

OTHER ACCESSORIES

Belts – Leather and Hard Belts

1. Neatly coil belt and completely wrap it in tissue paper.
2. Place belt inside an appropriate size polybag with ends taped.

Belts – Sashes and Soft Belts

1. Wrap all hardware with tissue paper and then completely wrap the sash/ belt with tissue paper.
2. Fold sash/ belt flat to an appropriate size.
3. Place belt inside an appropriate size polybag with ends taped.

Gloves

1. Stack gloves on top of each other, with a piece of tissue paper between them and palms facing inward.
2. Place gloves inside an appropriate size polybag with ends taped.

Hats (Structured) – Straw and Felt

1. Fragile materials, such as straw or felt, must be stuffed with tissue.
2. Place hat inside an appropriate size, 200-pound burst strength re-shipper box.

Hats (Unstructured) – Cotton and Wool Caps

1. Collapse & fold hat as appropriate for the style.
2. Place hat inside an appropriate size polybag with ends taped.

Hosiery – Flat Folded

1. Flat fold hosiery items around chipboard.
2. Place hosiery inside an appropriate size polybag with ends taped.

Socks & Hosiery - Bound

1. Flat fold socks/ hosiery items as appropriate for the product.
2. Bind the socks/ hosiery with branded cardboard strip & seal with tape.
3. Place socks/ hosiery inside an appropriate size polybag with ends taped.

Sunglasses

1. Protect all hardware with tissue or plastic sleeves.
2. Enclose sunglasses in an appropriate size sunglasses case.
3. Place sunglasses case in a presentation box appropriately sized to best fit the case.

Approximate Finished Dimensions After Folding

Appropriate for product dimensions.

Polybag Size:

Appropriately sized to best fit the product (not too large).

Item and Barcode Label Placement

Lower right, front corner of polybag or presentation box if using HSN Item Label.

Brand Logo Placement

Front center of package.



BEAUTY AND PERSONAL CARE GUIDELINES

BEAUTY AND PERSONAL CARE

The integrity of the container and packaging of the product as the customer will receive it are the Vendor's responsibility. The Vendor must ensure that the product packaging can withstand the shipping environment.

All products must be packaged in a manner that ensures they can pass the International Safe Transit Association (ISTA) 3A testing protocol without any physical damage or impact to product assembly/functionality.

The Vendor should always perform their own drop, freeze, vibration or other testing to ensure that the packaging is resistant to leakage or other damage.

Temperatures during transit can vary from below zero to 120°F. Such temperature extremes can cause items to separate, melt, make contents brittle, or affect adhesives, etc. Time or temperature constraints on the shipping and/or storage conditions that might affect product stability must be disclosed (for example, "avoid freezing", "avoid temperatures in excess of...") . Packaging must be adequate to protect the product against these conditions.

Vendors should consider packaging that is not only effective but uses sustainable materials wherever possible to allow recycling of packaging materials.

NOTE: Vendors are not, under any circumstances, permitted to substitute boxes or packaging for any item(s) unless approved by the HSN Buyer and QA.

Below are key packaging guidelines for HSN products:

Leak Protection

HSN requires leak/tamper protection under the following conditions:

- Product is a low viscosity liquid such as a toner, spray, oil, perfume, serum or similar product that poses a leak risk.
- Product is flammable.
- Product is packaged WITHOUT a form-fitting branded retail secondary carton.
- Product is packaged in a branded retail secondary carton BUT the carton does not possess locking flaps, or the primary component is of sufficient weight to cause the secondary carton to open during manual handling or transit.

HSN does NOT require leak/tamper protection under the following conditions:

- Product is packaged within a form-fitting branded secondary retail carton.
AND
- Product does not present a leakage risk.
AND
- Branded secondary retail carton is shelf-ready with all required labeling elements.
OR
- Product utilizes a crimp seal (e.g. perfume bottle).

Application of Leak Protection

The appropriateness of leak protection will vary from product to product and must be reviewed / approved by HSN QA.

- Bottle mouths should incorporate foil heat induction or pressure seals, or the entire bottle should be shrink-wrapped.
- Seals placed over the cap must include the juncture of the container and cap.
- Snap-top, push-pull, twist-to-open, dropper, dispenser plug, etc., caps normally without liners, should be shrink-wrapped or incorporate foil heat induction seals under the cap.
- Stopper type lids must be secured to the container body by a decorative cord or shrink-wrapped.
- Squeeze tubes and containers of soft creams or semi-liquid products should have an inner liner to the twist-cap, an interference seal snap-cap, a foil heat induction seal or shrink-wrap.
- Flip-top lids should be shrink-wrapped to prevent opening or incorporate a foil heat induction seal under the lid.
- Oil based products such as body oils should be sealed with an induction seal or have a reduced orifice opening and shrink wrap to prevent leakage.
- Bottles tend to rotate loose from pump dispensers during shipment. Pumps should either be packaged separately, and the bottle mouth sealed and capped, or the assembled pump and/or bottle should be fully shrink-wrapped to reduce rotation. If pump dispensers are installed when shipped, they must be in the “down and locked” position and should include a protective plastic cap over the pump.
- Compacts must close securely but be capable of opening without unreasonable damage to the customer’s fingernails.
- Loose powder products must have a firm inner-seal separating the powder from the puff. In a shaker-type applicator the dispenser opening must be sealed with a removable tab of appropriate design.
- Neckbands on aerosol cans / fragrance containers must be firmly, evenly and smoothly crimped to prevent leakage.
- Flammable items must contain both leak protection and leak containment. If product is in a self-shipper carton, the carton should contain sufficient fill to absorb a potential leak.
- Leak protection must be both aesthetic and effective.
- Screw on lids must have adequate torque to prevent leakage.

Recommended minimum torque range is from:

6 inch-lbs for a 15 mm cap

15 inch-lbs for a 38 mm cap

53 inch-lbs for a 138 mm cap

BEAUTY AND PERSONAL CARE

Material Compatibility

- The selection of bottle and bottle cap liners must be chemically compatible with the liquids stored. This may require testing by the bottle supplier.
- The container must be appropriate for the properties of the product (e.g. photosensitive product must not be housed in a clear container; products that react chemically with polyethylene must not be in a polyethylene container).
- Bottles should have room for freeze expansion of the contents. Overfills can result in leakage, especially when products are exposed to freezing temperatures. HSN QA may perform a freeze test on liquid products to determine appropriateness of the container and fill volume.

Damage Prevention

- Decorative gift boxes should be shrink-wrapped, cello-wrapped or covered by a cardboard sleeve in a sealed polybag to protect the finish and presentation of the product.
- Components should be secured in the inner carton to prevent scuffing and rattling. It is recommended that components be individually wrapped to prevent excessive movement and breakage.
- Avoid glass-to-glass or ceramic-to-ceramic contact.
- Packaging for delicate protruding features may require custom designed foam or die cuts that contact only those areas of the item strong enough to support the item's weight.
- When using polybags as external packaging, the polybag should be of sufficient size and thickness to support the weight of the items contained.
- Be wary of using a non-bubble "foam blanket" other than as a separator, because it has little impact resistance.
- Lid types that incorporate a spatula or brush should be designed in such a way that the spatula or brush remains reliably affixed while in usage by the customer.
- Compacts with pressed powder must be protected in such a manner as to remain undamaged throughout the transit environment. This will often require a vendor provided bubble/jiffy mailer bag around the retail packaging.

Other Packaging Considerations

- Partial fills, though correctly labeled for net quantity, can cause customer dissatisfaction and high return rates. The container should be the appropriate size for the labeled net quantity.
- Small components and parts shall be packaged in a manner that provides high visibility to the customer upon unpacking. Methods of ensuring visibility include the use of brightly colored bags/tape and markings to alert customers of the part's location.
 - High-efficiency packaging tends to use voids/cavities within EPS foam that may not be easily seen by customers. This situation may generate negative customer feedback and requests for missing parts if not marked / packaged in a highly visible manner.
- Sharp points and edges offering a hazard upon opening the package must be covered and secured.



HOME / HARDLINES GUIDELINES

Re-Shipper Carton Requirements

Most Home / Hardline items 1.0 lb. or greater will require a re-shipper carton with minimum dimensions of 9" x 6" x 1.5". Please see page 70 for additional information on re-shipper requirements.

The following guidelines will help you determine the best way to package goods within select product categories. For additional guidance, please contact Frank Ruotolo at 727-872-7393 or frank.ruotolo@hsn.net.

Appliances (Kitchen and Household)

Due to the size, weight, fragility, and cost of these items, customers are not only concerned about the appearance of the product upon arrival, but the appearance of the packaging as well. Often, these items are in retail packaging (see [Retail Packaging Considerations](#)) and may require external cushioning prior to application of the external shipping carton.

Recommended Packaging:

- Outer carton – corrugated RSC.
- Inner pack – EPS cushions, cosmetic surfaces protected with polybag or PE foam sheet.
 - All sharp points/edges must be appropriately covered/protected to prevent customer injury during unpacking.

Consumer Electronics

Due to the size, weight, fragility, and cost of these items, customers are not only concerned about the appearance of the product upon arrival, but the appearance of the packaging as well. Often, these items are in retail packaging (see [Retail Packaging Considerations](#)) and may require external cushioning prior to application of the external shipping carton.

Recommended Packaging:

- Outer carton – corrugated RSC.
- Inner pack – EPS cushions, cosmetic surfaces protected with polybag or PE foam sheet.

Crafts

The biggest challenge with these items is to prevent the corners from getting bent.

Recommended Packaging:

- Corrugated one-piece folder with integrated rolled up tubes, top and bottom.
- The rolled-up sections act as crumple zones to prevent corner impacts from damaging the product or corrugated RSC with cushioning to protect corners of product.

Home Décor

These items are usually fragile, and it is important that the cosmetic surfaces are protected from abrasion.

Recommended Packaging:

- Outer carton – corrugated RSC.
- Inner pack – EPS or soft foam cushions, cosmetic surfaces protected with polybag or PE foam sheet.

Publishing

The biggest challenge with these items is to prevent the corners from getting bent and protecting the media from exposure to dirt, dust and soil.

Recommended Packaging:

- All books, Blu-Ray, CD and DVD items must be shrink wrapped.
- Soft cover books may require corrugate panels to protect the corners from damage.

Liquid Products

All liquid chemical products must incorporate individual leak protection.

Recommended Packaging:

- Vendor/Manufacturer to ensure that the product packaging, container and seals have been tested for chemical compatibility and effectiveness. This testing includes:
 - Accelerated and long-term stability testing (ageing testing).
 - ASTM D4991 - Standard Test Method for Leakage Testing of Empty Rigid Containers by Vacuum Method.
 - ASTM D4919 - Standard Specification for Testing of Hazardous Materials Packagings.
- Hazardous chemical products must incorporate Child Resistant Packaging (safety caps).
- Sprayers and attachments must be packaged separately, alongside the product.
- Wide mouth jars containing cream or paste products must include a foam inner cap liner. This liner does not satisfy the leak seal requirement.
- Shrink banding of caps and full body shrink-wrap must be tight enough to prevent caps from loosening due to vibration during transit.
- Each individual product container should utilize, at a minimum, a combination of 2 different seals. Acceptable seal types include foil induction seals, full body shrink-wrap, shrink banding of the cap, and sealed polybags (limited leak protection).
- The below combinations of seals have been selected based on the experience of HSN QA; these combinations do not guarantee success but do provide a high likelihood of success. Evaluation by a certified packaging laboratory is always the best option. Combinations of seals include:
 - Foil induction seals AND full body shrink wrap
 - Foil induction seals AND shrink banding of the cap
 - Foil induction seals AND sealed polybags (limited to container volume less than 16 oz.)
 - Full body shrink-wrap AND sealed polybags (limited to cream or paste products)
 - Shrink-banding of the cap AND sealed polybags (limited to cream or paste products)
- Re-shipper cartons must contain adequate dunnage to absorb any potential leakage.

Tableware / Ceramicware

These items are extremely fragile. If product contains multiple components/pieces, they must be prevented from impacting one another. Since the edges of glassware are especially vulnerable to damage, the perimeter of the pack should be appropriately cushioned.

Recommended Packaging:

- Outer carton – corrugated RSC.
- Inner pack – corrugated dividers to prevent items from contacting one another.
 - Glassware will have vertical dividers to create “cells” for each item OR custom EPS top/bottom foam that holds the glassware stable and keeps items from contacting one another or the sides of the container.
 - Plates will have corrugated sheets between each item.
 - Bubble-wrap may be used to protect individual items from shock.
 - PE foam sheeting or tissue paper to protect individual items from abrasion.
 - EPS cushions to protect entire pack (all sides) from shock.

Retail Packaging Considerations

Retail packaging is designed for the distribution cycle of brick-and-mortar stores and is usually not adequate to protect the product in the Direct To Consumer (DTC) small parcel delivery system.

The simplest solution for retail packaged product is to over-box the retail packaging with a larger RSC carton, using EPS or EPE corners for additional cushioning/impact protection.

If the retail packaging does not have appropriate internal cushioning, the basic application of external cushioning may not provide adequate protection.

HOME / HARDLINES

Textiles

Smaller textile sets (sheets, pillowcases, etc.) can be supplied in zippered PVC bags. **All three dimensions of all variants must be less than or equal to 14" x 9" x 4.5". Otherwise, a re-shipper is required.**

Larger sets (blankets, comforters, pillows, etc.) need to be supplied in re-shipper, corrugated RSC cartons. This will ensure that the customer benefits from the most economical shipping cost for these large, bulky items. **Any item 1.0 lbs. or greater requires a re-shipper carton.**

All cartons must be of appropriate size and shape to the items being shipped – **bulging cartons are not acceptable.**

Bedding

Pack each set into a vinyl zip bag and then into an appropriately sized re-shipper carton.

Towels / Throws / Pillows

Each set should be packed into a sealed polybag and then into an appropriately sized re-shipper carton.

Protective chipboard is used to protect soft goods merchandise from sharp objects like a box cutter when trying to open the container. Home textiles require protective chipboard for both vendor re-shipper and master carton packaging.

When using protective chipboard, the following criteria must be met:

1. Protective chipboard cut sheets must have a minimum caliper (thickness) of 20 points (.020). Corrugated cut sheets should be of sufficient thickness to prevent knife punctures and cuts.
2. Chipboard is required for the saleable unit and master carton packaging.
NOTE: *If Soft Goods merchandise is shipping in a vendor re-shipper and a master carton, only the vendor re-shipper box requires protective chipboard.*
3. Protective chipboard or corrugated cut sheets must be placed inside the box, on both the top and bottom of the total contents.

Rugs - Rolling

The following guidelines are required for rugs greater than 4ft (in any direction) when rolled:

1. The rug should be wound onto a core with the actual core material extending beyond the width of the carpet by 0.5" (1.25 cm) on each end. This will aid in protecting the carpet from being soiled because the tube will be what comes into contact with any surface abrasion. The minimum core thickness of 0.1875" (0.5 cm) will reduce bending damage and add support from within the package during handling.
2. Rugs that are 106" long when rolled **cannot** have the core rod sticking out 0.5" on either end. This is because the maximum dimensions will exceed the limitation for small parcel shipment.
3. The carpet should be tightly rolled. If the carpet is unable to support its own weight, and folds when held in the middle, it shall be tightly rolled onto a rigid core, which helps keep the carpeting from crushing, creasing, stretching, or bending.
4. The carpet shall then be secured by tying in three locations. One tie shall be in the middle of the carpet, and the remaining ties shall be placed approximately 12" (30 cm) from each end.
5. The carpet shall be rolled in such a manner as to be even on both ends. An unevenly rolled carpet will not be accepted as it increases the shipping dimensions which in turn increases the shipping costs, as well as increases the chances of damage during shipment.

Rugs - Wrapping

To further protect the rug during transit it is vital that the polybag packaging is sufficient to keep the product clean and free from moisture. The following guidelines are required for rug packaging.

1. Each carpet shall first be placed in a clear (transparent) inner polybag which is sealed at both ends. This inner polybag will help waterproof the packaging thus eliminating potential damage.
2. Once the inner bag is applied each carpet shall then be placed in an outer opaque polybag that must meet one of the following specifications:
 - Polyethylene 6 mil minimum
 - Low-Density Polyethylene 4 mil minimum
 - Linear Low-Density Polyethylene 3.5 mil minimum
 - Tyvek or similar product 24 pound (11 kg)

NOTE: "Tyvek" is a polyolefin plastic bag that offers great strength and is an opaque white.

3. The outer opaque packaging shall not have excess material or a blousing effect that can be used for a handle during shipping. The excess material shall be folded over and secured using 2" (5 cm) plastic pressure sensitive tape along the length of the roll.
4. The outer package shall have a hard smooth surface which will help reduce the mobility within the packaging as well as provide a secure surface for mailing labels.

Rugs - Closure of Wrapping

There are many methods of closure including stapling, sewing, stitching, taping, wire tie and "hog" ring clamp. Most will work effectively in the "soft" pack shipping system.

HSN requires one of the three styles when closing the polybag:

1. Wire Tie Closures – The tie must be capable of being twisted around the neck of the bag at least one full circumference. The remaining wire is twisted around to secure the complete closure. The excess plastic material or "bloom" is to be cut off and the remainder taped down with 2" (5 cm) pressure-sensitive tape.
2. Stitching, Stapling or Sewn Closures – There shall be a minimum of 2 threads or staples per inch. There shall be no excess material or bloom when securing the package ends using this method.
3. Hog Ring Closures – The hog ring closure shall be of a heavy gauge steel wire which is wrapped securely around the bag closure and overlaps itself.

Battery Powered Products

Batteries must be packaged either uninstalled (shrink-wrapped or boxed) or inserted into position with an activation strip that can be removed prior to customer use (activation strip must prevent batteries from operating).

Products Containing Dangerous Goods

All products meeting the definition of a Hazardous Material (Hazmat) must be properly classified, packaged, marked, labeled, and documented as outlined in Title 49 of the Code of Federal Regulations (49 CFR). It is the responsibility of the shipper/offeror (vendor) to fully understand and comply with these regulations.

Please refer to the Dangerous Goods (Hazmat) marking and labeling requirements in the “Labeling” section of this manual.