

Cuddledown® , Inc.
Vendor Compliance
Manual and Routing
Guide Domestic
Shipments

Updated Aug 2023

Cuddledown® , Inc. – Corporate Office

Cuddledown, Inc.
14 Yarmouth Junction
Yarmouth, ME 04096

Cuddledown® , Inc. – Ship to Locations

Cuddledown® , Inc.
C/O Potpourri Group, Inc.
Suite 9
3 Distribution Center Circle
Littleton, MA 01460
(Finished Goods)

Cuddledown® , Inc.
14 Yarmouth Junction
Yarmouth, ME 04096
(Raw Materials ONLY)

Cuddledown®
554 US Route 1
Freeport, ME 04032
(Retail Store ONLY)

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CUDDLEDOWN®

Devoted to your luxurious comfort and style

Dear Valued Partner,

Enclosed is your copy of the Cuddledown® routing manual and vendor manual, which includes important information on routing, packaging, and production guidelines.

Founded in 1973, Cuddledown® started as a pillow and comforter manufacturer, with direct to consumer sales. In the years following, our product line grew and expanded to include soft home merchandise from all over the world.

In 2013, we were acquired by Potpourri Holding Inc., becoming part of one of the leading multi title catalog companies in America.

Much of our success derives from the strong relationships we have developed over the years with high quality vendors like you. Together, we and our suppliers provide customers with beautifully designed products of the highest quality and value, delivered with quality customer service. We take such pride in the products that we sell, that all our products are backed by our guarantee:

The Cuddledown®Guarantee

Everything we sell is backed by our unconditional guarantee. If you're not completely satisfied with your purchase, for whatever reason, return the merchandise to us for an exchange or a refund, whichever you prefer.

Our continued success depends on your complete understanding and execution of our vendor and product standards, along with adherence to our production deadlines. This routing manual is designed to provide you with clear routing and packaging instructions to ensure an accurate, cost-effective and smooth flow of merchandise through our distribution center, to our customers.

Our expectations reflect those of our customers, and our success is measured by our abilities to meet and exceed their needs. Your adherence to these guidelines will contribute to our long-term mutual success and continuing relationship.

We welcome you to the Cuddledown® family and look forward to building a long lasting and mutually beneficial relationship together.

Sincerely,

Deb Dyer
President, Cuddledown®

Cuddledown®, Inc. Routing Guide Key Points

Individual Product Packaging and Labeling

Each individual product must be in a sealed box, clam shell, or sealed polybag. Each individual item must be labeled with the Cuddledown® item number (sku) and barcode (format 128) as indicated on the purchase order. Items with sizes and colors must have the color and or size preceding the item number. All products require 128 barcode label with the Cuddledown® item number on each product. Labels can be printed on our website <http://vendors.potpourrigroup.com/>. More details on page 15 in our routing guide.

Master Carton Packaging

All master cartons require the address of the supplier and the Cuddledown® address to which the shipment is being sent. In addition all master cartons require a 4" x 6" label as shown on page 17. The labels are unique and must be printed on our website <http://vendors.potpourrigroup.com/>. The lead carton must include a copy of the packing list stacked on pallet with packing list facing out. Please do not mix cartons. Cartons must not exceed 50 lbs. actual weight (maximum master carton size - 24"L x 24"W x 21"H). All multiple carton shipments must be sequentially labeled as such: 1 of 4, 2 of 4. More details on page 16 and 17 in our routing guide.

Methods of Shipping Inbound Freight to Cuddledown®

A: For shipments that between 1-200 lbs. actual or dimensional weight, please ship via FedEx Ground Collect, no account number is needed. The shipping charges will be invoiced directly to Cuddledown®. The ship to address is on the purchase order, note Cuddledown® has three ship to locations. See page 5 for additional information on how to ship by FedEx. **Drop ship orders, being shipped direct to the consumer, cannot be shipped FED X ground collect. Please contact Cuddledown®'s Drop Ship Coordinator for shipping instructions at 978-256-4100 ext 4023.**

B: For shipments that weigh over 5000 lbs or occupy more than 9 pallet spaces or 750 cubic feet – Call Transportation Insights at 508-830-1100 ext. 2120 for specific routing instructions.

C: For shipments between 501-4999 lbs. actual or dimensional weight and are less than 9 pallets spaces or 750 cubic feet...shipping to Littleton, MA or Yarmouth, ME please see page 11 of our routing guide for carrier information. Pallet height should not exceed 68".

If the carrier does not service you direct, please call Transportation Insights at 508-830-1100 ext. 2120 for routing assistance.

Locations

Refer to your purchase order to clarify the ship to address, Cuddledown® has three ship to locations. Samples and invoices should be sent to our corporate office in Yarmouth, Maine.

Cuddledown®	Cuddledown®	Cuddledown®
C/O Potpourri Group, Inc.	14 Yarmouth Junction	554 US Route 1
Distribution Center	Yarmouth, ME 04096	Freeport, ME 04032
Suite 9	(Raw Materials ONLY)	(Retail Store ONLY)
3 Distribution Center Circle		
Littleton, MA 01460		
(Finished Goods)		

Purchase Order Guidelines

All merchandise must be shipped by the ship date on the purchase order. The ship date and costs are binding, unless revisions are communicated and authorized. Acknowledgment that the purchase order has been received is required within 48 hours. Failure to communicate late delivery information will result in a 3% deduction for each week beyond the date required. More details on page 12 of our routing guide.

Routing Instructions

Please refer to your purchase order to clarify the ship to address. Cuddledown® has three ship to locations:

**Cuddledown®, Inc.
C/O Potpourri Group, Inc.
Distribution Center
Suite 9
3 Distribution Center Circle
Littleton, MA 01460
(Finished Goods)**

**Cuddledown®, Inc.
14 Yarmouth Junction
Yarmouth, ME 04096
(Raw Materials ONLY)**

**Cuddledown®, Inc.
554 US Route 1
Freeport, ME 04032
(Retail Store ONLY)**

This advisory is for merchandise orders only. As always, samples and correspondence should be sent to the offices in Yarmouth, Maine.

These instructions supersede all previous shipping instructions and must be followed in order for Cuddledown®, Inc. to pay shipping charges. Cuddledown® will not be held responsible for freight charges resulted by shipping alternative methods.

Littleton, MA Location

For shipments **1 to 200 lbs. actual or dimensional weight** - Ship via FedEx Ground Collect, no account number is needed. To calculate dimensional weight <http://www.fedex.com/be/tools/dimweight.htm>.

Package requirements

50 lbs. maximum actual weight per package
Maximum master carton size - 24”L x 24”W x 21”H

All inbound shipments to Cuddledown®, Inc. should ship via FedEx Ground Collect. Shipping charges will be invoiced directly to Cuddledown®. This applies to individual shipments with a weight up to 50 lbs. and multiple carton shipments that have a total actual or dimensional weight of 200 lbs. or less. See pages 5-9 for additional information on FedEx. Any shipments requiring expedited service must be authorized by a Cuddledown®, Inventory Control Buyer.

When filing out the shipping label, please be sure to enter Cuddledown®'s purchase order number, in the billing details section. The field "Your reference" is where to enter the purchase order number.

For shipments that weigh between **201 lbs. and 4,999 lbs. actual or dimensional weight.** - See **Freight Shipping Table pages 11 - 12.**

*Cuddledown® is not responsible for goods damaged during shipping.

Air Freight when authorized by Cuddledown® call Transportation Insights at 1-508-830-1100 extension 2120.

Drop Ship

Delivery must be coordinated through our drop/ship coordinator for products that have been negotiated to be shipped directly from the manufacturer to our customer. Please contact the drop/ship coordinator at **978-256-4100 ext. 4023.**

Order requirements

- As is the case with all purchase orders, we require confirmation of drop/ship orders. All purchase orders need to be faxed or e-mailed back to the drop/ship coordinator with an authorized signature. This signature will confirm your agreement with the stated due date and the stated cost, as well as confirm you received the purchase order.
- We request that you respond to our drop/ship coordinator's order inquiries within 24 hours of fax, e-mail, or phone call.
- Should you encounter any delays in the manufacture of our products please notify the drop/ship coordinator as soon as possible. We provide our customers with a time frame in which they can expect delivery. We appreciate your help in keeping our customers informed of the status of their orders.

Shipping and Packaging

- We request that you notify the drop/ship coordinator when items are ready to ship. If you have questions regarding how to ship these products please do not hesitate to ask our drop/ship coordinator.
- All products must be packaged appropriately, for the item being shipped. The packaging should be sufficient to restrict the product from moving within the carton. It is the responsibility of the vendor to ensure that proper packaging is used.

Cancellations and Returns

- In the unlikely event that a customer cancels an order, we require a prompt confirmation of the order cancellation. This is primarily due to the expense of shipping an item to our customers only to have them returned to the manufacturer.

FedEx Information

Account Setup Shippers will need your own FedEx shipper account to print shipping labels and to schedule a FedEx pickup. Setting up a FedEx account is free. If you do not have an account number, go to fedex.com or call 1-800-463-3339 to set one up. Pickup fees are the responsibility of the shipper.

Shipping Labels Create the shipping labels online, at fedex.com. Select the ship tab, and then prepare shipment. In the package and shipment details section 3, select **FedEx Ground** as the service type, select the number of packages. Choose **Collect** in the billing details section 4, also enter the purchase order number in the “Your reference” field.

When shipping Collect there is no Cuddledown® account number needed. When FedEx delivers the Collect shipments, the driver scans the barcode label and Cuddledown® is billed from that process.

How to Schedule a pickup If you do not have a regularly scheduled FedEx ground pickup, a pickup needs to be scheduled one day in advance. The most cost efficient method to schedule a pickup is online at fedex.com. A pickup may also be scheduled with FedEx customer service 1-800-463-3339

To avoid pickup fees that will be not be paid by Cuddledown® drop off your shipment at a FedEx drop-off location. When dropping off packages, shipping labels must already be printed and attached to the cartons. FedEx stores cannot print shipping labels for Collect packages. Find the nearest location at fedex.com or by calling 1-800-463-3339.

Customer Support If you need support, please contact the FedEx activation desk at 1-866-883-9290 Mon-Fri., 8 am. To 5 pm. CST. Or after hours support, contact FedEx support at 1-800-463-3339 or fedex.com.

FedEx Ship Manager® at fedex.com

Quick Guide to FedEx Ground® COLLECT Option

To ship with FedEx Ship Manager at fedex.com, you will need Internet access, an inkjet or laser printer, and your FedEx account number. If you do not have an account number, call 1.800.GoFedEx 1.800.463.3339 to set one up.

Go to **fedex.com**, hover over the "Ship" tab and select "Prepare Shipment." Enter your user ID and password and click "Login." Now you are ready to ship.

1. From

Verify the sender information is correct

2. To

Enter the recipient information. If you will be shipping to this address again, check the "Save new recipient in address book" box for faster access in the future. Select "Perform detailed address check" to avoid incurring address correction fees.

3. Package & Shipment Details

Select FedEx Ground® as the service type; then select the package type you will be using for your shipment.

4. Billing Details

- Select "Collect Authorized Ground Accounts Only" in the "Bill transportation to" field. Only use the COLLECT option when instructed by the recipient.
- You are not required to enter a FedEx account number for FedEx Ground COLLECT shipments.
- If applicable, enter your required reference information in the "Your reference" field, and if additional reference fields are required, click "More reference fields."
- You may also select optional services, such as: find a drop-off location, schedule a pickup, receive an e-mail notification, or find estimated rates and transit times.

5. Complete Shipment

Check whether or not you want to save the changes to your shipment profile or add the new contact to your shipment profiles, and click "Ship." At the next screen, confirm your shipment details, and click "Ship."

For questions about using FedEx Ship Manager at fedex.com, call FedEx Technical Support at 1.877.339.2774.



31808

FedEx Ship Manager® Hardware or Software Quick Guide to FedEx Ground® COLLECT Option

Follow this simple process with FedEx Ship Manager hardware or software (also known as FedEx Café) for shipments using the FedEx Ground COLLECT option.

The screenshot shows the FedEx Ship Manager software interface. The top navigation bar includes 'Ship', 'Track', 'Shipping list', 'Address Book', 'Report', 'Clone', and 'FedEx.com'. The main content area is divided into five numbered sections:

- 1. Recipient information:** Includes fields for Recipient ID (RH123), Country (US - UNITED STATES), Contact name (Jane Doe), Company name (General Hospital), Address 1 (123 Main St), Address 2, Zip (04405), State (VT), City (DODEN), and Telephone (855) 555-5555. There are checkboxes for 'Ship to group', 'Hold', 'This is a residential address', and 'Save in/Update my address book'.
- 2. Sender information:** Includes 'Current sender', 'Change vendor', and 'Change return address'.
- 3. Package and shipment details:** Includes 'Number of packages' (1), 'Weight' (15.0 lbs), 'Service type' (R - FedEx Ground Service), 'Package type' (Your Packaging), 'Package dimensions', 'Ship date' (05/30/2005), and 'Declared value'.
- 4. Billing details:** Includes 'Bill transportation to' (4 - COLLECT), 'Acct #', 'Department Notes', 'Customer reference' (123456 789012 3456789), and 'P.O. number'. A red box highlights the '4 - COLLECT' option.
- 5. Ship:** A red box highlights the 'Ship' button at the bottom right.

1. Recipient information

Complete the recipient information. If you will be shipping to this address again, click "Save in/Update my address book" for faster access in the future.

2. Sender information

Confirm the sender information, or change if necessary.

3. Package and shipment details

Select FedEx Ground® as the service type; then select the package type you will be using for your shipment.

4. Billing details

- Select "COLLECT" in the drop-down menu. Only use the COLLECT option when instructed by the recipient.
- You are not required to enter a FedEx account number for FedEx Ground COLLECT shipments.
- If required, enter reference or purchase order numbers in the appropriate fields.

5. Ship

Click "Ship." Print your shipping label, and affix it to your shipment.

For questions about FedEx Ship Manager hardware or software, call FedEx Technical Support at 1.877.339.2774.



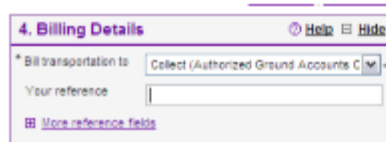
31808

FEDEX GROUND COLLECT[®]

Frequently Asked Questions

Q. What do I need to ship via FedEx Ground COLLECT?

- A.** There are no special requirements when shipping FedEx Ground COLLECT. All you need is your FedEx shipping account number and shipping technology, such as FedEx Ship Manager[®] at fedex.com. Your shipper account number is required for pickup and routing purposes, but will not be billed for regular transportation charges. You do not need your customer's account number as long as COLLECT is selected as the billing option. The recipient's location will be billed from the bar code on the shipping label.



4. Billing Details Help Hide

* Bill transportation to: Collect (Authorized Ground Accounts C) ▼

Your reference:

[More reference fields](#)

Collect should appear as a billing option once Ground is selected as the service. If you do not see "Collect" in the drop down, call FedEx Technical Support at 1.877.339.2774.

Q. What if I don't have a FedEx Shipper account number, how do I get one?

- A.** If you do not currently have a FedEx account number, contact FedEx Customer Service at 1.800.Go.FedEx 1.800.463.3339 or go to fedex.com.

Q. If my customer's account number is not required, how is billing a FedEx Ground COLLECT shipment handled?

- A.** FedEx Ground COLLECT receiving locations have a FedEx Ground placard with their account information embedded into the barcode label. When the FedEx Ground driver delivers the COLLECT shipment to your customer, the driver scans the placard to obtain the billing information.

Q. Can I send a FedEx Ground COLLECT package to any recipient?

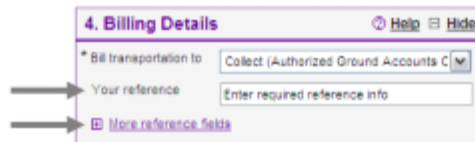
- A.** No. The recipient must be set up with a FedEx Ground Collect Placard and have requested FedEx Ground COLLECT service. The recipient may refuse or bill back the shipment if the shipper was not instructed to ship COLLECT to them, or the recipient is not set up as a FedEx Ground COLLECT recipient.

Q. Do I need a FedEx Ground COLLECT sticker for my package?

- A.** No. All you need is a shipping label generated with an automated shipping system.

Q. My customer has requested I provide information in the "reference line". How do I do that?

- A.** The FedEx Ground COLLECT shipping label must be created using an automated shipping platform such as FedEx Ship Manager at fedex.com, FedEx Ship Manager Hardware or software, or your own automated shipping platform. Reference information is entered in the Billing section.



4. Billing Details Help Hide

* Bill transportation to: Collect (Authorized Ground Accounts C) ▼

Your reference:

[More reference fields](#)

REV 01.2013

Q. Can I monitor a FedEx Ground COLLECT shipment via FedEx InSight®?

A. Yes. FedEx InSight enables the shipper to monitor the near real-time status of FedEx Ground COLLECT shipments and automatically notifies you and others of events that affect your shipments.

Q. How does the pickup fee work?

A. The pickup fee is considered a FedEx Ground accessorial fee and is the responsibility of the shipper.

There are two types of pickup fees:

- On-Call Pickup fee applies when you request a FedEx Ground pickup.
- Weekly Pickup fee is billed to the account number associated with the regular scheduled pickup and is determined using that account number's previously invoiced combined weekly FedEx Express®, FedEx Ground and FedEx SmartPost® charges. Account numbers assessed the weekly pickup fee do not pay on-call pickup charges.

Pickup Service	Description	FedEx Ground Pickup Fee
On-Call Pickup*	Future Day - Requested via electronic shipping solutions	\$3.00 per package
	Future Day - Requested via FedEx Customer Service (1.800.GoFedEx 1.800.463.3339)	\$4.00 per package
Weekly Pickup Fee/Service Charge	Previously invoiced total weekly FedEx Ground, FedEx Express and FedEx SmartPost shipping charges of \$75 or more	\$11.00 per week
	Previously invoiced total weekly FedEx Ground, FedEx Express and FedEx SmartPost shipping charges of less than \$75	\$22.00 per week

* FedEx Ground same-day pickup is available in select locations only for an additional charge of \$1. Call 1.800.GoFedEx 1.463.3339 to determine if FedEx Ground same-day pickup is available in your area.

A complete listing of all accessorial fees can be found at fedex.com.

Eliminate Pickup Fees by dropping your packages off at a staffed FedEx facility, including most FedEx Office locations. To find the nearest drop off location, go to fedex.com or call 1.800.GoFedEx 1.800.463.3339.

Q. I don't need a regular scheduled FedEx Ground pickup. How do I arrange for a pickup as needed?

A. FedEx Ground pickups can be scheduled for the next business day, or same-day in select markets. Simply go to fedex.com or call 1.800.GoFedEx 1.800.463.3339.

Q. I ship via FedEx Ground regularly and would like to have a regular pickup. How do I schedule one?

A. If you have regular FedEx Ground shipments, you may qualify for a daily pickup. Your FedEx account executive can assist you in setting up a regular scheduled pickup. Or you can call 1.800.GoFedEx 1.800.463.3339.

EFFECTIVE 8-2023

CUDDLEDOWN®, INC. – LITTLETON, MA
FREIGHT ROUTING INSTRUCTIONS

Each individual product must be in a sealed box or polybag, labeled with the Cuddledown® item number (sku) and 128 barcode. See page 15 for more information. All master cartons require 4” x 6” labels see page 17. The lead carton must include a copy of the packing list attached to the outside of the carton. See page 16 and 17 for more information. Please avoid mixed cartons. If a carton has mixed sizes or colors, mark the outside carton with each item number, color and size. Use bulk bags to separate each color or size. Both labels can be printed on our website.

A: For shipments between 1-200 lbs. actual or dimensional weight, please ship via FedEx Ground Collect.

B: For shipments that weigh over 5000 lbs or occupy more than 9 pallet spaces or 750 cubic feet – Call Transportation Insight at 828-485-5222 for specific routing instructions.

C: For shipments between 201-4999 lbs. actual or dimensional weight and are under 9 pallets spaces or 750 cubic feet...shipping to Littleton, MA please find the state you are shipping *from* and use the appropriate carrier. Pallet height should not exceed 68”. Please maximize cube dimension.

If the carrier does not service you direct, please call Transportation Insight at 828-485-5222 for routing assistance.

***IF YOU ARE REQUIRED TO SHIP AIR FREIGHT PLEASE CONTACT TRANSPORTATION INSIGHTS AT 825-485-5222.**

STATE	CARRIER	STATE	CARRIER
ALABAMA	OLD DOMINION	NEBRASKA	OLD DOMINION
ARIZONA	OLD DOMINION	NEVADA	OLD DOMINION
ARKANSAS	OLD DOMINION	NEW HAMPSHIRE	ESTES FREIGHT
S. CALIFORNIA	OLD DOMINION	NEW JERSEY	ESTES FREIGHT
N. CALIFORNIA	OLD DOMINION	NEW MEXICO	OLD DOMINION
COLORADO	OLD DOMINION	NEW YORK	ESTES FREIGHT
CONNECTICUT	NEW PENN	NO. CAROLINA	OLD DOMINION
DELAWARE	NEW PENN	NO. DAKOTA	OLD DOMINION
DC	NEW PENN	OHIO	OLD DOMINION
FLORIDA	OLD DOMINION	OKLAHOMA	OLD DOMINION
GEORGIA	OLD DOMINION	OREGON	OLD DOMINION
IDAHO	OLD DOMINION	E.PENNSYLVANIA	ESTES FREIGHT
ILLINOIS	OLD DOMINION	W.PENNSYLVANIA	ESTES FREIGHT
INDIANA	OLD DOMINION	RHODE ISLAND	ESTES FREIGHT
IOWA	OLD DOMINION	SO. CAROLINA	OLD DOMINION
KANSAS	OLD DOMINION	SO. DAKOTA	OLD DOMINION
KENTUCKY	OLD DOMINION	TENNESSEE	OLD DOMINION
LOUISIANA	OLD DOMINION	TEXAS	OLD DOMINION
MAINE	NEW PENN	UTAH	OLD DOMINION
MARYLAND	NEW PENN	VERMONT	ESTES FREIGHT
MASSACHUSETTS	NEW PENN	VIRGINIA	ESTES FREIGHT
MICHIGAN	OLD DOMINION	WASHINGTON	OLD DOMINION
MINNESOTA	OLD DOMINION	WEST VIRGINIA	OLD DOMINION
MISSISSIPPI	OLD DOMINION	WISCONSIN	OLD DOMINION
MISSOURI	OLD DOMINION	WYOMING	OLD DOMINION
MONTANA	OLD DOMINION		
		CANADA	OLD DOMINION

CARRIERS PHONE NUMBERS

FedEx – www.fedex.com – 800-463-3339

ESTES FREIGHT-www.estes-express.com– 866-378-3748

OLD DOMINION – www.odfl.com – 800-235-5569

Delivery Appointments are required for all Cuddledown® Littleton shipments. RecAppt@potpourrigrup.com

**EFFECTIVE 8-2023 Cuddledown®– Yarmouth, Maine (Raw Materials)
FREIGHT ROUTING INSTRUCTIONS**

Each individual product must be in a sealed box or polybag, labeled with the Cuddledown® item number (sku) and 128 barcode. See page 15 for more information. All master cartons require 4” x 6” labels see page 17. The lead carton must include a copy of the packing list attached to the outside of the carton. See page 16 and 17 for more information. Please avoid mixed cartons. If a carton has mixed sizes or colors, mark the outside carton with each item number, color and size. Use bulk bags to separate each color or size. Both labels can be printed on our website.

- A:** For shipments between 1-200 lbs. actual or dimensional weight, please ship via FedEx Ground Collect.
- B:** For shipments that weigh over 5000 lbs or occupy more than 9 pallet spaces or 750 cubic feet – Call Transportation Insights at 828-485-5222 for specific routing instructions.
- C:** For shipments between 201-4999 lbs. actual or dimensional weight and are under 9 pallets spaces or 750 cubic feet...shipping to Yarmouth, ME (Raw Materials only) please find the state you are shipping *from* and use the appropriate carrier. Pallet height should not exceed 68”. Please maximize cube dimension.

If the carrier does not service you direct, please call Transportation Insight at 828-485-5222 for routing assistance.

***IF YOU ARE REQUIRED TO SHIP AIR FREIGHT PLEASE CONTACT TRANSPORTATION INSIGHTS AT 508-830-1100.**

STATE	CARRIER	STATE	CARRIER
ALABAMA	OLD DOMINION	NEBRASKA	OLD DOMINION
ARIZONA	OLD DOMINION	NEVADA	OLD DOMINION
ARKANSAS	OLD DOMINION	NEW HAMPSHIRE	ESTES FREIGHT
S. CALIFORNIA	OLD DOMINION	NEW JERSEY	ESTES FREIGHT
N. CALIFORNIA	OLD DOMINION	NEW MEXICO	OLD DOMINION
COLORADO	OLD DOMINION	NEW YORK	ESTES FREIGHT
CONNECTICUT	NEW PENN	NO. CAROLINA	OLD DOMINION
DELAWARE	NEW PENN	NO. DAKOTA	OLD DOMINION
DC	NEW PENN	OHIO	OLD DOMINION
FLORIDA	OLD DOMINION	OKLAHOMA	OLD DOMINION
GEORGIA	OLD DOMINION	OREGON	OLD DOMINION
IDAHO	OLD DOMINION	E.PENNSYLVANIA	ESTES FREIGHT
ILLINOIS	OLD DOMINION	W.PENNSYLVANIA	ESTES FREIGHT
INDIANA	OLD DOMINION	RHODE ISLAND	ESTES FREIGHT
IOWA	OLD DOMINION	SO. CAROLINA	OLD DOMINION
KANSAS	OLD DOMINION	SO. DAKOTA	OLD DOMINION
KENTUCKY	OLD DOMINION	TENNESSEE	OLD DOMINION
LOUISIANA	OLD DOMINION	TEXAS	OLD DOMINION
MAINE	NEW PENN	UTAH	OLD DOMINION
MARYLAND	NEW PENN	VERMONT	ESTES FREIGHT
MASSACHUSETTS	NEW PENN	`	ESTES FREIGHT
MICHIGAN	OLD DOMINION	WASHINGTON	OLD DOMINION
MINNESOTA	OLD DOMINION	WEST VIRGINIA	OLD DOMINION
MISSISSIPPI	OLD DOMINION	WISCONSIN	OLD DOMINION
MISSOURI	OLD DOMINION	WYOMING	OLD DOMINION
MONTANA	OLD DOMINION		
		CANADA	OLD DOMINION

CARRIERS PHONE NUMBERS

- FedEx – www.fedex.com – 800-463-3339
- ESTES FREIGHT-www.estes-express.com- 866-378-3748
- OLD DOMINION – www.odfl.com – 800-235-5569

Delivery Appointments are required for all Cuddledown® Yarmouth shipments. Call 207 – 761-0201 ext. 1230.

Purchase Order Guidelines

All merchandise must be shipped by the ship date specified on your purchase order. Any delivery extensions must be **requested by e-mail**. Approval will be communicated via return e-mail if accepted.

****Failure to communicate late delivery information within the first week of P.O. acceptance will result in a 3% *deduction* for the value of the late merchandise for each week beyond the requested ship date or Cuddledown® may cancel the order.**

Purchase Order information on ship dates and prices are binding, unless communicated and authorized via fax or e-mail. A sales confirmation must be returned via e-mail or fax.

Purchase Orders must be acknowledged within 48 hrs. by e-mail or return fax through a detailed sales confirmation. The sales confirmation will be reviewed and once all terms are acceptable the sales confirmation will be signed and returned to the supplier via e-mail or fax.

Purchase Orders are all transmitted via e-mail.

All purchase orders should be shipped complete. All backorders must be shipped free of freight charges if due to vendor error. Partial shipments must be approved by the applicable Control Buyer. If partial shipments are made please invoice only for the quantity shipped.

Backorders will only be cancelled at the option of Cuddledown®.

No substitutions of style or color will be accepted.

Purchase Order acceptance is binding, per instructions on the Supplier Purchase Agreement in Appendix B on pages 29 – 30.

All duplicate shipments will require a Call Tag at the expense of the vendor. Cuddledown® is not responsible for duplicate shipments. A deduction for shipping will be taken off the invoice for vendors who do not provide a call tag or other method to return product.

Invoicing Instructions

*Purchase Order numbers are required on all shipping documents and invoices. (Otherwise a charge back will result)

*Send all merchandise invoices to:

**Cuddledown®, Inc. , Attn: Accounts Payable
14 Yarmouth Junction
Yarmouth, Maine 04096 USA**

*Do not send invoices to buyer's attention. Failure to comply will slow accounts payable procedures. Only invoice for the quantity that is included in the shipment.

*Cuddledown®, Inc. item number must appear on the itemized invoice, along with the manufacture style number, quantity shipped and description of shipment. (Otherwise a charge back will result)

*All discounts must be reflected on the individual line item on the invoice as per original binding Purchase Order.

*Invoices will be paid from receipt of goods, **NOT** date on invoice.

*All damages are deducted from original invoice & replacements should be re-invoiced. ***Non-compliance with the above instructions will result in a charge back.**

Individual Product Packaging and Labeling

Each individual product must have the Cuddledown® item number (sku) and 128 barcode UCC/EAN (see example A) on the outside bottom left of the item box (small side) or polybag in at least 3/8” letters or numbers, as indicated on the purchase order. Items purchased in bulk must have the item number (sku)/128 barcode on the individual product itself bottom left side. Items with sizes, color, or styles, must have the item size, color, or style preceding the item number on the 128 barcode and worked into the 128 barcode (Ex.: N60029 S for small). See Vendor Portal <http://vendors.potpourrigroup.com/> for label assistance, select “print labels”.

Example A



**Please make sure each item has only the following markings:
Cuddledown® item number (sku) and 128 Barcode and UPC**

All Cuddledown® items should be inner packed in polybag or plain mailer box. Instructions will be given with the placement of the initial order and should be followed for subsequent shipments unless officially changed by Cuddledown® in writing. Color or a printed picture box should **not** be used unless specifically requested or authorized by Cuddledown®.

Manufacturer's suggested retail prices cannot be attached to products shipped to Cuddledown®.

Vinyl Zipper bags are to be used on all bedding products and **Polybags** are to be used on sleepwear and towels. Bedding products include sheets, pillowcases, duvet covers, shams, blankets, throws, bed skirts, and quilts. At the time of order placement the product manager will provide instructions on the type of bags, inserts, and labels to be used for their specific product lines.

Each item must be packed one per bag, unless otherwise specified by the product manager. Each carton should contain one size and color only for sleepwear and towels unless clearly separated and marked. Polybags must be vented; each bag having a circumference of 24 inches must have the warning label below.

.*This bag is not a toy. Warning: to avoid danger of suffocation, keep this bag away from all babies, children, and house pets. Do not use in cribs, beds, carriages, or play pens. Tear up bag before throwing away.

The Cuddledown® item number (sku) and 128 Barcode and UPC number must be on each vinyl zipper bag, polybag, or individual product package.

Boxed/Non-Fragile Items are those items that will require boxing for protection. These items can be packaged in a chipboard (gift type) box or thin corrugated cartons with a bursting strength of less than 200 LB per square inch (psi) or equivalent. The items should be packed to avoid movement of the merchandise within the box. Each box is to be sealed and the SKU number must be on the outside of the carton. Specifically for slippers/footwear, each footwear box should be wrapped with a rubber band to secure & keep closed. The smallest box possible is recommended, dunnage should not be necessary.

Packaging for Fragile Items must be individually in cartons. These items should be packaged in cartons having bursting strength of 200 LB per square inch (psi) or equivalent with enough packing material to prevent damage. Surfaces and corners must be protected by styrofoam, tissue paper, newsprint, bubble or foam wrap. Each box must be labeled with our SKU number.

Ship Alone Packaging may be requested on larger items, lamps, furniture and bulky items. It is important to package them well enough to allow us to reship them without repackaging the item. Cartons will have a minimum of 200 psi burst strength and for larger items it is recommended that 275 psi double wall corrugated be used. No paperwork such as packing lists or invoices should be packed inside. Surfaces and corners must be protected by Styrofoam, tissue paper, newsprint, bubble or foam wrap. **Each box must be labeled with our SKU number.**

Master Carton Packaging

Each vendor is responsible for quality of shipping. This includes utilizing a high quality of packaging (carton, tape and dunnage) to adequately protect the product. Cartons must not exceed 50lbs. actual weight or 55 lbs. dimensional weight. Maximum master carton size 24”L x 24”W x 21”H.

Cuddledown® requires that 1 copy of the shipments packing list be attached to the outside of the lead master carton.

All merchandise is to be packed in conveyable cartons, unless otherwise directed by Cuddledown®. Please follow these carton size requirements:

Carton Size Requirements

Minimum Size\Weight		Maximum Size\Weight	
Length	10 inches \ 25 cm	24 inches \ 61 cm	
Width	6 inches \ 15 cm	24 inches \ 61 cm	
Height	2.5 inches \ 6 cm	21 inches \ 53 cm	
Weight	5 pounds \ 2.3 kg	50 pounds \ 22.68 kg	

We require that all master cartons only contain one sku number, do not mix sizes or colors. The master carton label will need to match contents.

All master cartons and individually boxed products will be required to pass a standard free fall drop test:

Table I Height of free fall drops for containers of various sizes and weights

Gross Weight (within range limits)	Dimension of any edge, height, or diameter (within)	Height of free fall drop on corners or edges, or flat faces	
Pounds	Inches	Level A Inches	Level B Inches
0 – 15	0 – 30	36	27
15 – 30	30 - 33	30	22
30 – 50	33 – 37	25	19
50 – 75	37 – 42	21	17
75 – 110	42 – 50	19	15
110 – 150	50 – 60	18	14

Master Carton Labeling

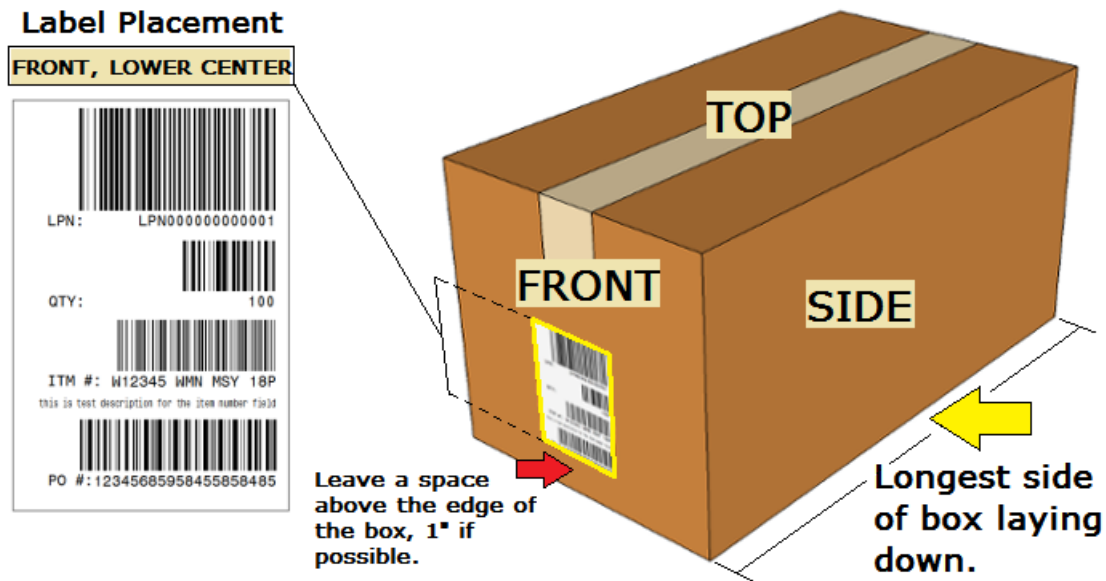
- 1) Every carton must have the suppliers name and address as the ship from address and the Cuddledown® address as listed on the purchase order as the ship to address.
- 2) Cuddledown®/PGI Distribution Center requires a 4x6 size Code 128 barcode label on **every** carton. This label is unique to Cuddledown®, it consists of 4 individual barcodes as well as an item description (listed below from top to bottom). To create

these barcodes go to the Vendor Portal <http://vendors.potpourrigrroup.com/>. The tab titled “**print labels**” has easy instructions on how to create the labels and where to purchase labels.

- a. LPN Number (**license plate number – system generated**)
- b. Quantity (**number of units within the carton**)
- c. Item Number (**Cuddledown® Item Number**)
- d. Item Description (**no barcode for description**)
- e. PO Number (**Purchase order number of the goods within the carton**)

3) A sample of what this label looks like as well as the correct application is shown below. Enter a purchase order number and a list of item numbers attached to that order can be selected.

- a. If possible, the label must be placed in the **LOWER CENTER** on the **front** of the case **no less than 1” from the edges**. The box must lay down on its longest side **regardless of where it is taped**.
- b. All multiple carton shipments must be sequentially labeled **below** the case label:
1 of 4, 2 of 4, 3 of 4, 4 of 4

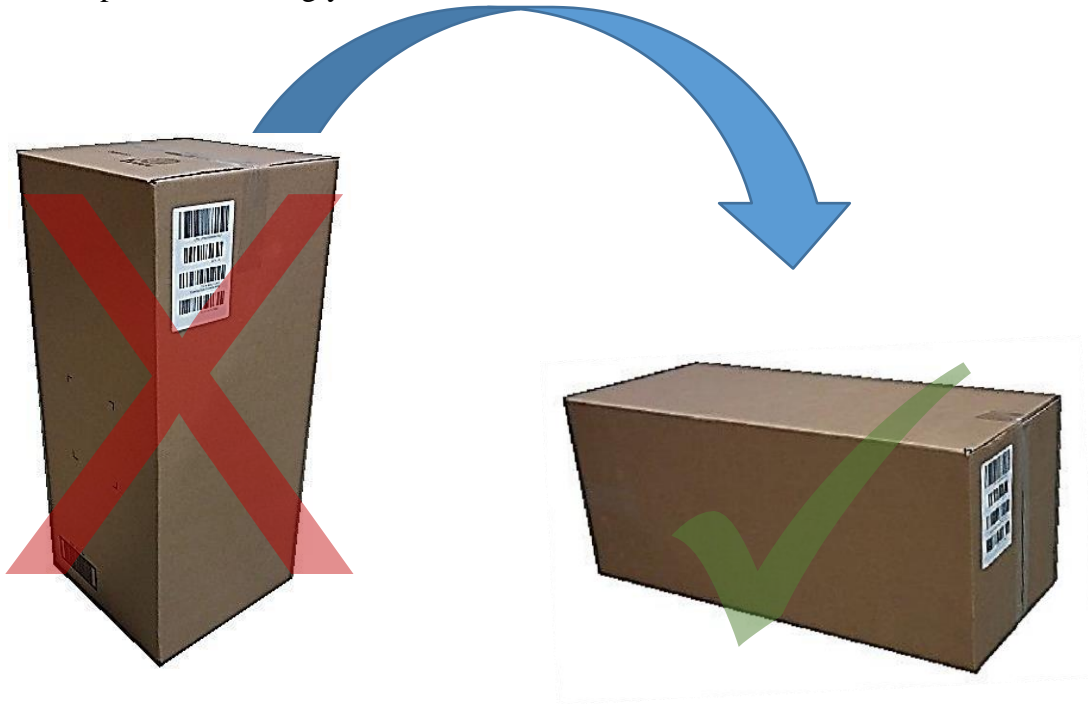


4) o ensure that your labels arrive at our Distribution Center in a scanning condition the correct combination of paper, ink and adhesive is necessary. Please ensure that you are utilizing high quality products to ensure that the cartons arrive with barcodes that can be scanned.

5) Please place only **one** carton label on the case front of each carton. Other barcodes/UPC's must be removed, completely covered or completely defaced to ensure that the barcode/UPC will not scan. **Do not cover the carton label with tape.**

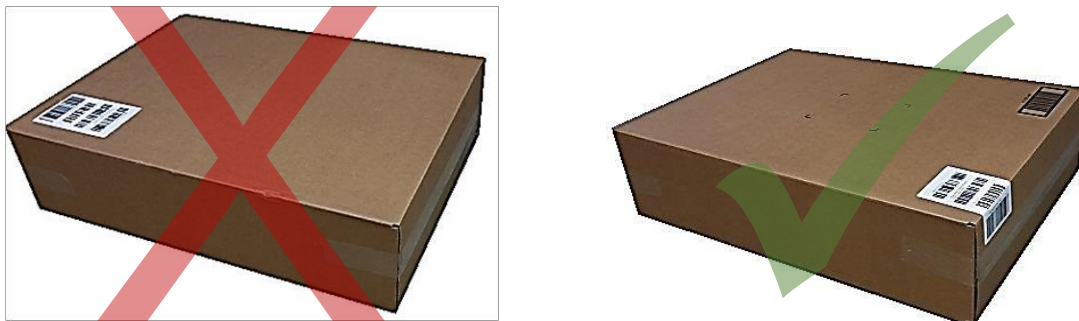
Tall Cartons

It is important to position the carton in a way that is best for placing onto a **conveyor system**. The **front** of the carton will be a different area when it lays down the long way, making the **length** of the carton the longest dimension. Please ensure the **carton label** is placed accordingly.



Odd Carton Sizes

If you encounter a carton that is very short, yet long and wide, you may find it difficult to place the carton label on the front when it is laying down. In these situations you may be able to fold the **carton label** partially on the top and make sure that the **LPN Barcode** is folded so that it shows on the front side as it lays on the ground.



All item number/barcode labels will be placed on the bottom left corner in of the individual item's package or box (small side), unless otherwise dictated by the size and shape of the individual product. **Do not cover any product information with the 128 barcode label.** Whenever possible please consider designing your package to provide a space for the 128 barcode label that does not interfere with the visual presentation of the product or important warnings or instructions.

Packing & Marking Instruction

- *Purchase Order number is required on all shipping documents and invoices.
- *Packing List must accompany shipment and must be attached to the outside of the lead master carton facing out. **Please include a contact name and e-mail address for shipment questions.**
- *Cuddledown® will **NOT** pay late charges on any non-complying invoices, regardless of the date of payment.
- *All quantities shipped by vendor must appear on invoices and packing list as **each**, not dozens or fractions of dozens. Invoices and packing list must match the quantity of product being shipped. Charge back will result if not in compliance.
- **All items must be individually polybagged or boxed sealed with tape or adhesive and marked with Cuddledown® Item Number and 128 Barcode.**
- *Vendors must supply individual re-shipper cartons for odd shaped and large items. Re-shipper cartons must be free of any vendor information, I.e name, address, etc..
- *Cartons must not exceed **50 lbs.** actual weight per box.
- *Maximum master carton size - 24”L x 24”W x 21”H.
- *Cuddledown® is not responsible for goods damaged in shipment.
- *Vendors are responsible for all shipping insurance charges.
- *Multiple Purchase Orders in a single carton will only be accepted if bagged, separated, and labeled with the Purchase Order numbers.
- *Multiple sizes may be in a single carton **only** if each piece is individually bagged and each size is bulk packed in a polybag. The master carton must be marked **mixed products.**
- *Multiple shipments of small cartons on the same day should be labeled and packed into a master carton to reduce shipping charges.
- *All **samples** must be shipped and invoiced separately. Do not ship samples with stock orders. Mark the outside of the samples box "samples" and send to Cuddledown®®, Inc. 14 Yarmouth Junction, Yarmouth, Maine 04096.
- *Cuddledown® will **NOT** accept any product with solicitation cards or information for vendor sale. If this cannot be accommodated approval of buyer must be obtained in writing.
- *All large shipments must be on wooden pallets when shipped by freight carrier.
- *Non-compliance with the above instructions will result in a charge back.**

Quality Standards

To maintain our guarantee of providing quality merchandise to our customers, we have developed Cuddledown® quality assurance standards. Our products are considered the finest in the industry, and our reputation for high quality has become our trademark over the years. Should a quality discrepancy arise, either the QA supervisor or the appropriate product manager will contact vendors. If you have any questions about these standards, please contact the appropriate product manager.

Cuddledown® quality standards are broken down into three categories: General Defects, Product Defects, and Fabric Defects.

General Defects

General Defect Type	Definition
Soilage	a. Oil marks, soil marks, spots, ink, etc.
	b. Rings left after spot cleaning
	c. Any objectionable odor
Not as specified	a. Any measurement not as specified or outside established tolerances
	b. Any item not conforming to construction specs if non-conforming is a problem
	c. Missing parts
	d. Marked seconds
	e. Shaded parts
	f. Color off from approved color
Appearance	a. General appearance must be acceptable

Quality Standards – con’t.

Product Defects

Products Defect Type	Definition
Irregular Stitching	a. Any concealed stitching showing
	b. Stitching uneven or not uniformly space
	c. Broken stitches
	d. Excessively tight or loose tension
	e. Double top stitching not parallel or unevenly spaced
	f. Use of monofilament thread, unless approved
	g. Needed cuts that appear objectionable or could develop a hole
Irregular Seams	a. Crooked, puckered, curled, pleated, twisted, or uneven seams
	b. Open seams
	c. Uneven seam margins, +/- 1/8”
	d. Seam wrong side out
	e. Unfinished seams should be over-lock stitched
Buttons/Buttonhole Findings	a. Buttonhole unopened or missing, too small, anchored yarns, stitches broken, poorly formed
	b. Buttons, buttonholes, snaps, and components not aligned
	c. Buttons not securely sewn
	d. Parts set improperly, backward, twisted
Pockets	a. Noticeably uneven in size, shape, or locations
	b. Sewn in pleats, excessive puckers
	c. Corresponding pockets horizontally uneven
Labeling/Packaging	a. Incorrect labels not as specified
	b. Labels not positioned as specified
	c. Missing or incorrect packaging
	d. Handwritten, illegible, incomplete or missing care, content, and country of origin labels
	e. Missing size labels if specified
	f. Any items shipped on hangers
Pressing	a. Excessively wrinkled merchandise
	b. Any dampness in merchandise
	c. Improperly pressed product
	d. Press marks resulting from the use of clamps
	e. Burn, scorch, or mark on surface of merchandise

Products Defect Type	Definition
Construction	a. Raw or untrimmed edges b. Foreign objects caught in seam c. Parts sewn on unevenly or in wrong direction d. Corresponding parts should measure the same left and right e. Unsymmetrical patterns and designs f. Loose or pulled yarns (rugs) g. Ill-fitting parts h. Warped wood
Finishing (Furniture & Accessories)	a. Color/finish does not match approved sample b. Knots c. Uneven finish d. Paint/finish not properly dried e. Unauthorized substitution of materials

Fabric Defects

Fabric Defect Type	Definition
Weaving/Construction	a. Any surface hole, blemish, or obvious weakness that could develop into a hole b. Snagged, pulled, or broken threads or yarns c. Slubs, runs, and misweaves d. Foreign materials in fabric
Dyeing/Printing/Finishing	a. Uneven dyeing or printing b. Objectionable fade or shade bars c. Objectionable misprints, off-register d. Objectionable "hand," i.e. stiffness

Quality Control

*Cuddledown® quality inspects 100% of all merchandise.

*NO merchandise of poor or inferior quality will be accepted.

*All failed quality inspected items will be deducted from the invoice and the vendor will be notified.

*Notification of short shipments will be faxed to vendors upon receipt of goods. Appropriate deductions will be taken from the invoice.

***Only invoice for actual quantities shipped.**

The following guidelines are required when shipping the products listed below.

Bedding must have sewn in labels showing all information required by law such as care, fabric content, country of origin, and size.

Sleepwear/Apparel must have sewn in labels showing all information required by law such as care, fabric content, country of origin, and size. All apparel is to be shipped to us flat in individual polybags without hangers. Sizes and styles must be segregated within mixed cartons.

Electrical items must be UL approved and stated on each item. All lamps must have written instructions to specify wattage limitations. Operating instructions or directions are to be included for all items requiring them, such as radios, games, or items needing some type of assembly.

Furniture pieces must be packaged to insure that the package can withstand shipping to its final destination, our customer. Sufficient packaging around all surfaces is required. Furniture intended for decorative use only must include documentation stating this fact. If required include assembly instructions.

Lamps are to package in the same cartons as the shades whenever possible. When packed together, they should be packed so that they will not be damaged in shipping. If lamps and shades must be packaged in two cartons, written approval must be received from the buyer.

*Non-compliance with the above will result with a charge back.

(\$25.00 an hour for labor with a \$100 minimum charge, and a \$25.00 administrative cost per incident.)

Sample Guidelines

To insure all samples are promptly considered for catalog selection, we must ask you to strictly adhere to our sample procedures. Listed below are our guidelines on sample shipments.

1.) All samples must be accompanied by a pro forma invoice and packing slip. The value of the sample must be clearly noted on the invoice and the word “**sample**” must appear on the invoice. We require that the Buyer’s name be noted on packing list. If for multiple Buyers please note all on the packing list.

2.) Samples submitted for catalog consideration must be **INDIVIDUALLY** sticker labeled with:

- Company name.
- Individual item number - This number must denote style number, color, type, etc.
- Date, month and year.
- All samples are assumed to be production samples unless clearly marked "PROTOTYPE".

3.) Cuddledown® requires that all photography samples be submitted according to the time frame outlined below. All photography samples should be provided in the size specified by the respective product manager. Any failure to provide the requested photography samples by the appropriate date will result in the drop of your product from Cuddledown® catalog.

Photo Sample Due Dates

Catalog	Last Date for Receipt
Winter	Week 1 July
Spring	Week 1 September
Summer	Week 2 November
Fall	Week 3 February
Holiday	Week 2 April

4) Shipping address for samples:

Cuddledown®, Inc.
Buyer's Name
Samples
14 Yarmouth Junction
Yarmouth, Maine 04096 USA

Cuddledown® does not pay for C.O.D. shipments. Freight and postage charges for the samples are the responsibility of the vendor. In the unusual case, where the Buyer makes special arrangements, the Buyer will supply an account number to the vendor in these instances.

Product Packet Requirements

Once a product has been selected to appear in a catalog promotion a product packet will be sent to the vendor by Cuddledown®. The product packet requests pertinent information about the product. The product packet must be thoroughly completed and returned within two weeks of receipt. Delayed or incomplete product packets may result with a product being dropped from a catalog assortment. It's essential to include the master carton quantity and UPC numbers (if applicable) for each item. Our product packet is currently in an excel spreadsheet format and must be returned via e-mail in the same format. The product packet must be returned to the Product Manager and/ or Production Assistant requesting the product information. Following these procedures will allow a smooth transition for new products entering future catalogs.

Pursuant to CFR Title 19, section 134, all merchandise offered for sale in the United States is required to be marked with the country of origin, so that the ultimate purchaser may reasonably know the country of manufacture. Refer to the Federal Trade Commission's website "Threading Your Way Through the Labeling Requirements Under the Textile and Wool Acts" for any questions. <https://www.ftc.gov/tips-advice/business-center/guidance/threading-your-way-through-labeling-requirements-under-textile> . For all down and feather or synthetic filled bedding products refer to <https://www.ftc.gov/tips-advice/business-center/guidance/downbut-not-out-advertising-labeling-feather-down-0> and <http://beta.idfl.com/en/articles/standards/examples-usa-uniform-law-tags-down-feather-bedding-products/>.

Furthermore, the requirements are specific in that the goods are marked in a conspicuous place, legibly, indelibly and permanently as the nature of the article permits, with the English name of the country of origin of the article. This marking must be visible to the ultimate purchaser, which is the last person or company who will receive the article. This means that the marking must generally withstand distribution, storage and handling, and that the consumer must be able to find the marking easily and read it without strain.

All packages must also be marked with the country of origin regardless of any exemption that may be afforded the specific article. Refer to the Federal Trade Commission's website "Threading Your Way Through the Labeling Requirements Under the Textile and Wool Acts" for any questions. <https://www.ftc.gov/tips-advice/business-center/guidance/threading-your-way-through-labeling-requirements-under-textile> It is the position of Cuddledown® that all expenses and penalties incurred due to improper marking will be charged back to the supplier. Should we find repeated non-compliance of these requirements, it will be cause for review of our business relationship.

Any questions regarding marking should be addressed to the appropriate Cuddledown® Product Manager. .

Private Label Specifications

This section is **specifically for vendors who use Cuddledown® labels and package inserts** in the manufacture of their products. The Cuddledown® size label must be used on all of our products, unless other arrangements have been made with the appropriate product manager. All products that have a Cuddledown® label also need a Cuddledown® package insert. Each label must be placed according to the product type specifications. See Appendices D – I.

Proprietary Designs

All product designs, design processes, artwork, and all other proprietary information of Cuddledown® furnished to Supplier by Cuddledown® must be used exclusively for Products supplied to Cuddledown® and to no third party, Supplier acquires no rights, title or interest in the foregoing.

Liquidation of Seconds

No vendor will sell Cuddledown® seconds or overruns without first completely removing the Cuddledown® labels and inserts. If it is impossible to cut out the label without damaging the products, please contact your product manager to discuss the manner in which the merchandise will be liquidated.

Return to Vendor

We purchase first quality merchandise and expect to be shipped a quality product that our customers have grown accustomed to. Returns to vendor will occur for any of the following reasons:

Customer Returns are checked in the Distribution Center. Merchandise will be returned to the vendor for credit if problems such as quality, size, or in some cases, damage in shipping due to insufficient packaging.

Over Shipment of merchandise or the shipment of items not ordered will be returned to the vendor. This will include any product that a vendor ships against a purchase order that has been mutually canceled.

Quality is expected to be up to our regular standards. Those shipments that do not meet our usual standards will be returned.

Packaging has been discussed previously in this guide. If merchandise is received without proper packaging, the shipment may be returned.

Return to Vendor – con't.

Taking merchandise credits on unpaid invoices is our policy for handling returns. If there are no outstanding invoices, the vendor will issue a check to Cuddledown®, Inc. for the amount of the credit within 30 days of receipt of the merchandise at the vendor's facility. Freight charges for all R.T.V. shipments as described above are the responsibility of the vendor and will be added to the merchandise credit, unless the vendor sends a call tag or utilizes third party freight billing. **All vendors are required to provide a valid shipping address for Cuddledown® to return products.**

Cuddledown®Contact Listing

DEPARTMENT	CONTACT	PHONE 1 (207) 761- 0201	E Mail Address
Product Development	Bed Linens	Ext. 1298	nblake@Cuddledown.com
	Sleepwear, Footwear, Fashion Accessories, Furniture, Rugs. Bath	Ext. 1264	syoung@Cuddledown.com
	Basic Bedding, Blankets, Home Decorative Accessories	Ext. 1273	dwing@Cuddledown.com
Inventory Control	Bed Linens	Ext. 1247	bionta@Cuddledown.com
	Sleepwear, Bath, Slippers	Ext. 1212	begers@Cuddledown.com
	Utility Bedding, Blankets, Home Decorative Accessories, Furniture, Rugs,	Ext. 1207	jsenecal@Cuddledown.com
	Raw Materials - Textiles	Ext. 1212	begers@Cuddledown.com
	Raw Materials - Fills	Ext. 1247	bionta@Cuddledown.com
Finance	Accounts Payable	Ext. 1250	afoster@Cuddledown.com or mnelson@Cuddledown.com
Manufacturing	Raw Material Receipts	Ext.1225 or Ext. 1203	Ecross@Cuddledown.com Or begers@Cuddledown.com
Littleton Distribution Center	Finished Products	Phone: 1 (508)-372- 3307	Pwood@potpourrigroup.com
Cuddledown® Yarmouth, ME	Raw Materials	Phone:1 (207) 847- 7203	Ecross@Cuddledown.com
Cuddledown® Freeport, ME	Retail Store Only Orders	Ext. 1207	dwing@Cuddledown.com
Drop Ship	Drop Ship Coordinator	EXT 1251	Shiggins@potpourrigroup.com

Appendix A – Routing Guide Verification Form

Dear Valued Partner:

Transportation Insights, Inc. has been retained by Cuddledown®, Inc. for traffic management and consulting services. One aspect of this service is to provide routing instructions to our vendors.

The routing instructions for shipping to Cuddledown®, Inc. are enclosed and to be followed when shipping. Please be sure that all person(s) within your company that are involved in the shipping process receive a copy of these instructions. Unless previous arrangements have been made, all vendors will be required to meet these guidelines. Failure to do so will result in charge backs.

If you have any questions please do not hesitate to contact Transportation InsightsC at Phone: (508) 830-1100, Fax (508)830-0303. They will be happy to assist you.

Lastly, please fill out and return the accompanying form that will serve as verification that your company has received these instructions.

Thank you in advance for your cooperation.

Signature	
Print Name	
Your Title	
Company Name	

NOTE: You may print out and fax this form to (207) 761-1948 or scan and email to: logistics@Cuddledown.com.

SUPPLIER PURCHASE AGREEMENT (PURCHASE ORDERS) CUDDLEDOWN, INC. SUPPLIER PURCHASE AGREEMENT

Whereas, Cuddledown, Inc. desires to purchase from the Supplier (named on the front of this Purchase Order), products (collectively, the Products) to be resold by the Company in its retail store, mail order or wholesale catalogs.

Therefore, in consideration of these premises and their respective mutual promises and covenants herein and in consideration of the Company's purchase of Products from the Supplier from time to time, and intending to be legally bound, the Company and the Supplier hereby agree as follows:

1. Relationship Between the Parties

The relationship between the Company and the Supplier is that of independent contractors, and nothing in this Agreement shall be construed to constitute the Supplier an employee, partner or agent of the Company. Without limiting the foregoing, the Supplier shall have no authority to act for or bind the Company in any way, to alter any of the terms or conditions of any standard forms or other agreements of the Company, to make representations or warranties, to execute agreements on behalf of the Company or to represent that the Company is in any way responsible for the acts or omissions of the Supplier. The Supplier shall indemnify and hold harmless for any liability or damage to the Company resulting from a violation of this Section 1.

2. Back-up Purchase Order Quantities

Suppliers located in the United States agree to make available for shipment to Company within two (2) weeks of receiving a future Purchase Order, quantities equaling up to twenty-five (25) percent or other agreed upon amount of any or all the Products specified on the front of this Purchase Order (Back-up Product). This Section 2 does not constitute a purchase order for additional Products. Company is under no obligation to take delivery of Back-Up Product if it has not been requested by Purchase Order. Back-up Product from suppliers located outside of the United States will be negotiated as needed at the time of the original order placement.

3. Payment Terms

Unless otherwise agreed to, Supplier and Company agree to payment terms of net sixty (60) days from invoice date with a 2% discount on Products paid for by Company before the tenth (10th) day from receipt of goods. Date paid will be determined by the date that the check is placed in the U.S. Mail or date of wire transfer. Supplier agrees to date invoices no earlier than the date Product is delivered to a carrier or directly to Company.

4. Products; QA Procedures.

All products purchased from Supplier by Company pursuant to a purchase order will conform to the samples and other descriptions provided to Company. Supplier agrees to comply with all of Company's quality assurance and fulfillment policies, standards, and procedures, including those contained in Cuddledown's most current Vendor Compliance Manual

5. Return of Defective Merchandise

Company inspects all, or a sampling of all Product upon receipt and will not accept defective merchandise or merchandise not adhering to spec. For vendors located in the U.S., all merchandise not meeting quality standards will be returned and deducted from Supplier's invoice, except when such amounts total under ten (10) dollars, in which case a deduction will be taken and the goods disposed of by Company. For vendors, located outside of the U.S. compensation will be negotiated with the vendor and the merchandise will be disposed of by Company at their own discretion. Company will also return for repair or replacement, at no cost to Company, or for credit at its option, product returned by its customers due to manufacturing defects. Company will contact Supplier prior to returning if Supplier requires a return authorization number.

6. Indemnification

The supplier shall indemnify the Company against any liability, loss, expense, cost or damages (including reasonable attorney's fees) arising from (a) a product liability claim against its Products, (b) any breach of this Agreement by the Supplier, (c) any infringement or alleged infringement of the Supplier's Products upon the intellectual property of others including, but not limited to, patented, copyrighted or trademarked designs, (d) any violation of U.S. federal and state laws and regulations.

Appendix B – Supplier Purchase Agreement (Purchase Orders)

7. Proprietary Property

All product designs, design process, artwork and all other proprietary information of Cuddledown furnished to Supplier by Cuddledown must be used exclusively for Products supplied to Cuddledown and to no third party, Supplier acquires no rights, title or interest in the foregoing.

8. Records

The Supplier shall maintain and retain accurate records of production and shipment of Products, as well as such records as are required to be kept by applicable local, state or federal laws. Governmental compliance records and records relating to Company shall be made available to Company for review or copying, during regular business hours, upon reasonable notice.

9. Confidentiality

All information provided to Supplier by Company which is not publicly available, is deemed by the Company to be confidential (Confidential Information) and as such is not to be disclosed to any party outside of the employ of Supplier, except as is required to meet governmental regulation or law. It is provided for the sole purpose of assisting Supplier in servicing the Company, and Supplier acknowledges that its disclosure of Confidential Information may cause direct and consequential harm to Company. Confidential Information includes, but is not limited to, the specific items and prices, and respective purchase quantities sold to Company and Company's merchandising trends and plans (as discussed with representatives of Company).

10. Successors, Entire Agreement, Governing Law, Notices, Waiver, Severability

This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings and agreements relating hereto. This Agreement shall not be amended, in whole or in part, except by a written agreement signed by both parties hereto. Fulfillment of Purchase Orders issued on forms including this Agreement, shall constitute acceptance of this Agreement. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts or Maine without regard to the conflict of law principles contained therein. All approvals, consents, notices, requests, and other communications hereunder shall be in writing and shall be deemed to have been given upon delivery, if delivered in person, or on the third business day after mailing, if mailed certified mail, postage prepaid, and addressed to a party at its address set forth on the front of this Purchase Order. No waiver of any right under this Agreement shall be deemed effective unless contained in writing signed by the party charged with such waiver. No waiver of any right arising from any breach or failure to perform shall be deemed to be a waiver of any future such right or any other right arising under this Agreement. It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable in any respect, the remainder of the Agreement shall continue in full force. The provision in question shall be limited or reduced as required by a court or arbitrator such that it is enforceable.

Signature: _____ Date: _____

Print Name: _____

Company: _____

Please sign and return this document within 10 days of receipt to the address listed below, attention: Inventory Department or via email to bionta@cuddledown.com.

Appendix C - Charge Back Schedule

Charge backs to our vendors may occur as a result of instructions in this guide not being followed properly. The charges listed below are based on the actual losses or costs to us if procedures outlined in this manual are not followed. They are not intended to be punitive. Cuddledown®, Inc. reserves the right to create charge backs if problems persist. Reasons for charge backs may include, but not limited to delays in processing freight, incomplete or illegible paperwork, improper packaging, using improper ship methods, quality issues, or late delivery. Following the instructions provided in this guide will reduce the chance of charge backs. If you are uncertain of what procedures are to be followed contact the Distribution Center Manager. The following is a scheduled of standard charge backs:

Routing Issues

Use of Unauthorized Carrier
Incorrect Classification Creating Excess Charges
Unauthorized Air Freight
Shipped to Incorrect Address
(Deduction from open invoice)

Charge

Excess Freight Charges
Excess Freight Charges
Entire Freight Bill
Entire Freight Bill + \$100HC

Delivery Issues

Late Delivery, Not Meeting P.O. Date
Note: All late shipments are to be shipped express at vendor's expense.

Charge

3% Invoice Per Wk.

Receiving Issues

Merchandise Not Ordered, No Open P.O.
Wrong/Incorrect Merchandise
Master Cartons Not Properly Sealed
Cartons Not Properly Marked
(No Purchase Order, No Quantity Listed on Outside of Carton, No Vendor Name, No Packing List)

Charge

\$200.00 + Freight
\$200.00 + Freight
\$200.00
\$200.00

Quality Inspection

100% Inspection to Find Acceptable Merchandise

Charge

\$25.00 per hour with a minimum charge of \$100.00 and a \$25.00 administrative fee per incident.

Packaging Problems

Reboxing or Bubble wrapping
Polybag
Seal Polybags
Failure to Label SKU and or description
Incorrect labeling of merchandise
Repair of Damaged Goods (variable charge)
Substitution Letters or Other Notification to Customers
Damage to Ship Alone Items

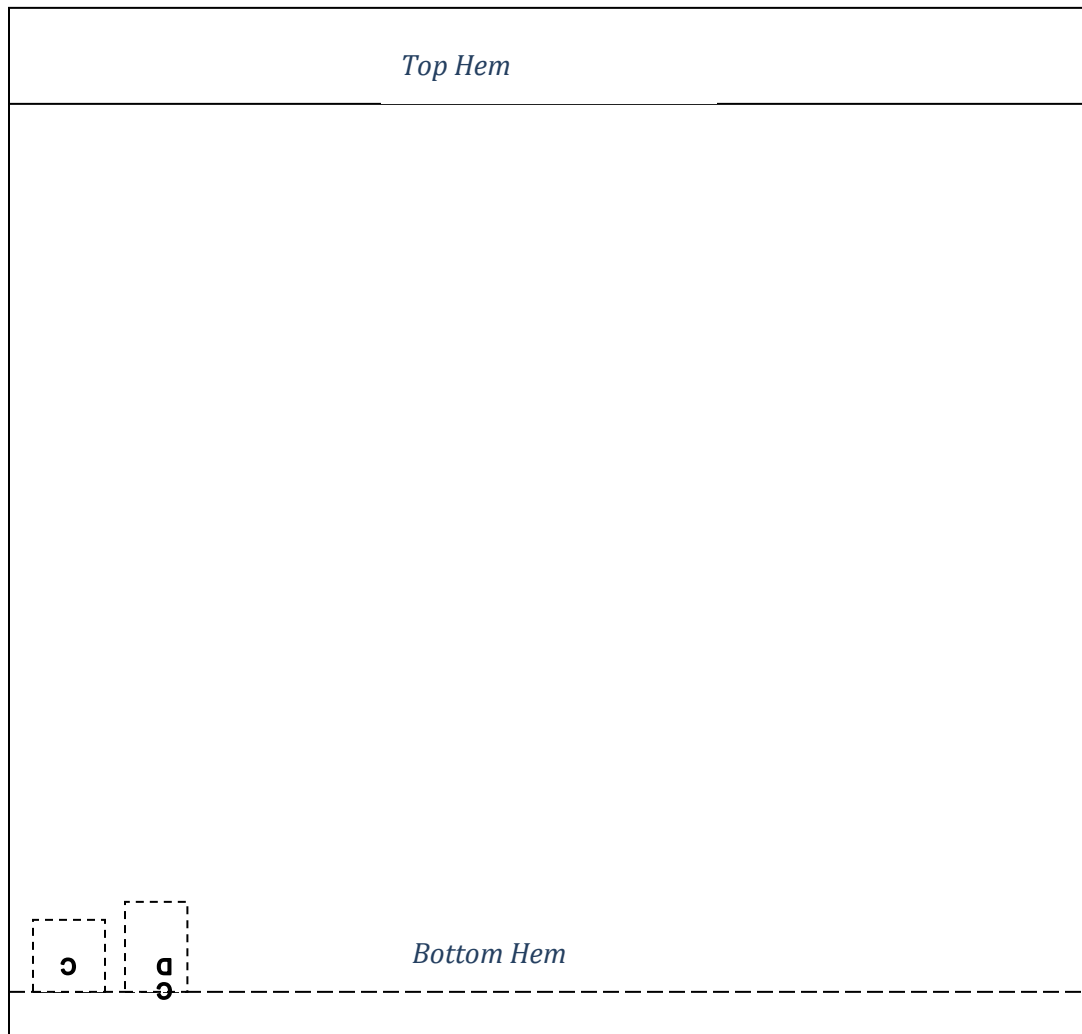
Charge

\$25.00 per hour with minimum charge of \$100.00 and a \$25.00 administrative fee per incident plus supplies.

Appendix D – Cuddledown® Bedding Label Placements

Flat Sheet

Placement of interior labels



CD = Sew Cuddledown® size label near the interior corner of the bottom of the sheet with Cuddledown® facing up and the size facing down. See diagram for position.

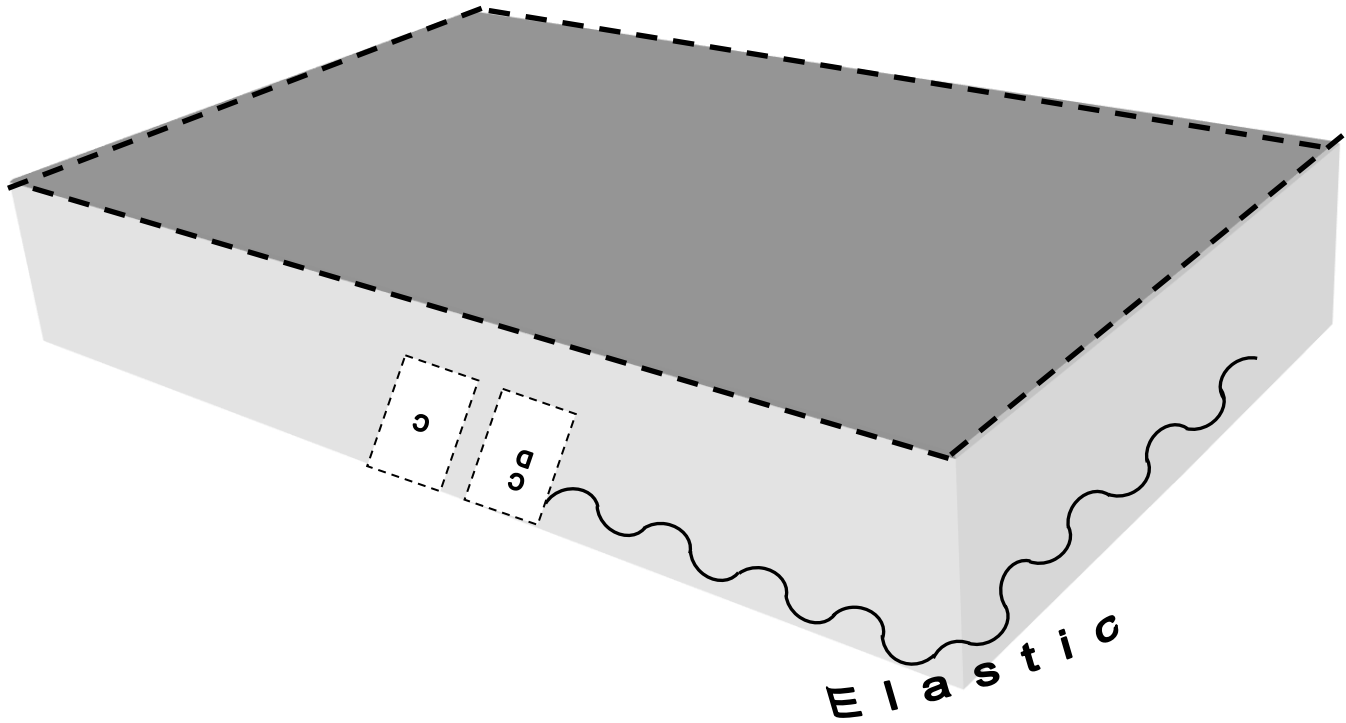
C = Sew label with the country of origin, content, and care instructions beside CD label, facing up. See diagram for position.

All labels must be in English. Do not use international fabric care symbols.

Appendix D – Cuddledown® Bedding Label Placements - Continued

Fitted Sheet

Placement of interior labels



CD = Sew Cuddledown® size label on interior edge of fitted sheet where elastic ends with Cuddledown® facing up and the size facing down. See diagram for position.

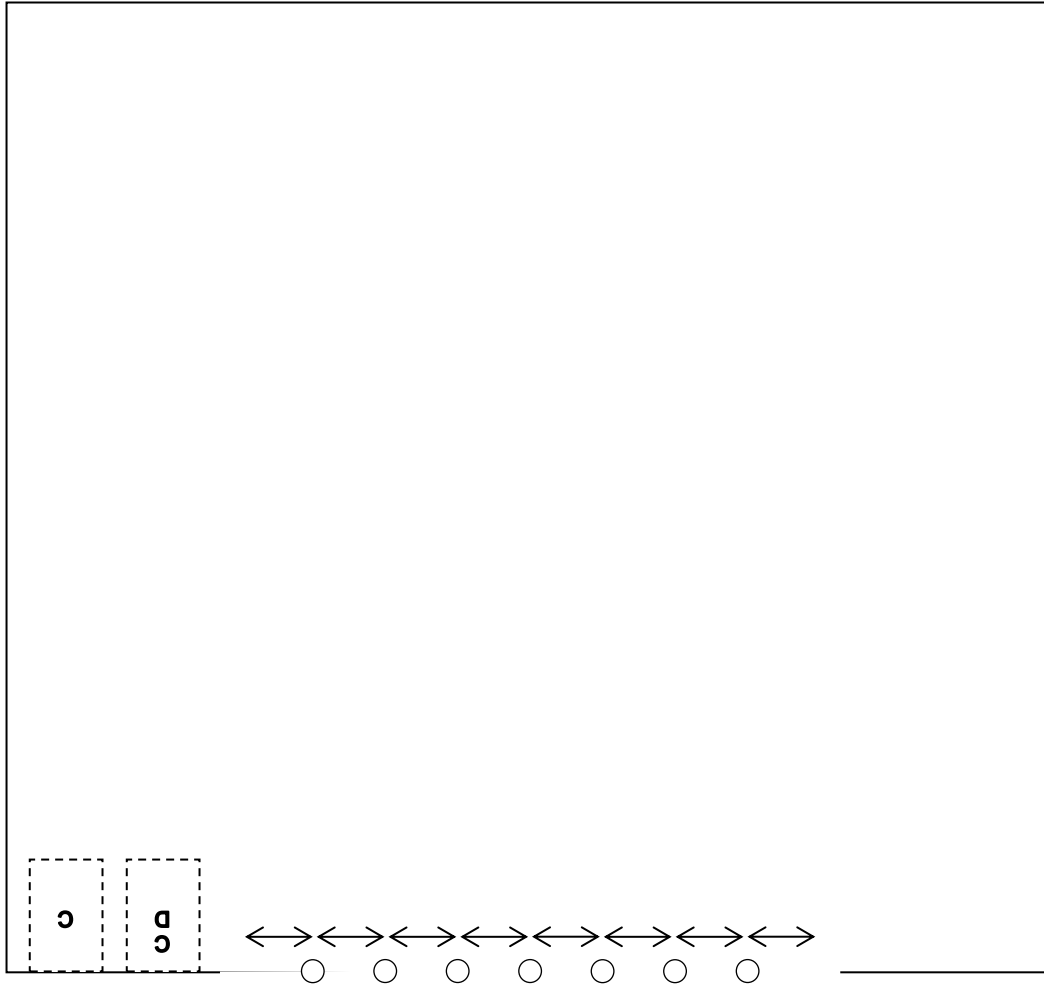
C = Sew label with the country of origin, content, and care instructions beside CD label, facing up. See diagram for position.

All labels must be in English. Do not use international fabric care symbols.

Appendix D – Cuddledown® Bedding Label Placements - Continued

Comforter Cover

Placement of interior labels



CD = Sew Cuddledown® size label into the inside left of comforter cover opening at bottom with Cuddledown® facing up and the size facing down. See diagram for position.

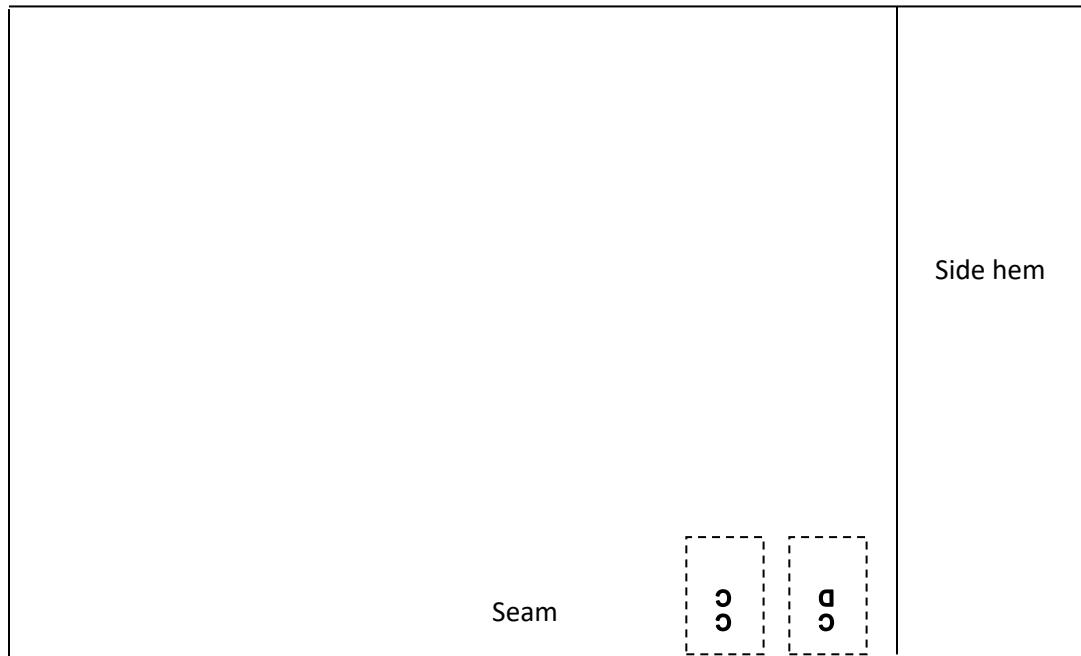
C = Sew label with the country of origin, content, and care instructions beside CD label, facing up. See diagram for position.

All labels must be in English. Do not use international fabric care symbols.

Appendix D – Cuddledown® Bedding Label Placements - Continued

Pillowcases

Placement of interior labels



CD = Sew Cuddledown® size label to interior seam with Cuddledown® facing up and the size facing down. See diagram for position.

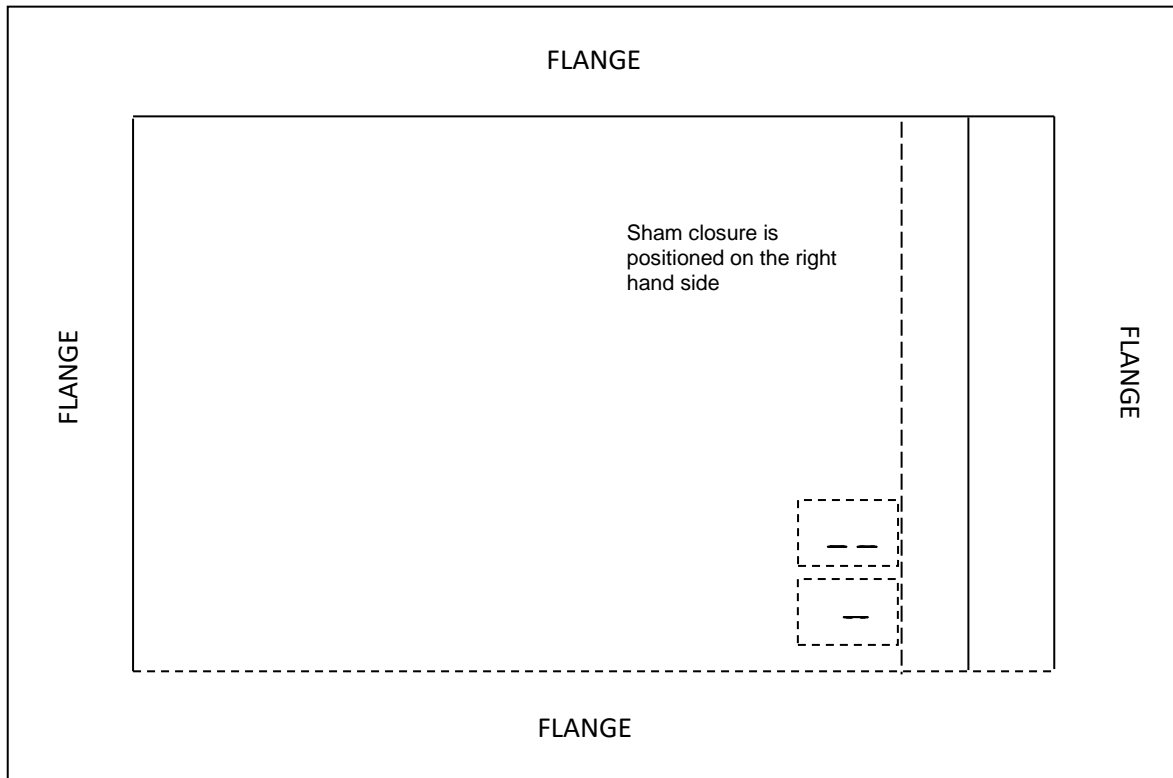
C = Sew label with the country of origin, content, and care instructions beside CD label, facing up. See diagram for position.

All labels must be in English. Do not use international fabric care symbols.

Appendix D – Cuddledown® Bedding Label Placements - Continued

French Sham

Placement of interior labels



CD = Sew Cuddledown® size label under the interior flap with Cuddledown® facing up and the size facing down. See diagram for position.

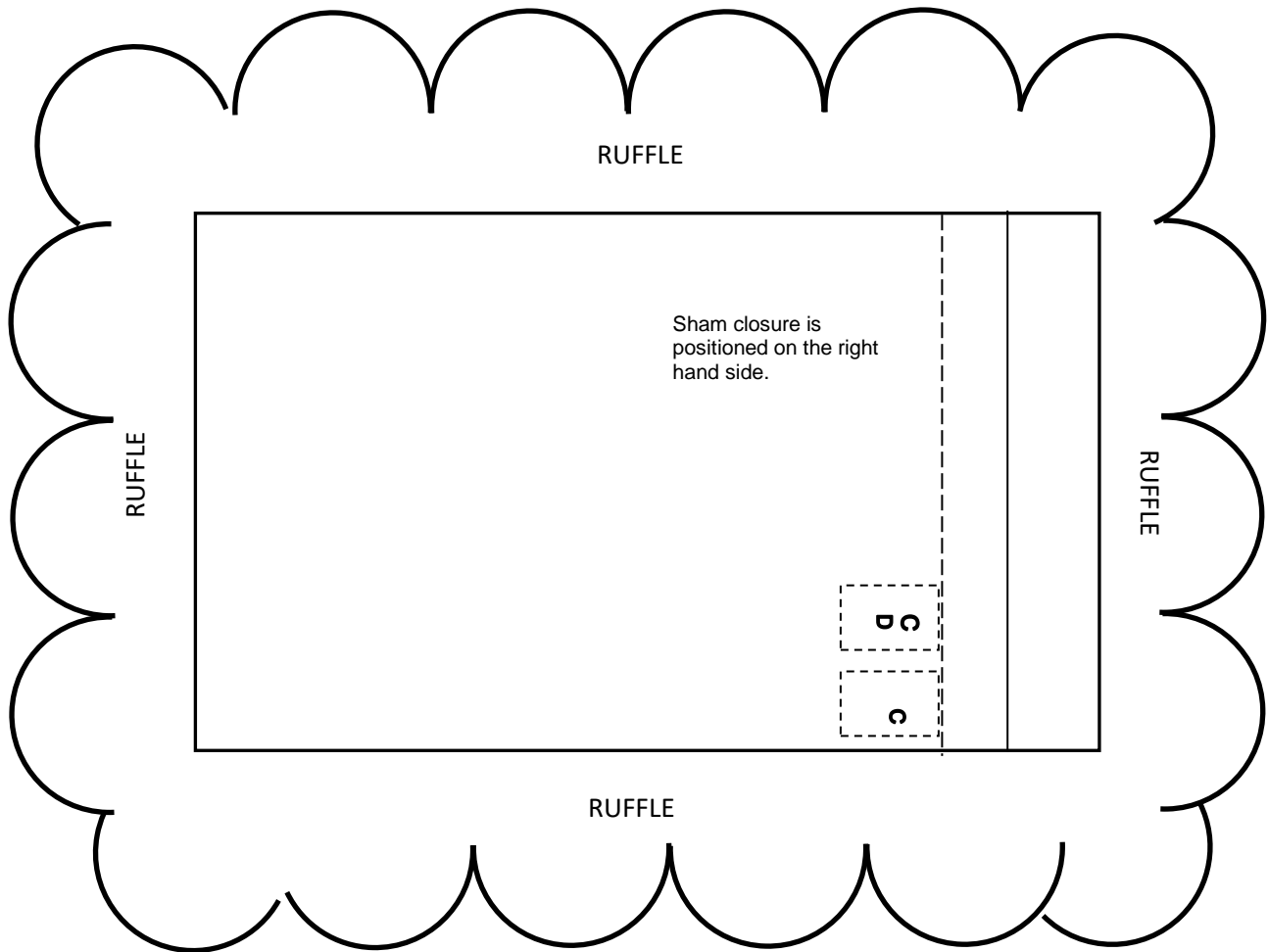
C = Sew label with the country of origin, content, and care instructions beside CD label, facing up. See diagram for position.

All labels must be in English. Do not use international fabric care symbols.

Appendix D – Cuddledown® Bedding Label Placements - Continued

Ruffled Sham

Placement of interior labels



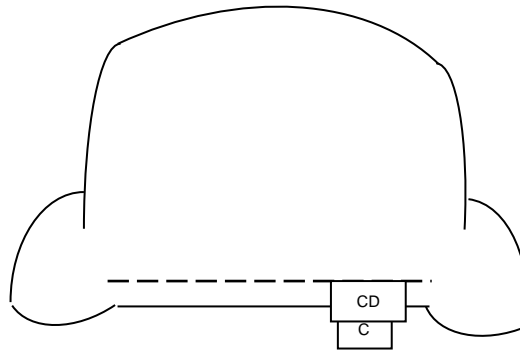
CD = Sew Cuddledown® size label under the interior flap with Cuddledown® facing up and the size facing down. See diagram for position.

C = Sew label with the country of origin, content, and care instructions beside CD label, facing up. See diagram for position.

All labels must be in English. Do not use international fabric care symbols.

Appendix D – Cuddledown® Bedding Label Placements - Continued

Reading Pillow Covers



Back View

CD = Sew Cuddledown® label on interior seam along closure 2"-3" from one end. See diagram for position.

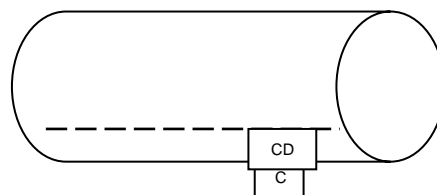
C = Sew label with the country of origin, content, and care underneath Cuddledown® label.

All labels must be in English. Do not use international fabric care symbols.

Note: For zipper closure: place label along interior zipper seam closest to end where zipper closes.

For button closure: place label on interior seam under flap with buttons.

Bolster and Neckroll Covers



CD = Sew Cuddledown® label on interior seam along closure 2"-3" from one end. See diagram for position.

C = Sew label with the country of origin, content, and care underneath Cuddledown® label.

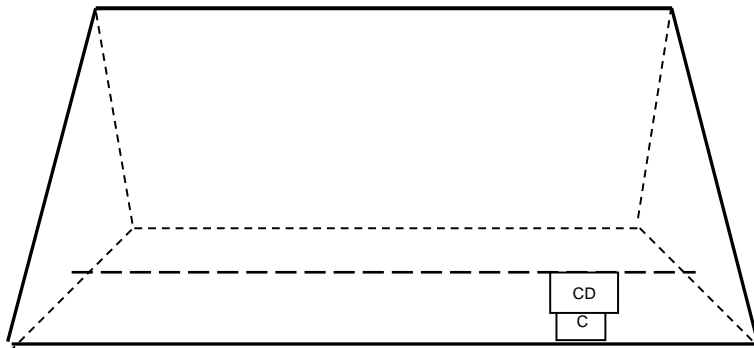
All labels must be in English. Do not use international fabric care symbols.

Note: For zipper closure: place label along interior zipper seam closest to end where zipper closes.

For button closure: place label on interior seam under flap with buttons.

Appendix D – Cuddledown® Bedding Label Placements - Continued

Wedge Pillow Covers



Back view

CD = Sew Cuddledown® label on interior seam along closure 2"-3" from one end. See diagram for position.

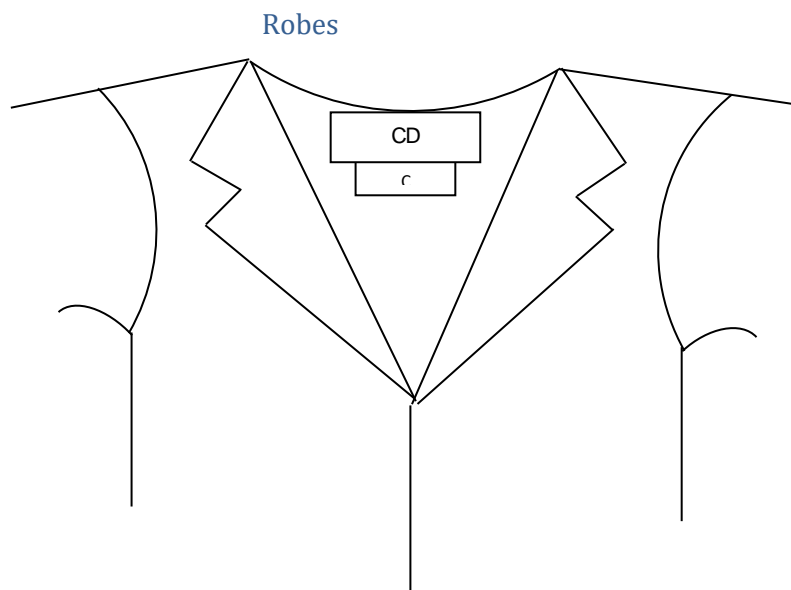
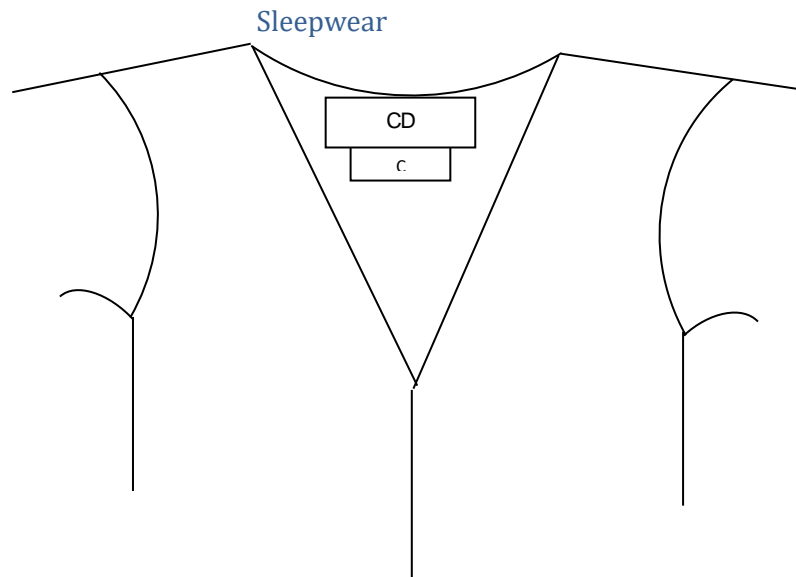
C = Sew label with the country of origin, content, and care underneath Cuddledown® label.

All labels must be in English. Do not use international fabric care symbols.

Note: For zipper closure: place label along interior zipper seam closest to end where zipper closes.

For button closure: place label on interior seam under flap with buttons.

Appendix E – Cuddledown® Sleepwear Label Placements



CD = Sew Cuddledown® label in seam at center of yoke. See diagram for position.

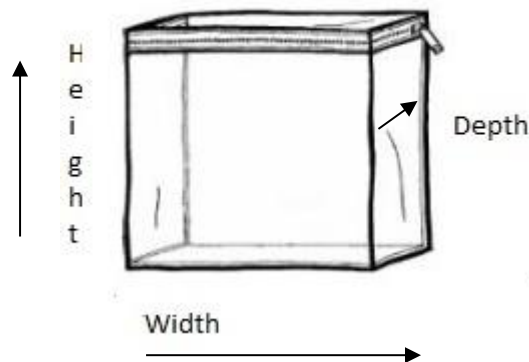
C = Sew label with the country of origin, content, and care underneath Cuddledown® label.

All labels must be in English. Do not use international fabric care symbols.

Appendix F – Cuddledown® Vinyl Zippered Bag, Package Insert Size Specifications, and Cuddledown® Labels

Packaging: PEVA

Product	Package Size	Front Insert Pocket Size	Back Insert Pocket Size
Pillowcases, Shams, regular	6.25" W x 8.25" H x 1" D	4.75" x 4.75" H	4.5" W x 6" H
Pillowcases, Shams, deep gusset	6.25" W x 8.25" H x 1" D	4.75" x 4.75" H	4.5" W x 6" H
Sheets, Bed Skirts, regular	9.5" W x 11.5" H x 3.25"D	6"W x 6" H	4.5" W x 6"H
Sheets, Bed Skirts, deep gusset	9.5" W x 11.5" H x 3.25"D	6"W x 6" H	4.5" W x 6"H
Comforter Covers, regular	9.5" W x 11.5" H x 2"D	6"W x 6" H	6"W x 6" H
Comforter Covers, deep gusset	9.5" W x 11.5" H x 4"D	6"W x 6" H	6"W x 6" H
Comforter Covers, extra deep gusset	9.5" W x 11.5" H x 6"D	6"W x 6" H	6"W x 6" H
Bedcovers, Quilts, regular	13.5" W x 20" H x 6"D	12.5 x 12.5	6"W x 6" H



Appendix F – Cuddledown® Vinyl Zippered Bag, Package Insert Size Specifications, and Cuddledown® Labels - Continued

Inserts:

Printed on 100% Recycled Post Consumer Fiber. Printed using soy or vegetable based inks (→→→→environmentally friendly)

- Front insert: 100lb card/cover stock. Ivory color with flecks. Print color – PMS 403.
- Back Insert: 65lb card/cover stock. Ivory color with flecks. Print color-PMS 5415

Product	Front Insert Size	Back Insert Size
Pillowcases, Shams,	4.5" W x 4.5" H	4.25" W x 5.5" H
Sheets, Bed Skirts,	5.5" W x 5.5" H	4.25" W x 5.5" H
Comforter Covers	5.5" W x 5.5" H	4.25" W x 5.5" H
Bedcovers, Quilts	11" W x 11" H	5.5"W x 5.5" H

Cuddledown® Front Insert Sheeting

CUDDLEDOWN®

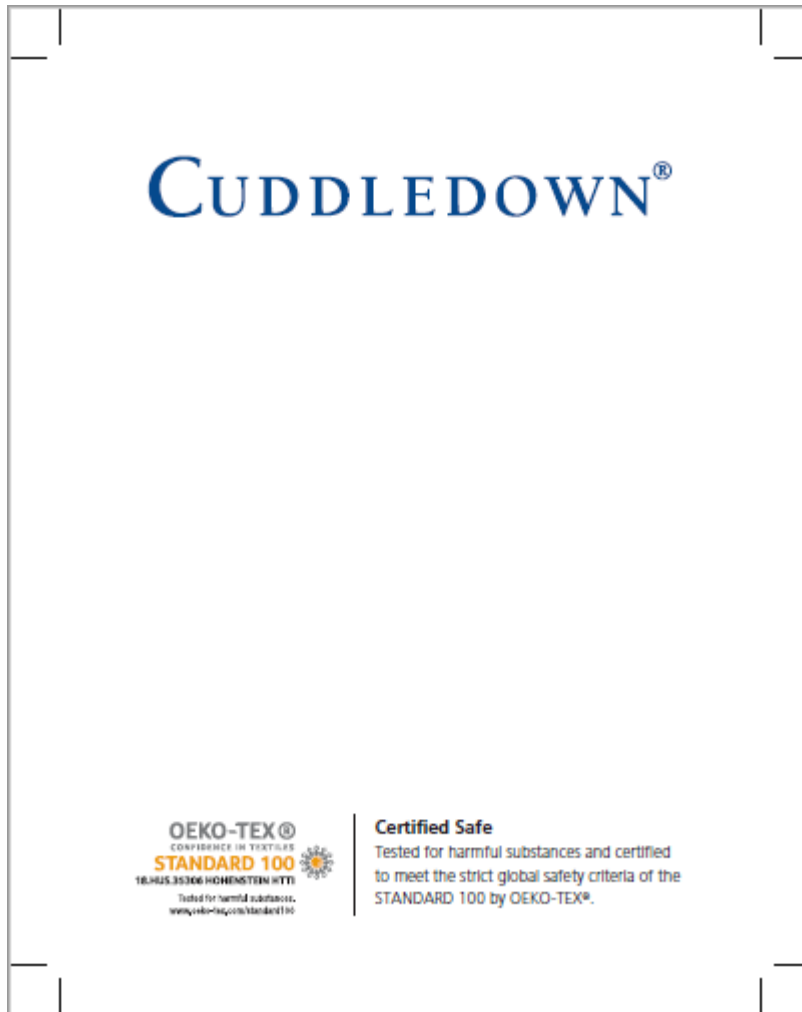
*Superior Sleep
starts with superior bedding*

We travel the world to bring you unsurpassed quality and comfort that makes our fine linens genuinely special. The excellence of our bedding lies in the premium fabrics and workmanship that go into the creation of each item. Experience incredible sleep and lasting luxury with Cuddledown.

— *fine linens* —
since 1973

Appendix F –Continued

Cuddledown® Back Insert



Content, country of origin, care, and product certifications are to be printed on the back insert. (see example below)

100% Cotton

Care: Machine wash warm.
Wash dark colors separately.
Non-chlorine bleach when needed.
Tumble dry low.

Made in China

Appendix F –Continued

Style Guidelines Back Insert

CUDDLEDOWN[®] ← Pantone 647 C

Quilted Bedding

100% Cotton Shell
100% Polyester Batting ← Helvetica Light 11pt

Care: Machine wash cold, gentle cycle. Wash dark colors separately. Do not bleach. Tumble dry low heat. Remove promptly from dryer.

Made in China

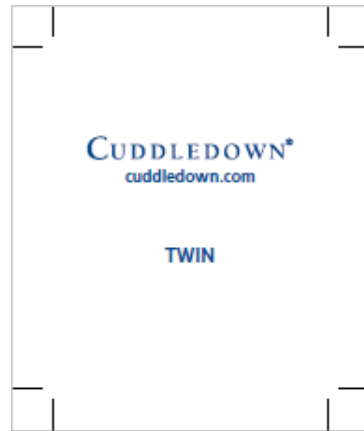
OEKO-TEX[®]
CONFIDENCE IN TEXTILES
STANDARD 100
19.1105.35206 Hohenstein HTTI
Tested for harmful substances.
www.oeko-tex.com/standard100

Certified Safe
Tested for harmful substances and certified to meet the strict global safety criteria of the STANDARD 100 by OEKO-TEX[®].

Appendix F –Continued

Cuddledown® Woven Labels

Sew in woven Cuddledown® label- woven on cotton, the colors on the woven label are PMS 5415 (Cuddledown® blue) and PMS 347 (eco-friendly green). On the woven labels, the fold is at 50mm. the flat size of the label is 500mm wide by 100mm high.



Sew in woven (or printed) & care/content/country of origin labels – woven or printed on cotton, if printed please use environmentally friendly (and colorfast) ink.

100% Cotton

Care: Machine wash warm.
Wash dark colors separately.
Non-chlorine bleach when needed.
Tumble dry low.

Made in China

Sew in Oeko-Tex Label if the product is Oeko-Tex Certified – woven or printed.



Appendix G – Cuddledown® Comforter Shell Specifications

GENERAL

Fabric:

Down-proof 100% cotton fabric unless otherwise specified.

For baffle construction, baffle is 100% polyester.

Down proof testing must be performed on samples as part of development process, on actual production run of new products, and each time an existing fabric goes back into production. Results must be forwarded to Cuddledown® Product Manager in advance of shipment. Downproof testing must be done before laundering and after 3 machine wash/dry cycles unless otherwise specified.

Testing numbers and standards:

- Downproofness (Federal Std. 191-5530) 4 or 5 using IDFL TM 20-1
- Air Permeability (ASTM D737) <8 ft³/ft²/min
- Thread Count (ASTM D3775) +/- 3%, before finishing
- Dimensional Stability (Shrinkage) (AATCC 135) +/- 5% length/width over 3 machine wash cycles

Oeko Tex: Up to date certification must be forwarded to Product Manager for Cuddledown®'s records in advance of shipment.

Fabric color: Optical white unless otherwise specified.

Edge: Double track stitching along all edges unless otherwise specified.

Piping: All shells are finished with a satin piping, self-piping, or cotton cording as specified. Piping measures 1/8" (3.175 mm).

Sewing: No less than 12 stitches per inch on seams (5-6 stitches per cm).

Thread: Must match fabric color.

Corner loops: Open bag and baffled comforters need 4 corner loops.

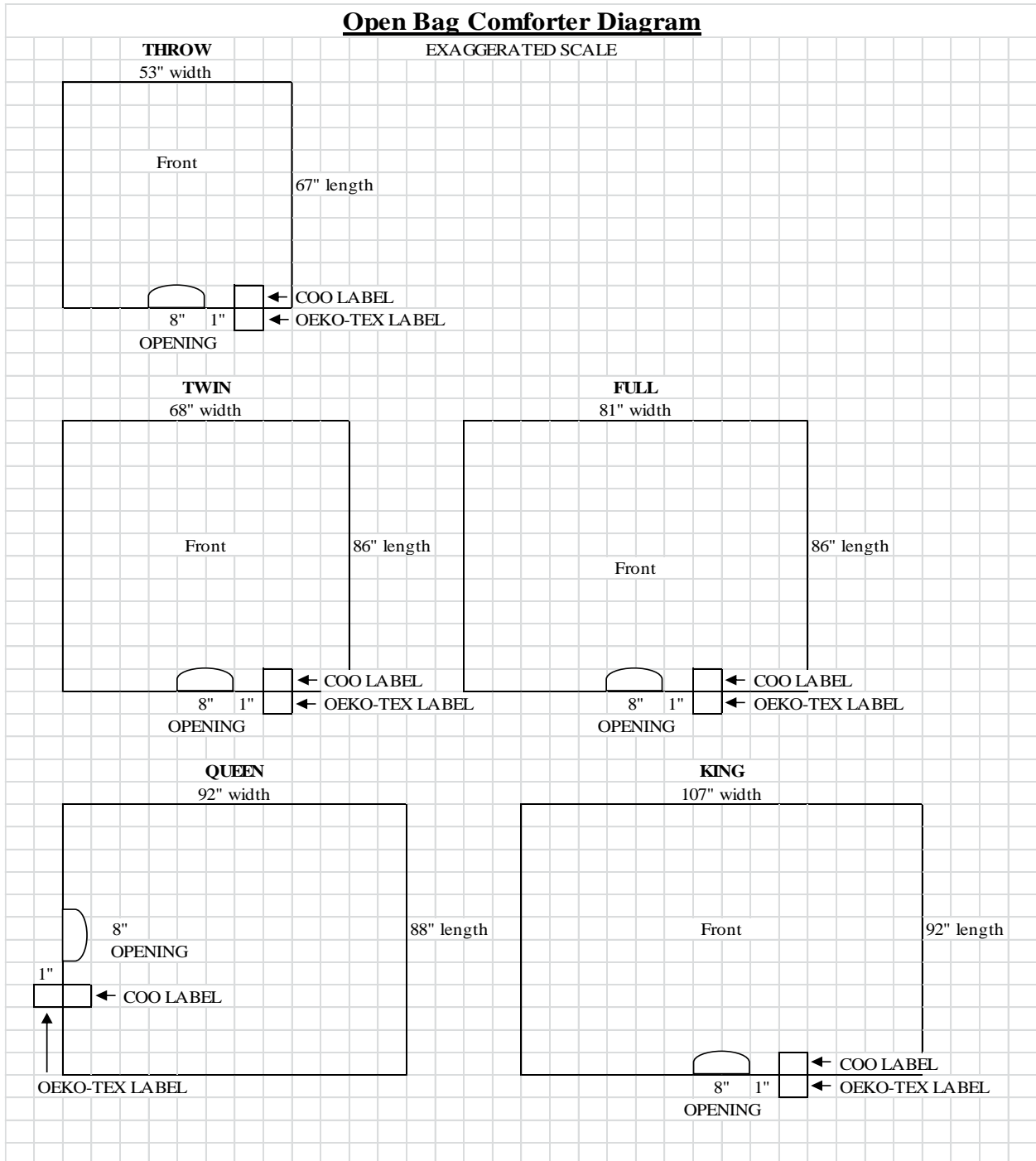
OPEN BAG COMFORTERS

Open Bag Construction	Shell Dimensions (+/- 3% tolerance)					
	inch-width		inch-length	cm – width		cm – length
Throw	53	x	67	135	x	170
Twin	68	x	86	173	x	218
Full	81	x	86	206	x	218
Queen	92	x	88	234	x	224
King	107	x	92	272	x	234

Appendix G – Cuddledown® Comforter Shell Specifications - Continued

Fill Opening for open bag construction comforters:

- 8" fill opening for open bag construction.
- For sizes throw, twin, full, and queen, place fill opening on short side of comforter shell. For size king, place fill opening on long side of comforter shell.
- Fill opening located in the center of the correct side.
- In open bag construction, **only the King** should have a seam and only if narrow width fabric is used.



Appendix G – Cuddledown® Comforter Shell Specifications –Continued

BAFFLED COMFORTERS

Baffled Construction	Shell Dimensions (+/- 3% tolerance)								
Sizes		inches				centimeters			
	# of boxes – width x length	inch - width		inch - length	Baffle height (tolerance +/- 1/4")	cm - width		cm - length	Baffle
Twin	5 x 6	68	x	86	1	173	x	218	2.5
Full	6 x 6	81	x	86	1	206	x	218	2.5
Queen	6 x 6	92	x	88	1	234	x	224	2.5
King	7 x 6	107	x	92	1	272	x	234	2.5
Queen Oversized	7 x 7	98	x	98	1	249	x	249	2.5
King Oversized	8 x 7	116	x	98	1	295	x	249	2.5

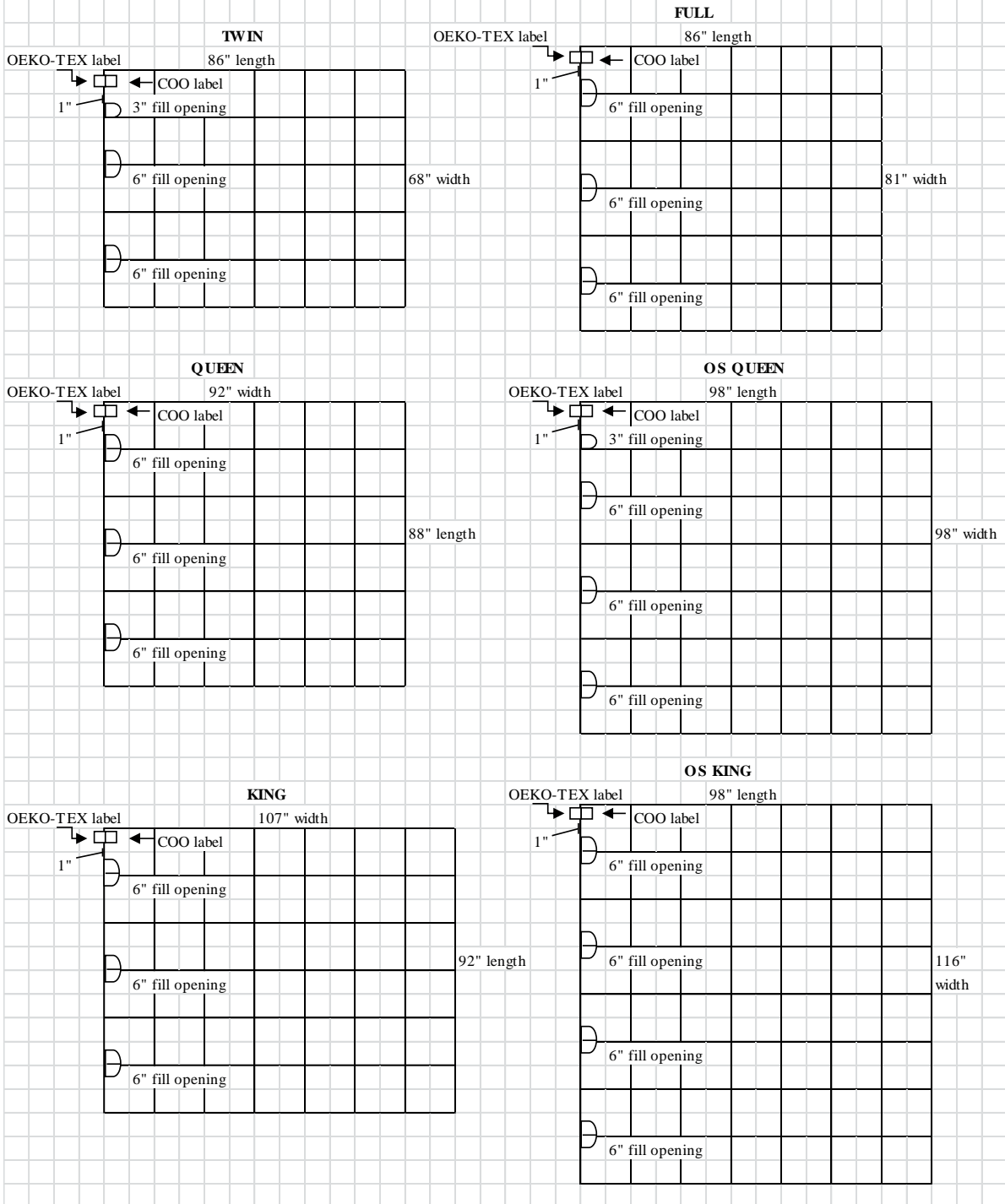
Fill Opening for baffle construction comforters:

- For sizes throw, twin, full, queen, king, and oversized queen, place fill openings on short side of comforter shell.
- For oversized king, place fill openings on long side of comforter shell.
- 6" fill opening for a double opening, 3" fill opening for a single tube.
- 3" baffle hole opening.
- For baffled construction, seam is acceptable in order to minimize waste and reduce cost **ONLY** if seam is hidden in baffle seam.

Appendix G – Cuddledown®Comforter Shell Specifications – Continued

Baffled Comforter Diagram

EXAGGERATED SCALE



Appendix G – Cuddledown® Comforter Shell Specifications –Continued

Packaging and Labeling - Comforters

Comforter Labeling Specifications

- Country of Origin label 1" from fill opening and on interior of shell so is hidden when fill opening is sewn closed.
- Cuddledown® raw sku number on the country of origin label in addition to coo, fabric content, and size.
- Oeko Tex label 1" from fill opening.

Comforter Packaging Specifications

- Folded per spec sheet see page 7 of this document.
- Bulk packed in a poly bag.
- Box size 24 x 16 x 9" (60 cm x 40 cm x 23 cm).
- Packing list on lead carton.

Open Bag

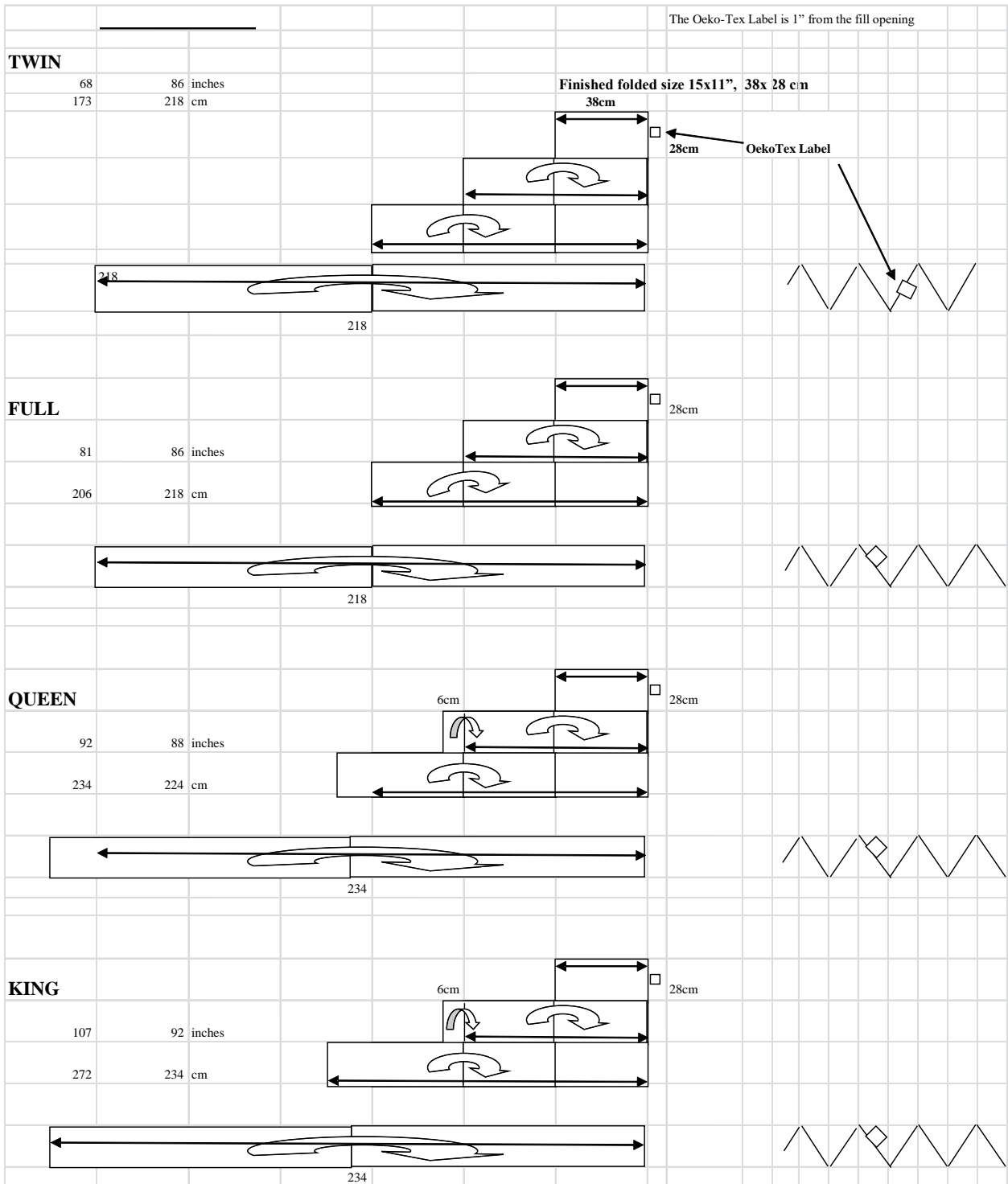
Case Pack Quantity	
Throw	30
Twin	20
Full	15
Queen	15
King	10

Baffled

Case Pack Quantity	
Twin	20
Full	15
Queen	15
King	10
OS Queen	10
OS King	10

Appendix G – Cuddledown® Comforter Shell Specifications –Continued

Folding of Comforter Tickings for Open bag and Baffle Tickings (Exception: Reverse orientation to fold King baffle)

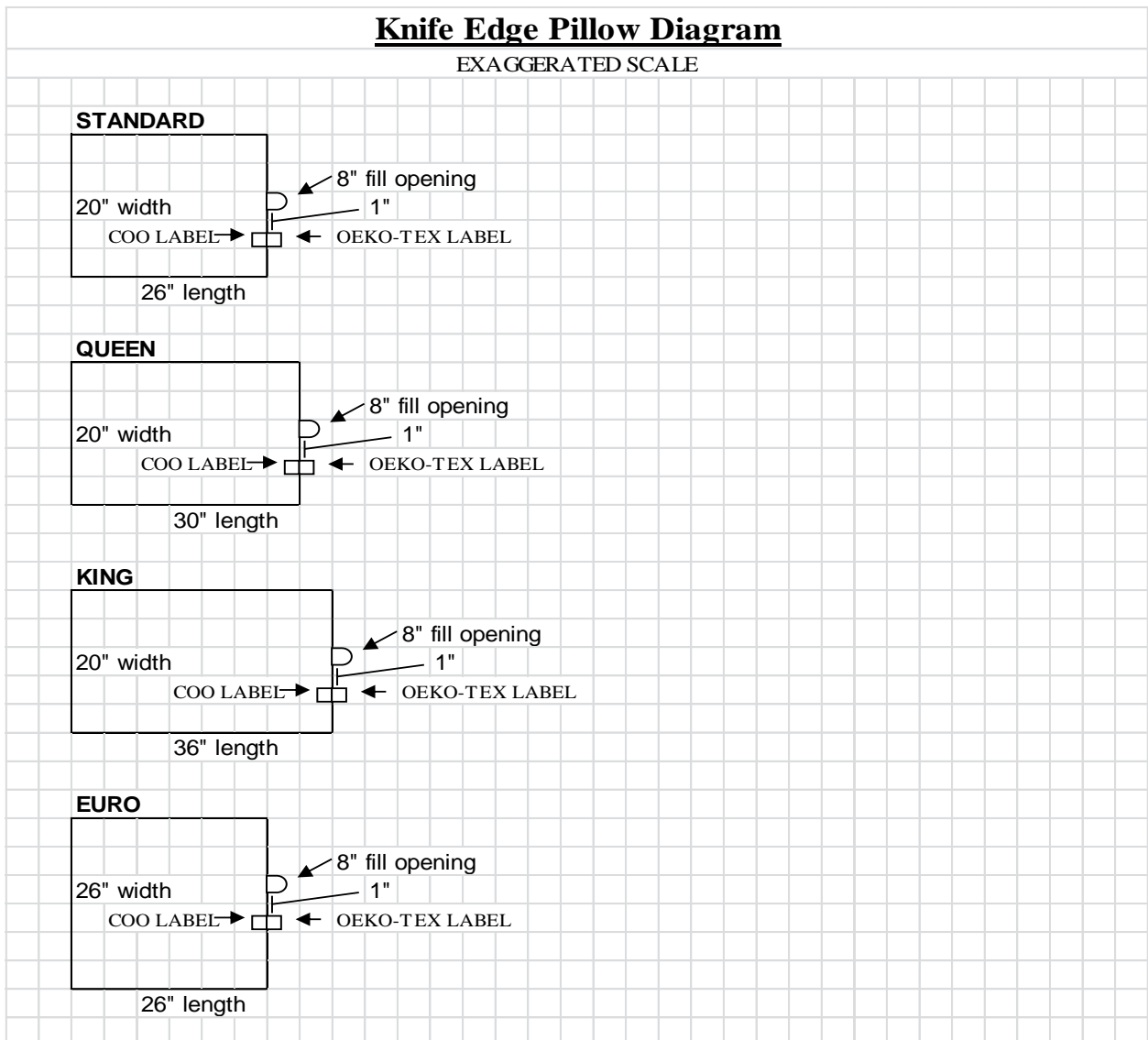


Appendix H – Cuddledown®Pillow Shell Specifications

KNIFE EDGE PILLOWS						
Knife Edge Construction		Shell Dimensions (+/- 3% tolerance)				
Sizes	inch		inch	cm		cm
Standard	20	x	26	51	x	66
Queen	20	x	30	51	x	76
King	20	x	36	51	x	91
Euro	26	x	26	66	x	66

Knife Edge Pillow Fill Opening:

- 8" fill opening (sleep pillow).
- 8" fill opening (throw pillow).
- Fill opening located in center of shortest side of shell, with any tags.

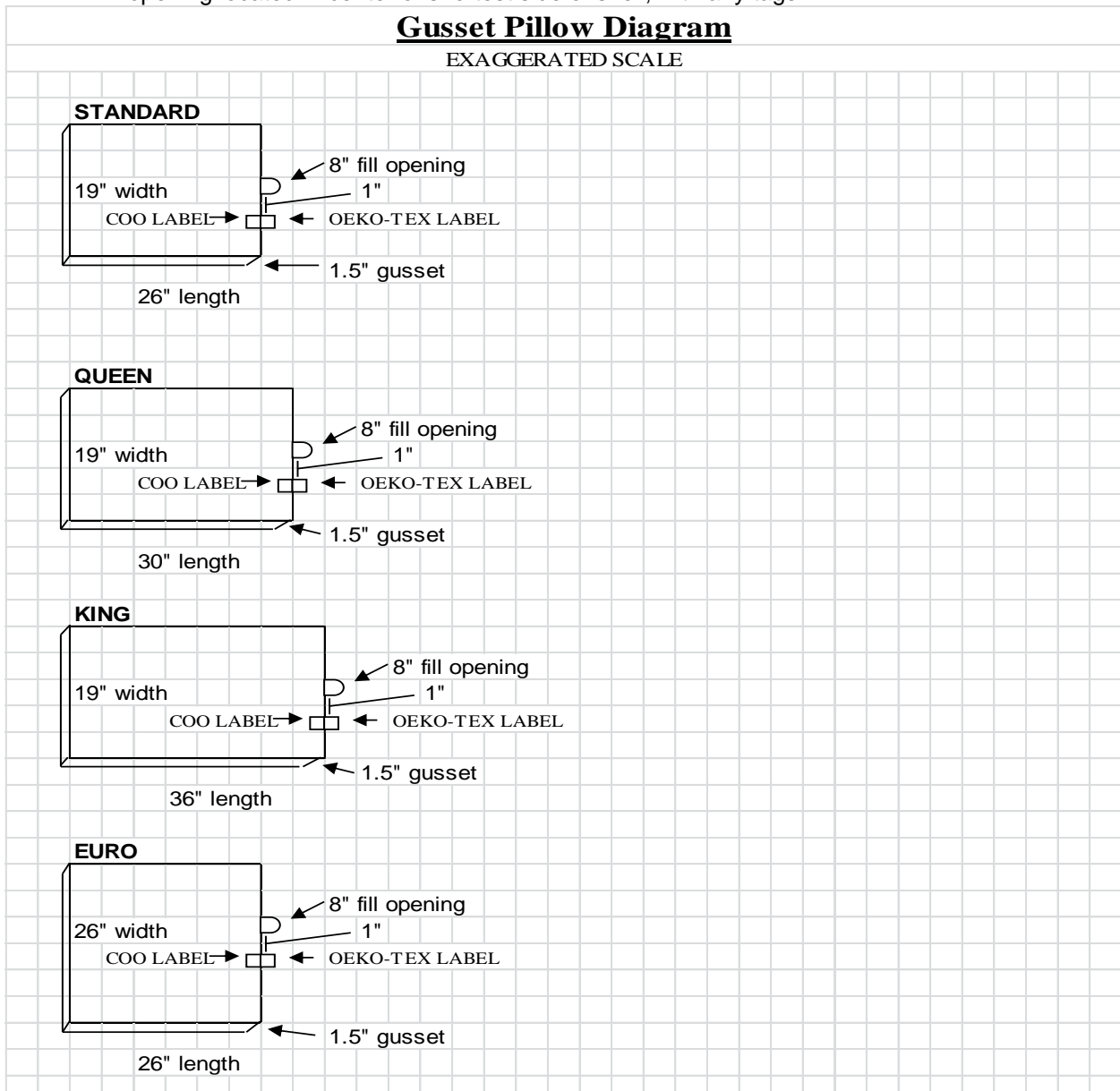


Appendix H – Cuddledown®Shell Specifications – Pillows Continued

GUSSET PILLOWS								
Gusset Construction	Shell Dimensions (+/- 3% tolerance)							
Sizes	inch		inch	Gusset	cm		cm	Gusset
Standard	19	x	26	1.5"	48	x	66	3.8
Queen	19	x	30	1.5"	48	x	76	3.8
King	19	x	36	1.5"	48	x	91	3.8
Euro	26	x	26	1.5"	66	x	66	3.8

Gusset Pillow Fill Opening:

- 8" fill opening (sleep pillow).
- 8" fill opening (throw pillow).
- Fill opening located in center of shortest side of shell, with any tags.



Appendix H – Cuddledown®Shell Specifications – Pillows Continued

Packaging and Labeling - Pillows

Pillow Labeling Specifications

- Country of Origin label 1" from fill opening and on interior of shell so is hidden when fill opening is sewn closed.
- Cuddledown®raw sku number on the country of origin label in addition to coo, fabric content, and size.
- Oeko Tex label 1" from fill opening.

Pillow Packaging Specifications:

- Case pack quantity divided in half and bulk packed inside polybag in stacks of 10.

Example: Standard case pack includes 2 polybags with 90 size standards in each bag, folded over each other in 9 stacks of 10 shells.

- Box size 24 x 16 x 9" (60 cm x 40 cm x 23 cm).

Case Pack Quantity	
Standard	180
Queen	160
King	140
Euro	140

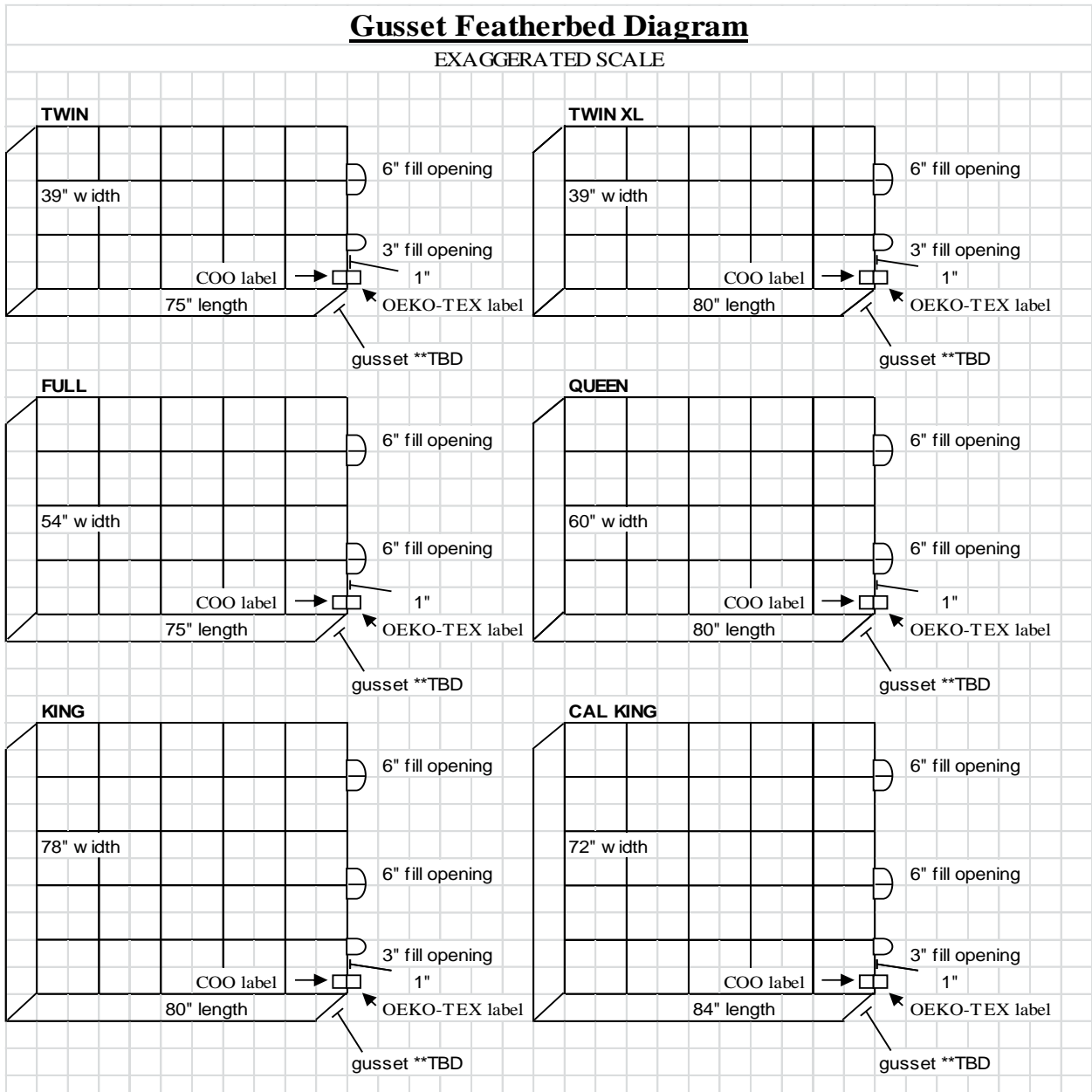
Appendix I – Cuddledown®Feather Bed and Mattress Pads Shell Specifications

GUSSET FEATHERBEDS	# of boxes	Shell Dimensions (+/- 3% tolerance)					
		inch		inch	cm		cm
Sizes							
Twin	3x5	39	x	75	99	x	191
Twin XL	3X5	39	x	80	99	x	203
Full	4X5	54	x	75	137	x	191
Queen	4X5	60	x	80	152	x	203
King	5x5	78	x	80	198	x	203
CalKing	5x5	72	x	84	183	x	213

Fill openings:

- 6" fill opening for a double opening, 3" fill opening for a single tube.
- Openings are on the short side for all featherbeds.
- Height of gusset to be determined per project.

Appendix I – Cuddledown® Feather Bed and Mattress Pads Shell Specifications - Continued



Appendix I – Cuddledown® Feather Bed and Mattress Pads Shell Specifications - Continued

BAFFLED SUPER FEATHERBEDS	Shell Dimensions (+/- 3% tolerance)								
Sizes	# of boxes	Inch		Inch	Baffle (1"on top & bottom)	cm		cm	Baffle (1"on top & bottom)
Twin	3 x 5	39	x	75	2" total	99	x	191	5 total
Twin XL	3 x 5	39	x	80	2" total	99	x	203	5 total
Full	4 x 5	54	x	75	2" total	137	x	191	5 total
Queen	4 x 5	60	x	80	2" total	152	x	203	5 total
King	5 x 5	78	x	80	2" total	198	x	203	5 total
CalKing	5 x 5	72	x	84	2" total	183	x	213	5 total

Fill Openings:

- 6" fill opening for a double opening, 3" fill opening for a single tube.
- Openings are on the short side for all featherbeds.

GUSSET MATTRESS PADS	Shell Dimensions (+/- 3% tolerance)					
Sizes	inch		inch	cm		cm
Twin	39	x	76	99	x	193
Twin XL	39	x	80	99	x	203
Full	54	x	76	137	x	193
Queen	60	x	80	152	x	203
King	76	x	80	193	x	203
CalKing	72	x	84	183	x	213

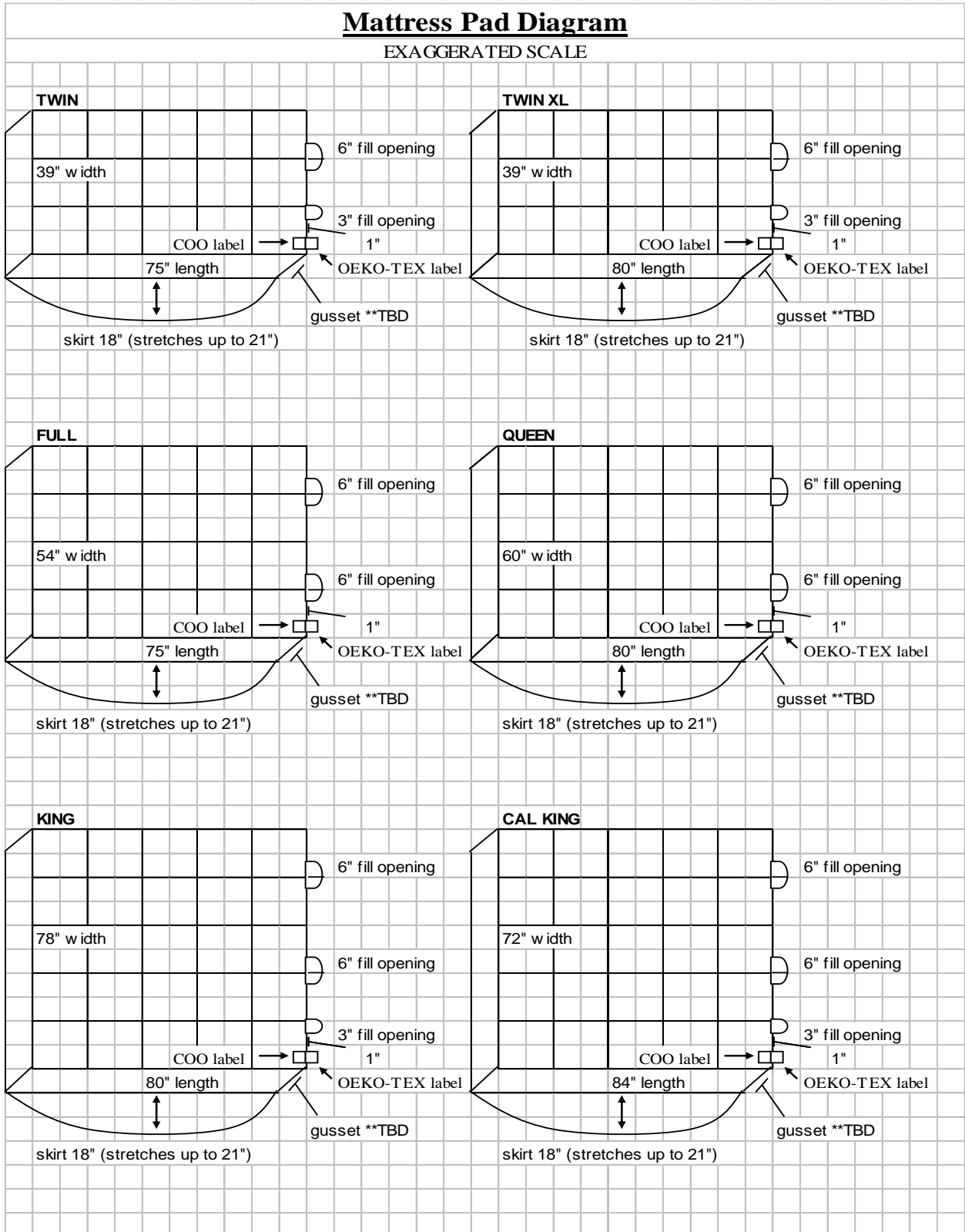
Fill Openings:

- 6" fill opening for a double opening, 3" fill opening for a single tube.
- Openings are in the short side for all mattress pads.
- Height of gusset to be determined per project.

Skirt:

- 18", stretches to fit up to 21" unless otherwise specified.

Appendix I – Cuddledown® Feather Bed and Mattress Pads Shell Specifications - Continued



Appendix I – Cuddledown® Feather Bed and Mattress Pads Shell Specifications - Continued

Packaging and Labeling – Featherbeds and Mattress Pads

Featherbed and Mattress Pad Labeling Specifications

- Country of Origin label 1" from fill opening and on interior of shell so is hidden when fill opening is sewn closed.
- Cuddledown® raw sku number on the country of origin label in addition to coo, fabric content, and size.
- Oeko Tex label 1" from fill opening.

Case Pack Quantity	
Twin	20
Twin XL	20
Full	20
Queen	10
King	10
Cal King	10

Appendix J – Raw Material Specifications

1. Carton box size:

- a) Regular, Full Case Pack shipments, use 60x40x23 CM (23.5" x 15.75" x 9")
- b) Partial Case packs or Decorative pillows, use 42 x 34 x 27 CM (6.5" x13.25" 10.5")

2. Case Pack Quantities

a. Full Case Pack Quantities for Raw Material Comforter Shells :

T=20 Units

F=15 Units

Q= 30 Units

K =15 Units

QSQ = 10 Units

OSK = 10 Units

*Each Case pack needs to have the units divided into two polybags of equal qty.

b. Full Case Pack Quantities for Raw Material Pillow Shells:

STD = 180 Units

Q= 160 Units

K= 140 Units

E= 140 Units

*Each Case pack needs to have the units divided into two polybags of equal qty.

Pillow shells shall be folded in bunches of 10.

c. Full Case Pack Quantities for Raw Material Feather Bed Shells:

T= 20 Units

F= 20 Units

Q= 10 Units

K = 10 Units

*Each Case pack needs to have the units divided into two polybags of equal qty

d. Full Case Pack Quantities on MOST Decorative Pillow Shells

- a) 100 Units

*Each Case pack needs to have the units wrapped in a single poly bag

3. Shell Raw Material Labeling

e. Labelling on the Shell (placement):

- a) Cuddledown®'s item # (SKU)
- b) Size
- c) Country of Origin
- d) Fiber Content

Appendix K – Testing, Performance, and Compliance Standards

Testing and Performance Standards: Apparel and Textiles		
Property	Standard	Test Method
Tensile Strength: Woven	25 lb./in.	ASTM D 5034
Burst Strength: Knits	40 PSI	ASTM D 3786
Tear Strength: Woven	3.0, (Flannel 2.0)	ASTM D 1424
Seam Slippage	Less than ¼" @ 15 lb.	ASTM D 424-95
Seam Strength	15 lb.	ASTM D 1683
Colorfastness to Crocking (Rubbing)		AATCC 8- 1996
Dry	4.0	**
Wet	3.0	**
Colorfastness to Washing-Home Laundering		AATCC 61-1996
Shade Change	4.0	
Staining	3.0***	
Colorfastness to Dry-cleaning		AATCC 132-1998
Shade Change	4.0	**
Staining	3.0*	**
Colorfastness to Perspiration		AATCC 15-1997
Shade Change	4.0	**
Staining	3.0*	**
Colorfastness to Non-Chlorine Bleach	4.0	AATCC 172-1997
Dimensional Change in home laundering	Acceptable after wash sizing or as specified	AATCC 135/150-2000
Colorfastness to Light- 20 Hours		AATCC 16-1998
Curtains	3-4	**
Garments	4.0	**
Home Bedding Products	3.0	**
*If appearance is unacceptable at 3, fabric will be rejected		
**Light Box Viewing Conditions: D65/U30		
*** If lower than 3.5 must be labeled: Wash Separately		
Ticking		
Downproofness	4 or 5 using IDFL TM 20-1	Fed. Std. 191-5530
Air Permeability	<8 cu.ft./sq.ft./min	ASTM D737
Thread Count	+/-3%, before finishing	ASTM D3775
Dimensional Stability (Shrinkage)	+/-5% length/width over 3 machine wash care cycles	AATCC 135
Thread Count		ASTM D 36775-08
Fabric Weight	+/-5% oz/sq.yd.	ASTM D 3776
Oeko Tex	Pass	Standard 100
Down		
Requirements for Hypoallergenic or super clean claims		
Oxygen Number	4.8 or less	

Property	Standard	Test Method
Turbidity	500 mm or greater	
Skewness change in fabric and garment twist in home laundering		AATCC 179-1996
Garments- woven	1% after wash	
Garments- Knits	2% after wash	
Home Bedding Products- Knits	3% after wash	
Home Bedding Products- Woven	3% after wash	
Fabric Weight- ounces per square yard	+ or -5% from purchase weight	ASTM D 3887
Pilling Resistance- 30 min Random Tumble Pilling Tester Method		ASTM D 3512 After 3 launderings
Apparel	4	
Napped Goods	3	
Flammability		
Apparel: Adult and Children's apparel (Testing Suspects fabrics: Napped and lightweight fabrics: < 3.0 oz/sq.yd.) Verify exempt content or exempt weight.	Class 1	16 CFR 1610
Mattresses and Mattress Pads	Pass	16 CFR1632, and CA TB 106
Small Rugs Less than 24 sq ft and less than 6 ft in any one dimension	Pass or be labeled	16 CFR 1631 (FF2-70) Label to read: "Flammable, fails US Dept of Commerce Standard FF 2-70, Should not be used near source of ignition
Carpets Greater than 6 ft in one dimension or greater than 24 sq ft	Pass	16 CFR 1630 (16 CFR FF1-70)
Blankets	Class 1	ASTM D 4151
Purity of specialty animal fiber	Pass	AATCC 20A- 2000
Sterility of Stuffing Materials: Pillows, battings, mattresses, sleeping bags, furniture	Comply and be labeled with required Law Label	State Regs: i.e. Ohio
Tracking Labels	Comply	CPSIA
Lead Content of Surface Coatings	90 ppm	16 CFR 1303 CPSIA
Small Parts (If attached small pieces do not pass Use and Abuse testing i.e.. zipper pulls, buttons, snaps...).	Cannot fit in test cylinder	16 CFR 1501 CPSIA
Use and abuse/test attachment method	Pass 15 lb. test	16 CFR 1500.53
Sharp points and edges	Cannot be present	16 CFR 1500/AASTM F963 CPSIA

Testing and Performance Standards: Hard Goods		
Property	Standard	Test Method
Art Materials: toxicity	Pass	ASTM D 4236
Candles		
Mo Lead Content in wick (metal wicks)	< 0.06% by weight (600 ppm total lead)	16 CFR 1500.17
Consumer Burn Warning Candles should always be placed away from flammable material, on a fireproof receptacle, and out of children's reach. NEVER LEAVE A BURNING CANDLE UNATTENDED.	Label required on product	ASTM F2058-00
Safe burning Characteristics (Candle and Candleholders)	Flame height <3" base to tip. No secondary ignition, no tip, no breakage of container.	ASTM PS 59-02
Ceramic and Glassware	Pass CA Prop 65 stds	ASTM C 738, CA 65
Cadmium Content	Flatware: 0.1 ppm, Small hollowware: 0.1ppm, Large hollowware: 0.008 ppm.	
Floor Cushions and Bean Bags	Styrofoam beads must be enclosed in separate liner. Seam strength must perform to tension test @ 15 lbs. ASTM F963	16 CFR 1500-1512
Furniture: Flammability		
Furniture: Cigarette Resistance	Pass	CA TB 117
Furniture: Small Flame Resistance	Pass	CA TB 117
Lighting and Lamps	UL Approved	
All Painted Products- Adult	< 0.06% by dry weight	16 CFA 1303
Personal Care Products- Adult	Pass	21 CFR 1,2,20,250,700,701,720,740 FDA
Lead Content in paints and surface coatings	90 ppm	16 CFR 1303
Lead in substrate materials	300 ppm (Aug 2009) 100 ppm (Aug 2011)	CPSIA 16 CFR
Sterility of Stuffing Materials	Comply and be labeled with required Law Label	State Regs: i.e. PA-A 249

Appendix L - CPSC and CPSIA

The Consumer Product Safety Improvement Act (CPSIA), which was enacted on August 14, 2008, imposes new requirements on a wide variety of products that are regulated by the U.S. Consumer Product Safety Commission (CPSC).

Regulated Products

- Refer to website for CPSC Regulated Products list (the product listed below is not a complete list) (www.cpsc.gov/businfo/reg.html)

General Conformity Certificate

- Section 14(a)(1) of the Consumer Product Safety Act, as recently amended by the CPSIA, requires a General Certification of Conformity to be issued with respect to every product that is subject to any consumer product safety rule, ban, standard, or regulation enforced by the CPSC.
- The GCC is required for all import and domestic products subject to all applicable rules, bans, standards and regulations. Products without the required certificate cannot be imported or distributed in commerce in the United States.
- The GCC requirement is immediately applicable to products manufactured on or after November 12, 2008.
- ALL import & domestic vendors must meet the GCC requirement per the CPSC. The law applies to
- ALL applicable products and for ALL brands (National, Vendor, Market, No brands, etc.).
- Refer to website for CPSIA GCC requirements information (www.cpsc.gov/about/cpsia/cpsia.html).

Rugs: Flammability

- ALL rugs must be in compliance with Federal Flammability Regulations 16 CFR 1630/1631. Test reports must be provided.
- Small Rugs less than 24 sq ft and less than 6 ft in any one dimension must pass or be labelled for 16 CFR 1631 (FF2-70).
- Large rugs/carpets greater than 6 ft in one dimension or greater than 24 sq ft must pass 16 CFR 1630 (16 CFR FF1-70).

Lead: in Substrates and Surface Coatings

- Lead in substrates and coatings: vendors must certify compliance to the 300ppm lead in substrates and 90 ppm lead in coatings.
- Painted items must pass 16 CFR 1303 at 90 ppm.

Food Use Items

- All food use items must be in compliance with FDA Standards and California Prop 65 standards for Lead and Cadmium limits.
- Please provide test reports for the items.

Mattress Pads

- ALL mattress pads must be in compliance with Federal Flammability Regulations. Please provide flammability test reports. Please refer to 16 CFR 1632 for detailed requirements.
- Ohio Bedding Regulations Filled Product: Law Label: all filled product must have an attached law label with Registry number.

Filled Product: Sleeping Bags, Stuffed Toys, Furniture

- Products with hidden stuffing must have a Law Label attached that certifies the sterility of stuffing material.
- This regulation is administered by State governments. For Cuddledown®, you must be registered with the State of Ohio. For application forms, Go to: http://www.com.ohio.gov/dico/docs/bedd_BeddingApplication.pdf

Candles: Candle Holders

- All candles or candle holders must be labelled with a burn warning. 20
- include: Manufacturer or private label name, Location of production (City, State/province), Date of production, Tracking Code




Appendix M- California Proposition 65

Cuddledown®, Inc. is committed to complying with California Proposition 65 laws and regulations.

Additional information pertaining to Prop 65 can be located on the following website www.P65Warnings.ca.gov.

Warnings are required for products containing chemicals listed on the Prop 65 chemical watch list.

Cuddledown®, Inc. will utilize one of three short form warnings depending on test results:

 WARNING: Cancer - www.P65Warnings.ca.gov	For exposure to listed carcinogens.
 WARNING: Reproductive Harm- www.P65Warnings.ca.gov	For exposure to listed reproductive toxicants.
 WARNING: Cancer and Reproductive Harm- www.P65Warnings.ca.gov	For exposures to both listed carcinogens and reproductive toxicants.

The appropriate warning must be placed on the outside of the product packaging. The warning must be a minimum of 6-point type size. All product identified as containing any of the Prop 65 chemicals must be labeled with the correct short form warning. Images of the packaging must be submitted to Cuddledown® for review and approval prior to releasing any shipment.

Appendix N - Other Regulatory Labelling

Several industries require labelling for various products. Please be sure that all mandatory labelling is on the product. We will inspect upon receipt of shipment. Following are a few of the labels we will be looking for:

- Candle Burn Warning Label
- ORM-D (Other Regulated Materials – Domestic)
- Suffocation Warning Label
- Fair Labelling FP&L / Uniform P&L Regulations NIST
- LHAMA Label
- Ohio Bedding Regulations Filled Product: Law Label
- Small Parts Warning Label
- FTC: Care, Content, Country of Origin Label 22