Vendor Code of Conduct

We believe that consumers should have confidence that merchandise is produced under humane conditions where workers are treated fairly and with dignity and respect. This Code of Conduct is an integral part of our POs, the terms of which must be followed by all vendors and their respective contractors when making products for us. We ask each Vendor to comply with the requirements of this Code of Conduct as follows:

**Forced Labor.** Child, forced, prison, involuntary or indentured labor must not be used or supported.

**Harassment or Abuse.** The workplace must be free from harassment which includes physical, sexual, psychological or verbal harassment or abuse.

**Nondiscrimination.** Workers may not be discriminated against based on gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

**Health and Safety.** Workers may not be exposed to unreasonably hazardous, unsafe, or unhealthy conditions.

**Wages.** Wages paid to workers, and pay practices, must meet or exceed legal and industry standards.

**Protection of the Environment.** Vendors and manufacturers must comply with all applicable environmental laws and regulations.

**Myanmar.** No products, or any components (i.e., fabric, “blanks,” tags, or written material) of any products may be produced, manufactured, assembled or otherwise worked on in the country of Myanmar (a.k.a. Burma).

**Conduct Periodic Visits and Audits.** Conduct, and allow us to conduct, periodic announced and unannounced visits to an appropriate sampling of company worksites and facilities of contractors to assess compliance with the workplace standards.

**Corrupt Practices.** Vendor must comply with the U.S Foreign Corrupt Practices Act of 1977, as amended. Vendors will not offer or provide money or anything else of value to any agent of representative of any government or government agency in order to obtain or retain business.

**Written Records.** Vendor and its contractors must maintain written records evidencing compliance with this Code of Conduct and must make those records available to us upon request.

**Improper Influence.** Vendor may not engage in any conduct likely, intending, or appearing to influence improperly any of our employees or representatives in the performance of their job responsibilities. Vendor must refrain from engaging in any conduct that may appear improper or result in a conflict of interest between the Vendor and us.
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1. **Purchase Orders**

Our goal is to enhance our management of the supply chain and efforts to deliver the correct merchandise to our stores in a timely manner through the proper execution of our Purchase Order (PO) process.

Our responsibility in this process is to:

- Create POs on time.
- Specify the exact quantity of each SKU the vendor is to produce.
- Communicate all changes through a revised PO.

The vendor’s responsibility in this process is to:

- Verify that all information contained in the PO is correct.
- Communicate any discrepancies on the PO with the buyer immediately.
- Follow the Vendor Manual completely and accurately.
- Ship merchandise to arrive within the assigned delivery window.

1.1 **PO Details**

Any quantity received in excess of the quantity ordered will be considered unsolicited merchandise and may be returned without payment, the vendor being responsible for any additional expenses incurred.

We reserve the right to return POs to the vendor with shortages greater than 5% of the ordered quantity.

Each PO will state a ship window (“Not to arrive before date” and “Canceled if not received by date”). All shipments are expected to arrive within the given dates.

- The “Not to arrive before date” on the PO is the earliest date we will accept the PO shipment.
- It is the vendor’s responsibility to forecast transit time in order to ensure merchandise arrives by the cancelation date.
- Shipments arriving after the cancelation date detailed in the PO may be refused and returned at the vendor’s expense.

1.2 **Hot Topic/BoxLunch PO Types**

There are several types of Hot Topic/BoxLunch POs. Your PO type can be viewed by:

1. Accessing TPM
2. Clicking the “PO” Tab
3. Entering the PO in the PO lookup box
4. You will find your PO type in the top right portion of the page under “Category”

<table>
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<th>Meaning</th>
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</tr>
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<td>BoxLunch Store Stock</td>
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<td>BoxLunch Internet</td>
</tr>
<tr>
<td>BHBS</td>
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*NOTE: Hot Topic Marketing POs have their own requirements. See Hot Topic Marketing POs section for detailed information regarding these POs.

1.3 Terms of Purchase
Before accepting any PO from us, a vendor is responsible for making themselves fully aware of all Terms and Conditions agreed upon at the time of vendor set up.

1.4 Damaged and Defective Merchandise
We are committed to providing our customers with the highest quality merchandise possible. Merchandise found to be defective with regards to material or workmanship may be returned at our discretion and the vendor’s expense.

We will not return damaged and defective merchandise found at the store level except for quality control issues. To cut down on the cost and labor associated with this process, for the benefit of both the vendor and us, a damaged/defective allowance will be taken on every Purchase Order.

Below is the damage and defective allowance discounts applied to each Purchase Order based on category.

- **Accessories – 2%**
  - (Depts. 3, 5, 7, 10, 11, 12, 17, 25, 28, 30, 47, 71, 72, 73, 74, 75, 76, 77, 78, 79)
- **All Other Departments – 1%**
• **Fashion Apparel – 1%**  
  (Depts. 8, 9, 21, 22, 24, 26, 31, 32)

• **Jewelry Department Orders - 2%**  
  (Depts. 1, 2, 70)

• **License/Music Apparel – .5%**  
  (Depts. 4, 6, 13, 14, 18, 19, 23, 40, 41, 42, 43, 44, 45, 46)

• **Music Apparel – .5%**

### 2. Consumer Product Safety

Product safety is a top priority and we want to be assured all products available for sale to customers are safe and meet all federal and state requirements. As the supplier to our company, you are responsible for being informed about how to comply with all rules, bans, standards, laws and regulations applicable to your products, including U.S., Canada and State laws (e.g. California Prop 65), the Consumer Product Safety Improvement Act of 2008 and any other rule or law enforceable by the U.S. Consumer Product Safety Commission (CPSC).

Hot Topic Brands do not sell products that have not passed Prop 65 testing, therefore we do not want any Prop 65 warnings or labels on the product that would imply the customer is at risk. All items sent to Hot Topic (Hot Topic, BoxLunch, Her Universe) must not have Prop 65 warnings on them.

A Statement of Conformity (S.O.C.) is required for all merchandise. Certain adult wearing apparel determined exempt from testing under CPSC’s flammability do not require a Statement of Conformity to be submitted. Merchandise exempt from S.O.C.s are: adult tops, pants, shorts, skirts, dresses, and leggings. If any of the above items have a non-fabric, detachable accessory, then they are not exempt and an SOC with a lab report will need to be submitted.

In order to obtain a copy of the S.O.C. form, please email Vendor Central at VendorCentral@hottopic.com. The form must be filled out and submitted to SOC@hottopic.com one (1) week prior to contacting the Traffic Department to schedule a delivery appointment. Please note that S.O.C.s submitted less than one week before contacting Traffic may result in a chargeback.

Because we use an automatic system to upload the S.O.C. we can only accept our version of this essential document. The SOC@hottopic.com email is not monitored. If you would like a response confirming your submission, you must request this and copy ConsumerProductSafety@hottopic.com on your email.

#### 2.1 S.O.C. Requirements

- Must be in English
- One item# per S.O.C. submitted (Not the SKU #). SOC submission can contain multiple POs that have the same item number if POs are separated by a comma.
- No scanned/handwritten copies, only PDFs from Adobe Reader XI or higher
- Do not save over existing S.O.C.s
- Must provide name, address, and phone number of manufacturer/importer and third-party lab (when necessary).
• Date and place where the product was manufactured as well as date and place of testing
• Contact information for the person maintaining test records
• Each applicable regulation test (when necessary) merged to the SOC. The SOC form must be the first page of the merged file.
• SOCs must be submitted annually. Any SOCs over 12 months old are considered invalid and expired.
• SOCs with lab reports older than 12 months must have new lab reports submitted or a notation on the SOC must be included stating no components have changed since original test date.
• Copy ConsumerProductSafety@hottopic.com in your submission to SOC@hottopic.com.

2.2 Lab Reports
In addition to S.O.C.s, vendors shipping Children’s Products, Jewelry, Hair and Fashion Accessories, Halloween items, and Wood Composite items must submit third party certified test reports declaring that the merchandise meets all applicable regulations. If an item is re-ordered with the same item number and the lab report on file is older than 12 months, a new lab report must be submitted or a new SOC must be submitted with a notation stating no components have changed since original test date. **Lab report must be merged in the same PDF file as the S.O.C. (S.O.C. being the leading page) and submitted to SOC@hottopic.com one week prior to scheduling appointment for shipment. A chargeback will apply if lab report is not correctly on file.**

**Children’s Products**
Include plush items, toys, apparel, etc. that are “primarily intended” for children 12 years or younger.
• Require third party test reports from an accredited CPSIA lab.
• Must have permanent “Tracking Labels” attached.

**Jewelry and Fashion Accessories**
• Include head and body jewelry, pins, hair accessories, handbags, purses, wallets, belts, chains, shoes, etc.
• Adult wearing apparel that has detachable, non-fabric items must have lab reports submitted and merged to that item’s S.O.C.

3. Trading Partner Management (TPM)
Trading Partner Management (TPM) is a free, web-based software system used to communicate Purchase Order details and chargeback activity to our vendors.
Requirements for Use:
• Internet access (Internet Explorer versions 5, 7, & 8 or Google Chrome IE Add-On)
• Windows ’98 or above
• Adobe Acrobat, downloadable for free at www.download.com
• A laser printer (Zebra printers are optional)

*Note: TPM is not currently compatible with Mac Computers.*

### 3.1 TPM Functionality and Benefits

The system allows vendors to:

- Manage POs
- View, Print, or Accept POs
- Receive alerts for new POs, updates to POs, and chargebacks
- PO information is transferred in real time and up-to-date
- Manage chargebacks
- Print carton labels with barcodes that reflect carton contents
- Transmit Advance Shipping Notices (ASNs) to us

### 3.2 PO Alerts

A maximum of two (2) users on a vendor’s account can receive e-mail alerts when:

- A new PO is generated
- An existing PO has been modified
- A chargeback has been issued for a violation

Once a PO is generated, the vendor can access the TPM site to accept or decline a PO. It is important to note that the vendor is required to view and accept/decline a PO if a buyer initiates any changes to the PO.

**Rather than declining a PO,** communicate the reason for declining to the buyer. The buyer then has the option of updating the PO to meet the vendor’s request.

### 3.3 User Guide

The TPM user guide is not intended to recommend operational or business procedures, but rather to provide our vendor community instructions on how to utilize basic TPM functions. This guide is solely for the use of our vendors.

When signing into TPM, please note that each user you add to your account is assigned a role that determines what they can access and edit within TPM. The abilities of each role are defined below.

**The “User” Role:**

- Build, print, or delete case labels
- Create new shipment
- Add cases to shipment
- Print documents
- **CANNOT:** Accept/decline a PO, change/add/delete users, update shipment to pending or dispatch a shipment

**The “Supervisor” Role** *(can perform every function as the User role as well as):*
• Update shipment to pending
• Dispatch a shipment
• CANNOT: Accept/decline a PO, change/add/delete users

The “Administrator” Role:
• Performs all functionalities

3.4 Important User Tips
• Pay special attention to which users have the “Contact” box check marked to receive PO alerts as only two will be allowed this option.
• Disable all built-in spam and pop-up blockers, as they can prevent PO alerts from reaching the intended e-mail recipient. Pop-up blockers will also interfere with the vendor’s ability to print case labels.
• When using the copy/paste feature, please be aware of spacing. Leaving a space before/after a password or User ID could cause a failure or error message.

3.5 TPM Step by Step Reference Guide

TPM Link
https://tpm.hottopic.com/TPM/SignIn.asp

Accepting Purchase Orders
1. Click the “PO” tab
2. Type in PO number into PO lookup field
3. Click “Go”
4. Click “Accept/Decline”
5. Select “Accept” from drop down
6. Click “Save”

Building Cases:
Note: In order to begin you must know the number of units packed in your cases and build your cases one SKU at a time.
7. Click the “PO” tab
8. Enter the PO number in the “PO Lookup”
9. On the “PO Details” Page, Click “Build Cases”
10. Enter the Number of Cases for the first SKU you are building. Do NOT use “Build Remaining” and build only one SKU at a time. Mixed SKUs are not acceptable.
11. Enter Case Quantity (units in an individual carton)
12. Click “Save” after each line
13. Repeat steps 11, 12 and 13 until all cases are built
14. Click “Fulfillment”
15. Click “Inventory”
16. Enter the PO number in the PO field
17. Click “List”
18. Click “Print all LPNs”
   Note: To bypass pop-up blocker, hold the Ctrl key down, click Print, and continue holding down the Ctrl key until the document appears

**Creating a Shipment**

19. Click “Shipping”
20. Click “New Shipment” – Please note you may get the following error at any point after you create a shipment: “A system error occurred (MSXML4 CAB File did not download properly). Please contact the system administrator” This does not affect the TPM process and you should be able to finish all the steps.
21. Select your shipment destination (**must match the Ship to location indicated on PO**): CADC for City of Industry, CA or TNDC (for La Vergne, TN)
22. Click “Next”
23. Fill in the indicated fields: Ship method (choose “Ocean, Air, or Land”), PO, Estimated Cases, Estimated Weight, Estimated ship date, Estimated delivery date, and Carrier
24. Click “Save”
25. Click “Add LPNs”
26. Enter the PO number
27. Click “List”
28. Click “Add All LPNs.” Once you add all LPNs, you will see that there are no more LPNs to add to this shipment.
29. Click “Exit”
30. Click “Update to Pending” twice
31. Click “Ok” on the prompt window
32. Click “Print Documents” for a Packing List (Optional)
33. Click “Update to Shipped” twice and then click “Ok” on the prompt window

Note:  Step 33 transmits the ASN and once this is step is performed no changes can be made. We suggest vendors not ‘Update to Shipped’ too far in advance of physically shipping the merchandise. **Make sure all POs are “Updated to Shipped” before contacting the Traffic Department for an appointment or booking with OOCL Logistics. If one of the POs is not updated, Chargeback Code 10 may be assessed** (See Chargeback Table on page 23).

### 3.6 TPM How-to-Guide

**Creating a New User**

1. Click on the “Administration Tab”
2. Under this tab, select “Organizations”
3. Go to the “Users” tab
4. Click on “New User” (blue hyperlink)
5. Enter your Location ID (Company ID #)
6. Click “Next”
7. Fill out all the necessary information

**Note: This is an Administrator only function.**

**Re-setting a Password**
1. Click on the “Administration Tab”
2. Under this tab, select “Organizations”
3. Go to the “Users” tab and select “List”
4. Select the User that must be reset
5. Un-check the “Disable” box
6. Enter a new password for the User
7. Check the “Password to Expire” box
8. Click “Save”

Note: This is an Administrator only function.

**Locating Purchase Orders**

Option 1:
1. Click on PO Tab in TPM
2. Enter PO# in PO lookup box
3. Click “Go”
4. This will generate a specific Purchase Order

Option 2:
1. Click on PO Tab in TPM
2. Click on “List”
3. This will generate all your Purchase Orders

Note: You will be able to sort by PO status; however, all new POs will be noted on the last page.

**Printing Purchase Orders**

1. Click on the PO Tab in TPM
2. Enter the PO# in the blank PO Box
3. Click “Go”
4. Click “Print PO”
5. A PDF file will generate with the Purchase Order

Note: To bypass pop-up blocker, hold the Ctrl key down, click Print, and continue holding down the Ctrl key until the document appears.

**Deleting an LPN (Carton Label)**

Only if you have **NOT created a shipment** for a PO, please follow these steps:
1. Go to the “Fulfillment” tab
2. Select “Inventory”
3. Enter the PO# in the blank PO Box (next to the “Sort By” drop-down tab)
4. Click on “List”
5. This will generate all LPNs created in “Build Cases”
6. At this point, you can locate an LPN with an incorrect quantity, highlight it and delete it by clicking “Delete Selected LPN”
7. If you wish to start all over, click on “Delete All LPN’s”
Note: You must remove and dispose of any LPNs that were already printed and applied to the carton before you deleted them in our system. They will be unreadable by our automated scanner and may result in a chargeback.

If you have created a shipment for a PO and have added the LPNs to the shipment:

1. Go to the “Shipping” tab
2. Select “More Criteria”
3. Enter the PO #
4. Click on “List”
5. Click corresponding shipment number.
6. If the shipment is in “Pending” status, please “Update to Loading”
7. Click LPNs tab and click “List”
8. Click “Remove all LPNs”
9. After removing the LPNs from the shipment, follow steps above starting by going to the “Fulfillment” tab

**Looking up Chargebacks**

1. Click on “Chargeback” tab
2. Enter the Chargeback ID # in the Lookup Box
3. Select “Go”
4. Chargeback information will appear

**4. Shipment Preparation**

The ability to efficiently process shipments of cartons through our automated facilities is highly dependent on vendor compliance. Non-compliance results in additional time and labor to expedite merchandise through the supply chain.

**4.1 Pre-pack PO Guidelines**

What is a Pre-Pack?

Pre-pack is a predetermined assortment of a style. A pre-pack consists of a size array for a given item communicated in the purchase order as a single shipping unit.

**PO Details**

How to identify if your order is a pre-pack?

TPM will list the pre-pack description as well as the units per pack for the specific size. This information will also be included in the Purchase Order print out.
Packing Procedures

Pre-packed quantities should be poly bagged as one as stated on the PO. **Do not poly bag each individual unit inside of the master poly bag.** There is no limit to the number of pre-packs in one case. Merchandise preparations for folding guides are to be followed as outlined in the Merchandise Preparation section.

Pre-Pack Label Placement

When ordering price tickets, FineLine will provide a roll containing a pre-pack SKU labels only on POs with pre-packs. The pre-pack SKU label is required in the middle of the master poly bag for those containing pre-packs.
If the purchase order has only one pre-pack per carton, pre-pack label must be placed on the top corner above the TPM label.

4.2 Predetermined Quantities (PDQs)

Predetermined Quantities (or PDQs) are the means in which multiple items will be packaged in a store-ready display. These are most commonly associated with the Accessories departments. The PDQ is how we expect to display these items within our stores.

Please work with your buyers regarding need for PDQs and quantity requirements for your PDQs.

For applicable POs, you should ship your items inside your PDQ. They must either have a secured lid to keep the items from falling out in transit or they will need to be shrink wrapped prior to shipping to our DC.
4.3 Carton Dimensions

Carton size and weight requirements are established to maximize product flow. The requirements listed below apply to all cartons shipped to our Distribution Centers. It is imperative that cases do not deviate from these specifications as cases too large will not pass through our conveyor system and cases too small will not scan.

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<tr>
<th>Dimensions</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>12 inch. (30 cm.)</td>
<td>12 inch. (30 cm.)</td>
<td>6 inch. (15 cm.)</td>
<td>2 lbs. (1 kg.)</td>
</tr>
<tr>
<td>Maximum</td>
<td>26 inch. (66 cm.)</td>
<td>19 inch. (48 cm.)</td>
<td>12 inch. (30 cm.)</td>
<td>40 lbs. (18 kg.)</td>
</tr>
</tbody>
</table>

Smallest Case Dimension:
12 in (30 CM) Long x 12 in (30 CM) Wide x 6 in (15 CM) Tall

Largest Case Dimension:
26 in (66 CM) Long x 19 in (48 CM) Wide x 12 in (30 CM) Tall
4.4 Carton Construction & Sealing
Cartons must be double ply to ensure the integrity of the carton and avoid crushed or damaged cartons upon arrival. Please see below image of acceptable and unacceptable construction of cartons. Orders that arrive with single ply cartons may be subject to chargeback.

![Carton Construction & Sealing Image]

4.5 Material Restrictions
Due to the sensitivity of the automated material handling equipment in our facilities, vendors may NOT use the following materials to seal the exterior of each carton:

- Twine or String
- Staples or any other metal objects—may come loose.
- Straps or bands—tend to slacken and get caught in the mechanized equipment.
- There are no requirements on tape color for sealing cartons.

4.6 Carton Labeling
To easily identify, sort and process the products, we require that each carton be properly marked and have an original TPM label properly placed. Due to the fact that cases are first acknowledged in our system after the TPM barcodes have been scanned, it is essential that the information programmed into each label EXACTLY matches the contents of the case. Should any new items be added to a previously labeled carton, vendors are responsible for printing a fresh and accurate TPM label.

While printing TPM labels, as a vendor you should:

- Use self-adhesive labels that are 4x5 inches for laser printers or 4x6 inches for label printers. Self-adhesive labels for laser printers, such as Avery label 5353, may be purchased from any office supply store.
- Refrain from using labels printed on regular paper and applied to cases with tape, as they do not comply with our scanning technologies and will result in a chargeback.
• Ensure that TPM barcodes are printed with 100% quality. Barcodes that are faded, cut off, or have obvious imperfections will not scan properly and result in a chargeback.

While placing labels on the cartons, please note that:

• Altering information printed on the TPM labels with pen, white out, or any other means does not affect the information stored in the barcodes and is thus, an unacceptable alternative to printing a new label.
• No barcode other than the TPM label should be printed or applied on the length side of the carton. A single TPM label should be placed on one length side only. Duplicate barcodes of any sort on either length side cause rejection in the automated reading system.
• Carton markings are unnecessary but permitted.
• Any labels or barcodes intended for manufacturing purposes must be limited to the width side of the case, or otherwise covered with blank, solid stickers or defaced prior to shipping.
• TPM labels must be placed securely in the top right hand corner of the length side so that the edges of the label meet the corner of the carton. Reference the image below. Please observe that the label is also placed straight up and down, not at an angle.
• If your cartons are equal in length and width, apply the TPM label on the side in which the top flap opens towards the label.
• Failure to apply carton labels correctly or to comply with carton label requirements will result in a chargeback. Please see Chargeback Table for more details.

4.7 Carton Packing Instructions

We understand that sometimes packing and/or protective materials are necessary to ensure proper presentation. However, in an effort to be environmental friendly, cut your costs and reduce labor for all parties, we are requiring that vendors do not use any excessive or unsustainable packing material that we are obliged to remove at our Distribution Centers or stores.

We insist that when following the required packing procedures, vendors confirm that:

• Items within the same case are packed in bulk by SKU.
• Each item is packed with the barcode facing out/visible in order to be easily scanned while being processed through our DC.
Cases are to contain merchandise from one PO only.

4.8 Poly Bag Warning Labels
All individually poly bagged merchandise should have all the following warning labels in bold and in black ink.

<table>
<thead>
<tr>
<th>Language</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>WARNING – To avoid danger of suffocation, keep away from babies and children. Do not use in cribs, beds, carriages, or playpens. THIS BAG IS NOT A TOY.</td>
</tr>
<tr>
<td>Spanish</td>
<td>AVISO – Para evitar peligro de asfixia, mantener fuera del alcance de los niños y de los bebés. No usar en cunas, camas, carriolas o corrales. ESTA BOLSA NO ES UN JUGUETE.</td>
</tr>
<tr>
<td>French Canadian</td>
<td>ATTENTION – Pour éviter tout risqué de suffocation gardez a l'ecart des bébés et des enfants. Ne pas utiliser dans les crèches, lits, landaus ou parc a bébé. CE SAC N'EST PAS UN JOUET.</td>
</tr>
</tbody>
</table>

Exceptions:
- Master poly bags or poly bags with multiple items that are used only for the protection of items during the shipping and handling process do not require this label (for example master pre-pack poly bags).
- Any poly bag that has a side of at least 5” requires the warning label. Poly bags smaller than 5” x 5” in size do not need the warning label.

The font size for the warning must be bigger for larger bags, as follows:

<table>
<thead>
<tr>
<th>Total Length + Width (inches)</th>
<th>Font Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 60”</td>
<td>24 Point</td>
</tr>
<tr>
<td>40” to 59”</td>
<td>18 Point</td>
</tr>
<tr>
<td>25” to 39”</td>
<td>14 Point</td>
</tr>
<tr>
<td>Less than 25”</td>
<td>10 Point</td>
</tr>
</tbody>
</table>
We understand that multiple individuals within a vendor’s organization are involved in the routing process. The vendor is responsible for ensuring all individuals and third parties involved are knowledgeable of the guidelines and adhere to the requirements.

### 5.1 Distribution Centers

Hot Topic currently utilizes two warehouse locations located in City of Industry, CA (CADC) and La Vergne, TN (TNDC) to receive and process orders. Refer to the shipping location listed on the PO to know which of our warehouses the order will be going to.
BoxLunch currently only utilizes our City of Industry, CA (CADC) warehouse to receive and process orders.

Shipping destinations for domestic orders must be confirmed with the Traffic department at the time vendors schedule their appointment for delivery (see Domestic Delivery Appointments section for more information).

See addresses for our CADC and TNDC below:

<table>
<thead>
<tr>
<th>CADC</th>
<th>TNDC</th>
</tr>
</thead>
<tbody>
<tr>
<td>18305 San Jose Avenue</td>
<td>6001 Reliance Drive</td>
</tr>
<tr>
<td>City of Industry, CA 91748</td>
<td>La Vergne, TN 37086</td>
</tr>
</tbody>
</table>

3PL and Consolidation Program

Hot Topic uses a third party location (3PL) to consolidate CA originated shipments destined for the TNDC. See details of our Consolidation Program below:

- All domestic/DDP (Delivery Duty Paid) vendors shipping TN POs from within CA are eligible for our 50/50 (see Freight and Routing Policy for more information on 50/50 split freight charges). The Consolidation Program is a cost-saving program in place to prevent vendors shipping from California to have to ship their TN POs directly to our TNDC.
- If your TN POs total 10 cartons or less:
  - Ship the cartons prepaid to our CADC.
  - Once received at our CADC, we will move the cartons to our TNDC for you.
- If your TN POs total more than 10 cartons:
  - Ship the POs prepaid to our 3PL:
    - The POs must be on four-way block pallets. Standard four-way pallets or two-way pallets will not be accepted.
    - Place a placard (a piece of paper can be used) on all 4 sides of the pallet. The placard must:
      - List all POs on the particular pallet.
      - Include the brand the POs are for (Hot Topic, BoxLunch, Torrid, Her Universe).
      - Do not cover any TPM labels.
    - Do not deliver CA POs to our 3PL. The Consolidation Program is for TN POs only. The 3PL is not liable for CA POs delivered to their warehouse. The vendor will incur
Chargeback 51 to ship the PO(s) back to the correct DC if CA POs are delivered to the 3PL.

- Other Important Consolidation Program Information:
  - If multiple POs are placed on a pallet, please use a slip-sheet or cardboard to separate the POs.
  - Pallet height should not exceed 8 feet tall.
  - Vendors will still schedule appointments with our Traffic Team. Do not contact the 3PL to schedule delivery appointments.
  - Vendors shipping outside of the TN ship zone with a FTL (Full Truck Load) shipment of only TNDC POs will instead ship directly to our TNDC with freight charges split on a 50/50 basis.
  - Vendors shipping hazmat items must have their MSDS sheets on file prior to delivering their POs.
  - Questions? Please reach out to Traffic@hottopic.com or VendorCentral@hottopic.com.
  - Follow the below flow chart to determine where to ship your POs.
5.2 Freight and Routing Policy

Our standardized freight and routing policy will support shipping to multiple DCs when necessary.

Prepaid Shipments (Freight charges paid 100% by the vendor)

- All shipments sent from within the state of California to the California DC (CADC) or 3PL Warehouse.
- All shipments sent from within the Tennessee Ship Zone to the Tennessee DC (TNDC).
  - The Tennessee Ship Zone consists of: Tennessee, Kentucky, North and South Carolina, Georgia, Alabama, Mississippi and Arkansas.

Freight Charges Split on a 50/50 Basis
• This 50/50 split includes all shipments to CADC and TNDC that originate outside of California and Tennessee shipping zones.

• The 50/50 freight terms also apply to all shipping charges incurred by freight moving from the California consolidator to TNDC.

• The 50% freight deduction will be taken from the vendor’s invoice.

• 50% freight charge is based on the reported CBFs (cubic feet) by the vendor at the time of requesting an appointment, any variance could result in a chargeback of $10 per carton.

Vendors that have been authorized to ship freight COLLECT must ship via the designated carriers. By using the designated carriers, we will ensure the best available rates for all parties.

Under no circumstances will the company:

• Pay individual freight invoices from the vendor.

• Authorize or accept C.O.D. (Collect on Delivery) shipments from a carrier.

• Honor charges appearing on a merchandise invoice from the vendor for minimum shipments, insurance, tracking, delivery, confirmation, packing, crating, pallets, hangers, cases or any other miscellaneous shipping issues.

When tendering the freight to the assigned carrier, load it by distribution center (CA or TN), by PO and by SKU to keep the integrity of the shipment.

5.3 Domestic Delivery Appointments

All domestic deliveries, regardless of the number of cases or method of transportation (LTLs, or FedEx and UPS), must be scheduled for an appointment at least two (2) business days prior to the start date on the PO. For example, this means that if your PO has a Monday start ship date, the request for delivery appointment should be submitted no later than the Thursday before by 2 PM PST. POs scheduled for an appointment less than two (2) business days prior to the start date on the PO are subject to chargeback. For a better chance at receiving your first choice of delivery appointment date and time, Traffic will accept your appointment request as early as two (2) weeks prior to the start ship date of your PO.

We allow a 30 minute grace period for making your appointment times. For example, if your appointment is at 3:30, you have until 4:00 to check-in. Deliveries that arrive later than the 30 minute grace period for their appointment are subject to chargeback. Deliveries made via FedEx, UPS, etc. do not have to deliver by a certain time, however, it is the vendor’s responsibility to make sure the POs get delivered on the day of the appointment. If you need to reschedule or cancel your appointment, do so in 24 hours in advance to avoid a chargeback.

The following delivery violations are subject to chargeback:

• Failure to schedule a delivery appointment

• Failure to schedule a delivery appointment within two (2) business days prior to the start date on the PO

• No-show deliveries

• Late deliveries (beyond the 30 minute grace period)
• Failure to provide 24 hours notice to Traffic of rescheduled or canceled delivery appointments

Please reference the Chargeback Table for chargeback amounts and additional information.

**Vendors should contact the Traffic department to schedule an appointment only after:**

• Each item number being delivered has an up-to-date S.O.C. merged with any necessary lab reports submitted to SOC. See S.O.C. Requirements section for more information.
• The TPM process has been completed by updating your PO to “Shipped” status which generates an ASN for the Traffic Department. Requesting an appointment prior to updating your PO to “Shipped” status will result in Chargeback 10.

Please email Traffic@hottopic.com when scheduling an appointment. Use the Delivery Appointment Request Form if you are shipping from within California and the Routing Request Form if you are shipping from outside of California. In the email, please include the vendor name and the shipment ready-date in the subject line of the email. Vendor delivery forms can be obtained by emailing Traffic@hottopic.com.

You will need the following information to complete the vendor delivery forms:

• PO Numbers
• Number of cartons by PO
• Estimated weight of cartons by PO
• Ship from address
• Number of CBFs (cubic feet) by PO

**Important Notes Regarding Routing**

• Due to the amount of delivery appointments requested in a given day, delivery appointment requests emailed after 2 PM PST will be scheduled the following day.
• To reduce your delivery wait times, request your appointment for delivery earlier in the week as the volume of deliveries increases as the week progresses.
• Appointments for both CADC and TNDC will be made at the same time.
• Scheduled deliveries made 7 or more days earlier than the cancel date must be approved by the buyer. Unapproved early deliveries are subject to an R.T.V (see R.T.V. section for more information) due to limited space in the distribution center.
• Appointments should be made so deliveries arrive on the cancel date or within the same fiscal week.

**5.4 FOB Bookings**

If you need assistance booking for an FOB PO, please reference the “International Shipper SOP FOB” manual or reach out to Imports@hottopic.com.

All FOB or Imports bookings must be placed no later than two (2) weeks prior to the start ship date on the PO. Bookings made less than two (2) weeks prior to the start ship date are subject to chargeback. Imports will accept your booking request as early as necessary.

Required documentation outlined in the International Shipper SOP FOB Terms can be submitted at any time but must be submitted no later than three (3) days after departure of origin. Missing or incorrect documentation may be subject to chargeback.
The following booking violations are subject to chargeback:

- Failure to place booking within two (2) weeks prior to the start ship date on the PO
- Adding or removing POs after booking has been confirmed

Please reference the Chargeback Table for chargeback amounts and additional information.

**Vendors should book in OOCL Logistics only after:**

- Each item number being delivered has an up-to-date S.O.C. merged with any necessary lab reports submitted to SOC@hottopic.com. See S.O.C. Requirements section for more information.
- The TPM process has been completed by updating your PO to “Shipped” status which generates an ASN for the Traffic Department. Requesting an appointment prior to updating your PO to “Shipped” status will result in Chargeback 10.
- Reviewing the International Shipper SOP FOB Terms manual. This manual can be obtained by contacting the Imports team at imports@hottopic.com.

### 5.5 Freight Presentation

If the following Freight Presentation guidelines are not met, POs or shipments are subject to chargeback.

Freight tendered and presented must be sorted and segregated on pallets by:

- Distribution Center (CA or TN)
- PO(s) separated by slip sheets or cardboard
- Pre-packs (placed at the top of the pallet)
- Brands (Hot Topic, BoxLunch, and Her Universe)

It is the vendor’s responsibility to unload their own truck. Vendors cannot work their freight on dock for any reason. Do not “shot gun” (mix POs) when loading the cases into the trailer/pallet. A single PO should not be added to multiple pallets unless necessary. When multiple POs are stacked on the same pallet, separate the POs by using a slip sheet or cardboard.

To facilitate the systemic receiving process, please shrink wrap the pallet with the TPM labels facing outward. Only when a vendor must use excess pallets to accommodate ill-fitted cartons can a vendor be allowed an exception. In this case, the vendor should stack as many cartons with labels facing outward as their structure and pallet allows. If an order contains pre-packs, those must be stacked on the top of the pallet.

Place a placard (a piece of paper can be used) on all 4 sides of the pallet. The placard must:

- List all POs on the particular pallet.
- Include the brand the POs are for (Hot Topic, BoxLunch, Torrid, Her Universe).
- Do not cover any TPM labels.

Due to both the height restraints on trucks and weight limitations of cartons, pallets should not be stacked higher than the following guidelines per warehouse:

- CADC: six (6) feet
- TNDC: eight (8) feet
- 3PL: eight (8) feet
Pallets cannot be double stacked. Vendors must ensure that pallets remain upright and do not tilt with risk of falling while in transit.

Pallets must not be loaded into the trailer sideways preventing the pallets from being unloaded with a pallet jack.

Any violations of the above are subject to chargebacks.

### 5.6 Pallet Requirements

To streamline the receiving process, vendors are required to use four-way stringer pallets. An example of a four-way stringer pallet:

![Four-way stringer pallet](image)

Four-way block pallets are not required, but preferred if available.

### 5.7 Pallet Exchange Program

When a vendor’s freight carrier unloads pallets at the docks, we will offer an even pallet exchange program in which the vendor receives pallets in return. The program is intended to provide cost savings for both the vendor and us.

Exchanges will only transpire at the time of delivery. Therefore, the vendor’s carrier(s) may not return at a later time to complete the exchange.

### 5.8 Bill Of Lading

Either a Bill of Lading or an Airway Bill (AWB) must accompany any shipment other than ground parcel that has been arranged by the vendor. Multiple POs shipped to the same location, on a given day, must be listed on one Bill of Lading. The following is a list of minimum information required for each PO on the Bill of Lading:

- Number of Cartons
- Purchase Order Number
- CBFs (cubic feet)

Any shipment in which the Bill of Lading does not provide the required information may be refused at our discretion and returned at the vendor’s expense.
5.9 Shipment of Hazardous Materials/ORM-D

All vendors must abide by either the Code of Federal Regulations (49 CFR) or the International Air Transport Association Regulations (I.A.T.A.).

Requirements for Hazardous Material Shipments

- Submit Material Safety Data Sheet to MSDS@hottopic.com prior to shipping merchandise.
- Reference our SKU# when submitting Material Safety Data Sheet.
- Package the merchandise according to 49 CFR, part 173 and 178.
- Mark cartons according to 49 CFR or I.A.T.A.
- ORM-D labels should be placed securely in the left hand corner of the length side of the carton, opposite the TPM label. Reference the image below.
- A chargeback will be issued if MSDS is not on file before delivery (See Chargeback Table for more details).

6. Hot Topic Marketing POs

Hot Topic may issue a Marketing PO, identifiable by the PO or category type ‘HTMK’. These POs are specifically written for required samples used for marketing purposes such as photo shoots. HTMK POs follow different requirements than other PO types in regards to the TPM process, packaging, delivery appointment process, and shipping. The below requirements must be followed for all HTMK POs or orders can be subject to chargeback.
6.1 Building Cases in TPM (HTMK)

Hot Topic Marketing POs (HTMK) will need to follow the entire TPM process from beginning to end outlined in the Trading Partner Management (TPM) section.

Due to the limited quantity of units in HTMK POs, we ask that one multi-SKU label is created for each PO. When building cases in TPM, type in “1” under ‘Nbr of Cartons’ and fill in the quantity of each SKU in the corresponding ‘Case Qty’ boxes. See example below:

6.1 Price Tickets and Sorter Stickers for HTMK POs

Price tickets and sorter stickers are not required for HTMK POs.

6.2 Packaging for HTMK

The units for a single HTMK PO can be placed in one master poly bag with the TPM carton label applied to the top of the poly bag. Poly bag warning labels are not required for HTMK POs.

Due to the limited quantity of units in HTMK POs, multiple HTMK POs with their corresponding master poly bags can be packed into a single carton. EXAMPLE:
6.3 Delivery Appointments for HTMK POs

Delivery appointments made with our Traffic department or bookings scheduled with OOCL Logistics are not required for HTMK POs.

HTMK POs should arrive no later than the cancel date on the PO. Early deliveries must be approved by your buyer.

6.4 Shipping HTMK POs

Cartons of HTMK POs should be shipped directly via carrier of your choice to the following address:

Hot Topic Inc.
ATTN: _________, Marketing PO
18305 E. San Jose Ave.
City of Industry, CA 91748

HTMK POs should be shipped to the attention of your buyer.

7. Invoicing

Hot Topic is committed to paying each vendor’s invoice on time. The following section outlines the procedures that vendors should follow to enable Hot Topic’s adherence of this commitment.

7.1 Merchandise Invoices

Merchandise invoices should be emailed to Accounts Payable (A/P) the day the merchandise leaves the vendor’s facility. **Invoices received after 90 days from shipment date are subject to a processing fee.** Please do not attach invoices to shipment.
The email and mailing addresses for our A/P Department is listed below:

APInvoices@hottopic.com or Hot Topic Merchandising, Inc.
P.O. Box 60016
City of Industry, CA 91716-001
E-fax: (626) 956-0653

- One invoice per PO.
- Each invoice must reflect the TPM PO information.
  - Unit cost, extended cost, total units, and total invoice cost must match the PO.
- For POs with multiple sizes, invoices must have individual line items broken down by size, including PPK’s by size, with a subtotal of the quantities.
- Vendor name on invoice must reflect the name on the TPM PO.
- Hot Topic will not recognize any freight charges added to merchandise invoice.
- Invoice for samples requiring payment must be sent directly to the buyer.
- **Invoices not reflecting the above will not be processed for payment.**

### 7.2 Codes on Check Remittance

Codes/abbreviations are defined below:

- **RTV**: Return To Vendor. For any questions related to the authorization you may directly contact the buyer.
- **DCCB**: Distribution Center Compliance Charge Backs is a violation related to a shipment.
- **DMG/DISC**: Damage or Discount deduction is a pre-negotiated percentage. For clarification, please contact buyer directly.
- **FRT50/50**: Freight deduction is the vendor’s share of freight from the vendor’s drop off point to another Distribution Center. Questions regarding the deduction should be forwarded to the Traffic Department by email at Traffic@hottopic.com.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition</th>
<th>Contact for Questions</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTV</td>
<td>Return to Vendor</td>
<td>Buyer</td>
<td>Refer to your TPM PO</td>
</tr>
<tr>
<td>DCCB</td>
<td>Distribution Center</td>
<td>Vendor Central</td>
<td><a href="mailto:VendorCentral@hottopic.com">VendorCentral@hottopic.com</a></td>
</tr>
<tr>
<td>MD</td>
<td>Markdown Allowance</td>
<td>Buyer</td>
<td>Refer to your TPM PO</td>
</tr>
<tr>
<td>DMG</td>
<td>Damage Allowance</td>
<td>Buyer</td>
<td>Refer to your TPM PO</td>
</tr>
<tr>
<td>FRT 50/50</td>
<td>Freight Allowance</td>
<td>Traffic Department</td>
<td><a href="mailto:Traffic@hottopic.com">Traffic@hottopic.com</a></td>
</tr>
<tr>
<td>Disc</td>
<td>Torrid New Store Allowance 3%</td>
<td>Buyer</td>
<td>Refer to your TPM PO</td>
</tr>
<tr>
<td>LAX</td>
<td>Air Shipment</td>
<td>Imports Team</td>
<td><a href="mailto:Imports@hottopic.com">Imports@hottopic.com</a></td>
</tr>
</tbody>
</table>
7.3 Terms and Conditions for Payment

Net 60 is the minimum payment terms Hot Topic will allow.

All terms and conditions of payment begin when the merchandise is received and verified at the corresponding DC, as detailed in the PO.

Payment will be based on the verified quantity received by the DCs, not from the vendor’s ASN or the packing slip quantities.

All payments are issued by ACH (Automated Clearing House) only.

If payment is not received within payment terms, please notify A/P Department by email at APMerchandise2@hottopic.com or by telephone at (626) 839-4681, Option 5.

A/P Department should be notified of all chargeback disputes in writing. The time limit for a dispute is 90 days after payment date. Any dispute after 90 days from payment date is subject to a processing fee.

Vendors choosing to utilize or change their factor:

- Accounts Payable should be notified immediately by email.
- When entering a new assignment a written authorization stating the terms of agreement is required.
- If change in assignment, a written authorization from both the vendor and the original factor, stating the terms of the new arrangement is required.
- When terminating an agreement, A/P will require a termination letter from original factor.

8. Vendor Compliance

Compliance guidelines are designed to promote the movement of merchandise through the supply chain in an efficient and expeditious manner.

8.1 DTR (Licensed) Products Protocols

All DTR (Licensed) Products for Hot Topic Inc. and BoxLunch must be tested and comply with our HT/BL/HU DTR Protocols, located on the Master Trim and Label Guide Site.

To access the Master Trim & Label Guide Site, follow the below directions:

Click on following link: http://files.hottopic.com

Enter the following:

- Username: vendorweb
- Password: V3ndorw3bl
- Problems accessing site? Email VendorCentral@hottopic.com

Once logged in, click the HT BL HU Vendor Compliance Documents folder on the home page.

Test reports must be sent to the Production and Sourcing Team before the product is shipped in order to avoid chargeback fees for storage. For each style, send the following test reports:

1. Fabric Testing
2. Garment Testing for Performance
3. Safety Testing (Lead/Phthalates)
4. Regulatory Testing (Flammability – for US/Canada)
5. European Testing (Azo Dyes/Cadmium) * when applicable

All test requirements need to be listed out on the TRF. Test reports must specifically call out the style number that the test report covers.

When sending test reports, re-save the PDF using the following name convention:
- Style #
- Type of test
- Pass or fail

Example: 18-17275_FLAMMABILITY_PASS – indicates that the test report is from Dept 18, style # is 17275, type of test report is flammability and test shows passing results.

Other Important Notes:
- For infant/toddler/children styles, check the box for Children under 3 and Children over 3 on garment testing.
- For infant/toddler/children styles, a Statement of Conformity must also be sent to SOC@hottopic.com with the style number listed (see S.O.C. Requirements section for additional instruction).
- Full garment testing needs to be sent at the time of PP approval.
- All required testing must be received prior to production handover. Failure to submit required test reports on time may result in chargeback fees for storage hold upon PO arrival.

8.2 Small Parts Requirements for Children Under 3

All products for children under three years of age must meet the mandatory machines, snaps, buttons, and small parts requirements as indicated in the HT/BL/HU Under 3 Yrs Reqs document located on the Master Trim and Label Guide Site.

To access the Master Trim & Label Guide Site, follow the below directions:

Click on following link: http://files.hottopic.com

Enter the following:
- Username: vendorweb
- Password: V3ndorw3b!
- Problems accessing site? Email VendorCentral@hottopic.com

Once logged in, click the HT BL HU Vendor Compliance Documents folder on the home page.

8.3 Social Compliance Audit Report

A social compliance audit report is due annually for all factories located outside the US that are producing Fashion (non-licensed) and DTR (Licensed) apparel product for Hot Topic Inc. and BoxLunch.
For more information and social compliance questions, please contact Angela Leigh at ALeigh@hottopic.com.

8.4 R.T.V. (Return to Vendor) Process

In the event that merchandise does not meet federal and state laws and regulations, global compliance, quality expectations and/or cannot be successfully processed within the DCs, the vendor must provide an R.A. (Return Authorization) number within one (1) business day after being notified of the return. Each additional day delayed will result in chargeback fees.

Please refer to the Chargeback Table for the fee for processing and handling of a return.

Upon authorizing the return:

- **Delivery**: If the vendor chooses to have their merchandise delivered back to them, they must provide the following information:
  - RA#  
  - Contact Name  
  - Shipping Address  
  - UPS Account # or Pick-Up

- **Merchandise on hold exceeding 24 hours are subject to storage fees**

- **Pick-up**: Before retrieving their merchandise, the vendor must allow two (2) business days from when the R.A. number was submitted for us to process paperwork.

- It is the responsibility of the vendor to arrange the pick-up of the goods.

For RTV inquiries, please contact QualityControlSupport@hottopic.com.

8.5 Holds

Unprocessed merchandise due to a hold or return are subject to storage chargebacks after one (1) business day. After the initial hold fee, chargebacks will be assessed per day the order is on hold. Please see Chargeback Table for details on hold charges.

8.6 D.C.C.B. - Chargebacks

Please be advised that this Vendor Manual was written to help guide our vendors and avoid chargeback(s). Violations of our procedures stated in this manual result in additional labor costs, paperwork, and more importantly, decreased selling time. The chargeback fee is based on a number of factors, including but not limited to, a number of occurrences, labor and materials required to audit and correct errors.

Vendors should note that:

- Repeated violations will result in escalated chargebacks.
- TPM will send notifications of all chargeback fees.
- There is a $100.00 minimum chargeback fee.
- Inquiries for deductions older than 60 days will be subject to resource availability and may incur a research fee.
8.7 Chargeback Table

<table>
<thead>
<tr>
<th>DCCB Code</th>
<th>DCCB Description</th>
<th>Category</th>
<th>Charge Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>ASN – None or Incorrect</td>
<td>Flat - Per Shipment</td>
<td>$250</td>
</tr>
<tr>
<td>11</td>
<td>Delivery Appointment Not Scheduled</td>
<td>Flat - Per Shipment</td>
<td>$300</td>
</tr>
<tr>
<td>12</td>
<td>Insufficient Notice Provided for Delivery</td>
<td>Flat - Per Shipment</td>
<td>$250</td>
</tr>
<tr>
<td>13</td>
<td>Freight Presentation</td>
<td>Flat - Per Shipment</td>
<td>$250</td>
</tr>
<tr>
<td>16</td>
<td>Missed Delivery Appointment</td>
<td>Flat - Per Shipment</td>
<td>$500</td>
</tr>
<tr>
<td>30</td>
<td>TOP Samples Late/Missing</td>
<td>Flat - Per Shipment</td>
<td>$500</td>
</tr>
<tr>
<td>31</td>
<td>Tickets Applied Incorrectly or Missing</td>
<td>Per Item</td>
<td>$.50/Unit ($100 Min.)</td>
</tr>
<tr>
<td>32</td>
<td>Incorrect Merchandise Preparation</td>
<td>Per Item</td>
<td>$1.00/Unit ($100 Min.)</td>
</tr>
<tr>
<td>34</td>
<td>Additional Audit or Inspection Required</td>
<td>Per Item</td>
<td>$1.00/Unit ($200 Min.)</td>
</tr>
<tr>
<td>39</td>
<td>Incorrect Inner Pack or UOM</td>
<td>Per Item</td>
<td>$.30/Unit ($100 Min.)</td>
</tr>
<tr>
<td>40</td>
<td>Incorrect/Missing Country of Origin (COO)</td>
<td>Flat - Per Shipment</td>
<td>$750</td>
</tr>
<tr>
<td>41</td>
<td>Incorrect Fiber Content</td>
<td>Flat - Per Shipment</td>
<td>$750</td>
</tr>
<tr>
<td>42</td>
<td>Units Not Poly Bagged as a Pre-pack</td>
<td>Per Shipment &amp; Per Pre-pack</td>
<td>$500 + $10 Per Pre-pack</td>
</tr>
<tr>
<td>43</td>
<td>Packaging Not Matching the Pre-pack Quantities Listed on the PO</td>
<td>Per Shipment &amp; Per Unit</td>
<td>$500 + $1.00 Per Unit</td>
</tr>
<tr>
<td>44</td>
<td>Pre-pack Label Missing or Wrong Label Applied</td>
<td>Per Shipment &amp; Per Pre-pack</td>
<td>$500 + $1.00 Per Pack</td>
</tr>
<tr>
<td>51</td>
<td>Shipped to Incorrect DC</td>
<td>Per Case</td>
<td>$10/Case ($500 Min.)</td>
</tr>
<tr>
<td>52</td>
<td>Carton Not Within Size/Weight Specifications</td>
<td>Per Case</td>
<td>$10/Case ($100 Min.)</td>
</tr>
<tr>
<td>53</td>
<td>Substandard Carton Quality</td>
<td>Per Case</td>
<td>$10/Case ($100 Min.)</td>
</tr>
<tr>
<td>55</td>
<td>Removal of Staples, Straps or String for Cartons</td>
<td>Per Case</td>
<td>$10/Case ($100 Min.)</td>
</tr>
<tr>
<td>Number</td>
<td>Description</td>
<td>Unit</td>
<td>Fee</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>56</td>
<td>TPM Carton Label Missing, Not Able to Be Scanned, in the Wrong Location, or Manually Adjusted – For rework, if there are no quantities listed on the outside of cases and the DC is required to open each case and count each unit.</td>
<td>Per Case</td>
<td>$10/Case ($100 Min.)</td>
</tr>
<tr>
<td></td>
<td>TPM Carton Label Missing, Not Able to Be Scanned, in the Wrong Location, or Manually Adjusted – For rework, If there are quantities listed on the outside of carton and DC is not required to count the units inside the box. The PO must have only one SKU.</td>
<td>Per Case</td>
<td>$.50/Case ($100 Min.)</td>
</tr>
<tr>
<td></td>
<td>TPM Carton Label Missing, Not Able to Be Scanned, in the Wrong Location, or Manually Adjusted – For rework, if there are multiple SKUs/quantities listed on the outside carton, the DC will separate cases to apply labels.</td>
<td>Per Case</td>
<td>$1/Case ($100 Min.)</td>
</tr>
<tr>
<td>57</td>
<td>Mixed SKUs in Cartons</td>
<td>Per Item</td>
<td>$.50/Unit ($100 Min.)</td>
</tr>
<tr>
<td>58</td>
<td>Shot Gun or Incorrectly Loaded Trailers/Pallets/Containers</td>
<td>Flat - Per Shipment</td>
<td>$750</td>
</tr>
<tr>
<td>59</td>
<td>ORM-D Stickers Applied Incorrectly</td>
<td>Flat - Per Shipment</td>
<td>$750</td>
</tr>
<tr>
<td>60</td>
<td>Physical Contents of Case Do Not Match TPM Label</td>
<td>Per Case</td>
<td>$10/Case ($100 Min.)</td>
</tr>
<tr>
<td>61</td>
<td>Return to Vendor (RTV)</td>
<td>Flat - Per Shipment</td>
<td>$250</td>
</tr>
<tr>
<td>66</td>
<td>Late Delivery</td>
<td>Flat - Per Shipment</td>
<td>$250</td>
</tr>
<tr>
<td>91</td>
<td>No S.O.C. (Statement of Conformity), Lab Report, or MSDS on File</td>
<td>Flat - Per Shipment</td>
<td>$750</td>
</tr>
<tr>
<td>93</td>
<td>Storage Fee</td>
<td>Per Occurrence</td>
<td>$250 + $100/Per Day</td>
</tr>
<tr>
<td>95</td>
<td>Administration Fee</td>
<td>Flat - Per Shipment</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Missing or Incorrect FOB Documentation</td>
<td>Per Document</td>
<td>$50</td>
</tr>
</tbody>
</table>

9. **Ticketing, Carding, Trimming, and Hanger Requirements**

All products are to arrive with tickets, carding and trims pre-attached, properly applied to the product as per each product’s requirements, and required information displayed both accurately and legible. All questions regarding ticketing/carding/trims/hanger requirements, along with correct application of such items to each individual product, should be directed to the buyer or Product Development team. This is for all categories, all brands.

All “branded” tickets, carding, trims, and hangers are to be purchased from our required providers. It is a vendor’s responsibility to ensure that all information on such items is accurate and readable before ordering the trim, along with confirming that they are ordering the correct trim for the product. Any questions regarding this should be directed to the buyer or Product Development team. This is for all categories, all brands.
9.1 Master Trim & Label Guide Site
For approved artwork, information to list, dimensions, and correct label application, access the Master Trim & Label Guide Site. The site includes the following:

- Approved Labels
- Artwork for Labels
- Label Placement Guides
- Provider Contact Information
- Trim Requirements
- Hanger Placement (for assorted apparel/hosier & socks) not all garments require hangers.

To access the Master Trim & Label Guide Site, follow the below directions:
Click on following link: http://files.hottopic.com
Enter the following:
- Username: vendorweb
- Password: V3ndorw3bl
- Problems accessing site? Email VendorCentral@hottopic.com

9.2 Hanger, Size Strip, and Carding Reference Guide

<table>
<thead>
<tr>
<th>Type</th>
<th>Hanger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intimate &amp; Swimwear Apparel</td>
<td>None</td>
</tr>
<tr>
<td>Hanger hook (Hosiery/Leggings)</td>
<td>NexGen or vendor-sourced using approved quality. Confirm with Product Development team or Buyer for quality.</td>
</tr>
<tr>
<td>Belts hangers &amp; Shoe Hangers</td>
<td>All private label shoe and belt hangers need to include the brand name. See Master Trim and Label Guide site information for required suppliers and directions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Size Strips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparel</td>
<td>NexGen approved for quality for Hot Topic. Required to be purchased from nominated supplier only. BoxLunch does not require size strips.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Carding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessories</td>
<td>NexGen approved for quality. Required to be purchased from nominated supplier only.</td>
</tr>
</tbody>
</table>

9.3 Main, Care, EPA, Anti-Theft Sticker (ATS), and Beauty Labeling

Main and Care Label Requirements

- Vendors must ensure that all information, logos and icons printed on labels and garments are accurate and coincide with any other documentation sent to and from the Company Brand.
• All textiles require a care label. Care labels should all include: garment specific fiber content, care instructions, the RN# 120684, Country of Origin (COO) and specific size and item #. Care labels must be made according Company approved artwork, dimensions, and quality. Improper labeling or missing COO will result in a chargeback (See Chargeback Table for more information).

• For any further questions, please check the Master Trim & Label Guide Site and requirements via The Federal Trade Commission.

EPA (Environmental Protection Agency) Requirements

The EPA (Environmental Protection Agency) recently published a new rule to help reduce exposure to formaldehyde emissions from certain wood products produced domestically or imported into the United States. The rule is now in effect as of March 22, 2019. The new rule applies to anyone who manufacturers (or imports), supplies, or offers for sale wood composite products or products that contain wood composite materials.

All wood composite materials or products containing wood composite must be tested, certified and labeled Toxic Substances Control Act (TSCA) Title VI compliant. Types of wood composite materials that fall within this requirement, include, hardwood plywood, particleboard, MDF and thin MDF panels. Types of products that may contain wood composite materials, include but are not limited to, finished goods such as furniture, kitchen cabinets, flooring, picture frames, posters and wooden children’s toys.

Please use the link below for more details and specific guidelines regarding wood composite testing, certification and labeling: https://www.epa.gov/sites/production/files/2018-06/documents/small_entity_cg_for_importers_distr_and_ret_june_2018.pdf

Testing Required:

Vendors are responsible for ensuring that all products provided and/or sold to Hot Topic are compliant with all laws and regulations. All wood composite products must be tested by an EPA-recognized TSCA Title VI third party certifier (i.e. reputable testing company). Hot Topic nominated testing companies will be able to provide more information regarding the testing required on these types of products.

If you are not the direct manufacturer of the wood composite material but use wood composite materials to produce products supplied to Hot Topic, please reach out to your distributor for test reports and the TSCA Title VI certificate.

Labeling Required:

Products supplied to Hot Topic containing wood composite must be labeled by way of stamp, tag, or sticker. All labels must include: (i) finished good fabricator’s name (i.e. vendor name), (ii) date the finished good was produced (month/year), and (iii) the statement “This product is TSCA Title VI Compliant.” Please note that as of March 22, 2019, compliance under the California Air Resources Board (CARB) is no longer sufficient.

Below are sample labels that may be used on wood products:
Documents Required:
All vendors (FOB and DDP) supplying wood composite products are required to provide the following documents to Hot Topic:

- Lab reports
- EPA TSCA Title VI Certificate for the composite wood used in the product
- A certifying TSCA Statement, after products are tested and confirmed to be compliant, on all POs or Commercial Invoices stating: “I certify that all chemical substances in this shipment comply with all applicable rules or orders under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule or order under TSCA”
- Any additional documents or information relating to the wood composite products

Separate and apart from the above documents please also provide to the Hot Topic team (i) the producer of the composite wood, (ii) the date the composite wood product was produced, and (iii) the supplier information (if different from the producer of the composite wood).

NOTE: lab reports, TSCA Title VI Certificates and any additional information must be provided with SOC and emailed to SOC@hottopic.com and ConsumerProductSafety@hottopic.com.

Anti-Theft Stickers (ATS)
All electronics products will receive an anti-theft sticker (ATS) that will automatically be included with your Fineline order. This sticker should be applied so it is visible to the customer. Do not cover any verbiage.

Labeling Requirements for Beauty Products

- All beauty products (including but not limited to fragrance, hair dye, cosmetics) must include English and French labeling on the packaging as to adhere to the Canadian Cosmetic Regulations under the Food and Drugs Act.
- Under the Food and Drugs Act, a cosmetic includes “any substance or mixture of substances, manufactured, sold or represented for use in cleansing, improving or altering the complexion, skin, hair or teeth and includes deodorants and
perfumes.” It is the Vendor’s responsibility to ensure cosmetic labeling compliance. For more information, the full requirements can be viewed at: https://www.canada.ca/en/health-canada/services/consumer-product-safety/cosmetics/regulatory-information.html

- The following must be listed on the label:
  - Note the below bullet points must be in both English and French (except for the ingredient list). List all in English first and French second.
    - **The ingredient list** – Must be provided using INCI (international nomenclature of cosmetic ingredients) nomenclature.
    - **The common name of the product** (for example “Hairspray”)
    - **The amount of product in metric units or count** (for example 2 bars or 55 mL)
    - **The name and address of the manufacturer or distributor**
    - **Warnings or cautions**
    - **Directions for safe use of the product**


### 9.4 Preferred Ticket Provider Information

- We make no representations, warranties or guarantees concerning any of these providers or their additional services.

<table>
<thead>
<tr>
<th>Item</th>
<th>Provider</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>FineLine (Required)</td>
<td>USA Office - FineLine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact: Client Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email: <a href="mailto:support@finelinetech.com">support@finelinetech.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: 800.500.8687</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 678.969.9201</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hong Kong Office - FineLine</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:support@finelinetech.com.hk">support@finelinetech.com.hk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>P: 852-2156-9788</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F: 852-2156-9166</td>
</tr>
</tbody>
</table>

### 9.5 FineLine Ordering Instructions

All POs must come with price tickets purchased from FineLine affixed to the units. For placement of price tickets, please see the Merchandise Preparation section. Units received into the DC without price tickets are subject to chargeback 31 (See Chargeback Table for more information).

FineLine Technologies offers vendors the option of adding the COO to a Universal price sticker made for non-apparel items. When submitting your order, vendors become responsible for manually entering price ticket information. Missed information on price tickets will result in a chargeback.
You can access FineLine’s online ordering system, FastTrak, by registering an account with FineLine via their website: http://www.finelinetech.com/. Sign in with your Company ID # and password in order to reach the FastTrak Home Page.

**To Submit an Order**

1. Click on the green icon that says “Submit Your Order” and choose Hot Topic as your selected retailer.
2. Select Purchase Order.
3. Find your PO from the list of PO’s provided, if you do not have a list to choose from, please contact your buyer. If you know your PO number, you can also search for a specific PO. You may enter multiple PO numbers and separate them with commas. Select the PO’s you wish to order and click continue.
4. Review the line item details if needed, and click continue.
5. Select your shipping method, enter an internal PO number to reference your order (if necessary), and specify any special instructions required for your order, then click Continue. Rush service is available, call our customer service for details.
6. Then click the continue button to move to the next step. Select payment method.
7. Final Step! Review and Confirm Order. Review the details of your order and click the Continue Button to complete the order.
8. Click Continue button to submit your order. The following message may prompt while processing the order.
9. Print the ‘Thank You’ page for your records. You will also receive and order confirmation to the email address used to sign in to FastTrak.

**To Track an Order**

1. Click the “Track Your Order” icon located on the FastTrak Home Page.
2. Locate your order in the list or search by order date, or order number.
3. If your order was shipped via FedEx or UPS, clicking the tracking number will take you to the appropriate website for detailed tracking information regarding your shipment.
4. Clicking the Order # will provide you with detailed information regarding your order, Shipping and Billing Information, as well as line item detail.

**To Manage an Existing Account**

1. You can continue to add Vendor IDs to your account as new retailers become available via the FastTrak system. Simply click “Maintain Retailer Relations” and add your Vendor ID.
2. You may change billing or shipping addresses, or update your login and password by clicking “Manage My Account” located in the upper right corner of the home screen.
4. When adding a new shipping address, you may also enter the address using your native language input method (i.e. Chinese Characters) in the additional fields that appear to the right of the original ship address.
5. For any questions, please contact support@finelinetech.com.
10. Product Packing Instructions: Web (IN), Back Stock (BS), and Store Stock (SS) Orders

10.1 Web Orders
Web orders require special packaging. This will allow us to process web merchandise much faster, increasing the amount of orders we can ship to our customers at one time.

**WARNING:** Vendors that fail to comply with the special web order packaging are subject to chargebacks and RTVs.

For specific packaging requirements for your web orders, please view our Sorter Product Packaging Guide. This guide is located on the homepage of TPM.

10.2 Back Stock Orders (HTBS/BHBS)
Hot Topic and BoxLunch back stock POs (HTBS/BHBS) need to be packaged or poly bagged individually as a web order would be. Sorter stickers must be applied to back stock orders.

10.3 Store Orders
We insist that while following a packing procedure, vendors confirm that:

- Insure that individual units inside a pre-pack are not individually poly bagged.
- Poly bags do not need to be marked other than with the warning label. The poly bag warning requirements can be found in the Poly Bag Warning Labels section.
- Poly bags MUST be sealed.

Special Circumstances:

- All specialty styles need to be individually poly bagged for all packing (pre-pack and bulk pack).
  - Beaded Garments
  - Formal Dresses
  - DTR Jackets
  - Embellished Garments
  - Fine knits that could easily snag
- For POs traveling overseas, bulk packs need to be master poly bagged for each carton to protect garments from getting dirty or wet.

11. Merchandise Preparation
We request merchandise not only be produced with the utmost quality and labeled with the correct Country of Origin, but that it also be properly prepared according to Hot Topic’s packing standards. Please refer to the following sections in regards to proper ticket and label placement and if applicable, hanger, carding, size strip, and folding requirements.

11.1 Quality Control
Merchandise found to be defective with regards to materials, workmanship, or fit may be returned at the discretion of Hot Topic at the expense of the vendor. Shipments to both the
CADC and TNDC are subject to our quality control process. All apparel orders must be in compliance with the fit and grade rule agreement or they will be subject to PO cancelations, chargebacks, and/or RTV’s. Fit model measurements, points of measurements and grade rules are available upon request from the Fit Department.

For more details, please review our Terms and Conditions.

11.2 Country of Origin (COO)

In order to be compliant in the global market, the Country of Origin (COO) must be marked in full (no abbreviations) on every product received by Hot Topic/BoxLunch. COO must be printed in English and the size of the wording can be no smaller than 1.6mm. Please mark the COO in a space visible to the consumer at the time of purchase as legibly and ineradicably as the article or packaging will allow. If the product is made and distributed completely in the U.S., and with materials that were made and distributed completely in the U.S., the COO may state: “Made in the U.S.A.”

11.3 Swift Tacks

- 3 Inch, clear swift tack for all apparel.
- .5 Inch, clear swift tack for all intimates and accessories.
- For specific questions, please contact Buyer or Product Development.

11.4 T.O.P Process

Due to Hot Topic/BoxLunch’s new internet photoshoot process, please be sure to follow your buyer’s established T.O.P (top of production) sample requirements. Failure to do so will result in Chargeback 30 (See Chargeback Table for more details).

11.5 Price Sticker Placement

When placing Fineline price stickers on items, place the Fineline sticker over your existing UPC barcode. If the Fineline price sticker does not completely cover the UPC barcode, please use a white sticker to neatly cover the UPC barcode first as seen below:

When placing the blank white sticker over the UPC barcode, please be careful to not cover any important information (such as Country of Origin).

For items that use a Fineline hangtag, please follow the directions below in Wearing Apparel or Accessories sections.
### 11.6 Wearing Apparel

- Tops and outerwear require one or two replacement buttons in a small, plastic bag on the same swift tack as the price ticket.

#### Tops: T-Shirts / Fashion / Tanks / Sweetheart / Collared / Tube

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td><strong>Hot Topic T-Shirts</strong>&lt;br&gt;Main label is an end-folded label. Please sew on both ends (with size tab attached to bottom of main label). Attach price ticket with swift tack through center back seam.</td>
</tr>
<tr>
<td>Folding Guide</td>
<td><strong>Fashion/T-Shirts/Collared</strong>&lt;br&gt;1. 4&quot;&lt;br&gt;2. 12&quot;&lt;br&gt;3. 9&quot;&lt;br&gt;4. 10 1/2&quot;&lt;br&gt;5. 9&quot;&lt;br&gt;6. 9 1/2&quot;&lt;br&gt;<strong>Back</strong>&lt;br&gt;<img src="image" alt="Diagram of folding guide" /></td>
</tr>
<tr>
<td><strong>Size Strips</strong></td>
<td><strong>Tanks/ Camisoles/ Tubes</strong></td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td><strong>Apparel Fashion Tops/Tanks</strong></td>
<td><strong>T-Shirts</strong></td>
</tr>
<tr>
<td><strong>Labels</strong></td>
<td><strong>All Wearing Apparel</strong></td>
</tr>
<tr>
<td><strong>Hangers</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Carding</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

**Outerwear: Hoodies / Sweaters / Jackets/ Coats/ Blazers**

<table>
<thead>
<tr>
<th><strong>Sub-Category</strong></th>
<th><strong>Instructions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Tickets</strong></td>
<td>Attach a price ticket through the wearer’s left side corner of the main label using a standard swift tack.</td>
</tr>
<tr>
<td><strong>Jackets/ Sweaters</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hot Topic Hoodies</strong></td>
<td>Attach a price ticket through the center gauge of the neckline using a standard swift tack. Do not pierce through the garment or place the price ticket on the center seam of the actual hood.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Folding Guide</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Front</strong></td>
<td>Hoodies/ Sweaters</td>
</tr>
<tr>
<td><strong>Jackets/ Coats/ Blazers</strong></td>
<td>Individually flat-folded in half.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trims, Labels, and Placement Directions</th>
<th>All</th>
<th><img src="image" alt="Folding Guide Illustration" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Size Strips</td>
<td>None</td>
<td><img src="image" alt="Folding Guide Illustration" /></td>
</tr>
<tr>
<td>Hangers/ Carding</td>
<td>None</td>
<td><img src="image" alt="Folding Guide Illustration" /></td>
</tr>
</tbody>
</table>

For complete labeling information, please read the label guides found on the [Master Trim & Label Guide Site](#).
Intimate Apparel: Bras / Bandeaus / Bustiers / Corsets / Panties / Shapewear / Lingerie

- Intimate Apparel should be poly bagged individually.
- Panties on lingerie sets should be swift tacked to the back of the garment at the top of the back, not through the shoulder straps.
- Long lines/lingerie (bustiers, corsets, babydolls, chemises):
  - Pack vertically.
  - Put tissue balls in each cup.
  - Alternate the direction of each unit.

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>All Intimates For complete labeling information, please read the label guides found on the Master Trim &amp; Label Guide Site.</td>
</tr>
<tr>
<td>Jokers</td>
<td>All Intimates For complete labeling information, please read the label guides found on the Master Trim &amp; Label Guide Site.</td>
</tr>
<tr>
<td>Folding Guide</td>
<td>None</td>
</tr>
<tr>
<td>Size Strips</td>
<td>None</td>
</tr>
<tr>
<td>Hangers</td>
<td>Hot Topic Use black intimate apparel hanger (vendor-sourced). Internet fulfillment orders for Hot Topic do not require hangers.</td>
</tr>
<tr>
<td>Carding</td>
<td>None</td>
</tr>
</tbody>
</table>

Bottoms: Denim / Pants / Leggings / Shorts / Skirts

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>Bottoms Attach a price ticket to the wearer’s left side seam of the garment using a standard swift tack.</td>
</tr>
</tbody>
</table>
### Folding Guide

#### Denim/Pants

1. **Step 1:** Lay pant flat.
2. **Step 2:** Fold crotch over slightly.
3. **Step 3:** Fold leg of pant up to the middle of the pant pocket.
4. **Step 4:** Fold leg in half.
5. **Step 5:** Place size strip 2” in from side seam.

#### Shorts/Skirts

Fold bottoms in half individually.
<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Tickets</strong></td>
<td>For complete labeling information, please read the label guides found on the Master Trim &amp; Label Guide Site.</td>
</tr>
<tr>
<td><strong>Folding Guide</strong></td>
<td>Fold tanks in half</td>
</tr>
<tr>
<td><strong>Label Guides</strong></td>
<td>For complete labeling information, please read the label guides found on the Master Trim &amp; Label Guide Site.</td>
</tr>
<tr>
<td><strong>Size Strips</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Carding</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

**Sleepwear & Loungewear Tops**

For complete labeling information, please read the label guides found on the Master Trim & Label Guide Site.
### Sleepwear & Loungewear Bottoms

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>For complete labeling information, please read the label guides found on the Master Trim &amp; Label Guide Site.</td>
</tr>
<tr>
<td>Folding Guide</td>
<td>![Images of jeans folding process]</td>
</tr>
<tr>
<td>Label Guides</td>
<td>For complete labeling information, please read the label guides found on the Master Trim &amp; Label Guide Site.</td>
</tr>
<tr>
<td>Size Strips</td>
<td>None</td>
</tr>
<tr>
<td>Hangers</td>
<td>Hot Topic Assorted black adjustable clip hanger required. Please check with Buyer or Product Development for specific hanger requirements</td>
</tr>
<tr>
<td>Carding</td>
<td>None Assorted sleepwear and loungewear bottoms require wrap bands. Please check with Buyer or Product Development team for specifics.</td>
</tr>
</tbody>
</table>

### Dresses

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>Dresses Attach a price ticket through the wearer’s left side corner of the main label using a standard swift tack.</td>
</tr>
</tbody>
</table>
## Folding Guide

Fold dresses in half individually.

## Label Guides

For complete labeling information, please read the label guides found on the **Master Trim & Label Guide Site**.

## Size Strips

None

## Hangers

None

## Carding

None

### Swimwear: One-Pieces / Two-Pieces

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>For complete labeling information, please read the label guides found on the <strong>Master Trim &amp; Label Guide Site</strong>.</td>
</tr>
<tr>
<td>Labels</td>
<td>For complete labeling information, please read the label guides found on the <strong>Master Trim &amp; Label Guide Site</strong>.</td>
</tr>
<tr>
<td>Folding Guide</td>
<td>None</td>
</tr>
<tr>
<td>Size Strips</td>
<td>None</td>
</tr>
<tr>
<td>Hangers</td>
<td>None</td>
</tr>
</tbody>
</table>

### 11.7 Accessories

- Fragile or breakable store stock accessory items should be packed with care to ensure that they remain in good condition during transit (both from vendor to DC)
and DC to stores). For example, all glass items (nail polish, pictures frames, candles, glass cups, etc.) should be individually wrapped in either bubble wrap or protective packaging to ensure that they do not break or crack.

- Inners quantities are allowable for protection but must be communicated to buyers prior to shipping.
- Hot Topic/BoxLunch accessories on store stock POs (with the exception of shoes) must be packaged in increments of three (3).
- Adhesive price sticker should cover any existing manufactures barcode.
- License items should arrive on licensors carding.

**Hosiery & Socks: Thigh Highs / Knee Highs / Over the Knee / Tights / No Show / Leggings / Socks**

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Tickets, Price Sticker Placement, &amp; Hangers</strong></td>
<td>Affix an adhesive price sticker to the back of carding. All banded hosiery and socks must come with hangers and jokers. See Master Trim &amp; Label Guide for required quality of hangers.</td>
</tr>
<tr>
<td><strong>Banded Hosiery and Leggings</strong></td>
<td>BACK VIEW</td>
</tr>
<tr>
<td><strong>Folding Guide</strong></td>
<td><strong>Thigh Highs/Tights</strong></td>
</tr>
<tr>
<td><strong>Size Strips</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Carding</strong></td>
<td><strong>Thigh Highs/ Tights/Legging/ Socks</strong></td>
</tr>
</tbody>
</table>
# Shoes: Boots / Heels & Wedges / Sneakers / Flats / Slippers

- Shoes should be either boxed or poly bagged individually (except Slippers on carding).

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| **Price Tickets**  | **Hot Topic Bagged Shoes**
                      | Affix an adhesive price sticker to: the back of the shoe.                                                                                   |
|                    | **Heels, Wedges, and Boots**
                      | Two sets of price tickets required. Affix one adhesive price sticker to the left/short end of the box, to the left of the shoe details sticker. Affix the second price sticker to the bottom right shoe for floor display. Reference the shoe box artwork mechanicals and sticker directions on the **Master Trim & Label Guide Site**. |
| **Folding Guide**  | **None**                                                                                                                                       |
| **Size**           | Size of the shoe must be permanently detailed on the shoe.                                                                                   |
| **Hangers**        | **Hot Topic Bagged Shoes**
                      | Use a black shoe hanger.                                                                                                                   |
                      | All shoes with exception of boots: apply an elastic cord holding the two shoes together as illustrated below.                                   |
| **Carding**        | **None**                                                                                                                                       |

## Jewelry: Bracelets / Earrings / Necklaces / Rings / Watches

- All jewelry items with long attachments or many delicate hoops and ornaments should be shipped in individual plastic bags to ensure the items do not entangle during transit.
### Price Tickets

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carded and Packaged Items</td>
<td>Affix an adhesive price sticker to the back of the carding/packaging/container.</td>
</tr>
<tr>
<td>For Loose Items</td>
<td>Please check with Buyer or Product Development for exact direction</td>
</tr>
</tbody>
</table>

### Folding Guide

- None

### Size Strips

- None

### Hangers

- None

### Carding

- Please check with Buyer or Product Development

### Body Jewelry: Captive/ Barbells / Curved/ Circular / Retainers/ Labrets / Nose / Pinchers / Plugs / Tapers/ Navel/ Industrials

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>Attach a price sticker on the back of packaging. For price sticker placement, please see the Morbid Metals Body Jewelry Guide on the <a href="#">Master Trim &amp; Label Guide Site</a>.</td>
</tr>
<tr>
<td>Packaging</td>
<td>None For packaging, please see the Morbid Metals Body Jewelry Guide on the <a href="#">Master Trim &amp; Label Guide Site</a>.</td>
</tr>
<tr>
<td>Gauge Size Stickers</td>
<td>For gauge size sticker placement, please see the Morbid Metals Body Jewelry Guide on the <a href="#">Master Trim &amp; Label Guide Site</a>.</td>
</tr>
<tr>
<td>Carding</td>
<td>For packaging carded inserts and vinyl pouch sticker placement, please see the Morbid Metals Body Jewelry Guide on the <a href="#">Master Trim &amp; Label Guide Site</a>.</td>
</tr>
<tr>
<td>Hangers</td>
<td>None</td>
</tr>
</tbody>
</table>

### Neck & Shoulders: Bandanas / Scarves / Neckties

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td>Bandanas Attach a price ticket at the corner of the fold using a standard swift tack</td>
</tr>
<tr>
<td>Folding Guide</td>
<td>Scarves</td>
</tr>
<tr>
<td>---------------</td>
<td>----------</td>
</tr>
<tr>
<td>Neckties</td>
<td></td>
</tr>
<tr>
<td>Bandanas</td>
<td></td>
</tr>
<tr>
<td>Scarves</td>
<td></td>
</tr>
<tr>
<td>Neckties</td>
<td></td>
</tr>
<tr>
<td>Labels</td>
<td>Scarves</td>
</tr>
<tr>
<td>Carding or Hangers</td>
<td>Scarves</td>
</tr>
<tr>
<td></td>
<td>Neckties</td>
</tr>
</tbody>
</table>

**Arms & Hands: Wristbands / Cuffs / Gloves / Arm Warmers**

<table>
<thead>
<tr>
<th>Price Tickets</th>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wristbands/ Cuffs</td>
<td>Attach a price ticket through the snap or buckle using a standard swift tack.</td>
<td></td>
</tr>
<tr>
<td>Gloves/Arm Warmers</td>
<td>Attach a price ticket to the back edge of the item using either a swift or ring tack. The information side must be turned out and visible to the customer.</td>
<td></td>
</tr>
<tr>
<td>Folding Guide</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Size Strips</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Hangers</td>
<td>Cuffs/Gloves</td>
<td>Attach a J-Hook through the hole in the carding.</td>
</tr>
<tr>
<td>Carding</td>
<td>All</td>
<td>Check with Buyer for carding needed. All carding ordered through nominated supplier.</td>
</tr>
</tbody>
</table>
## Headgear: Snoods / Beanies / Trucker Hats / Fedoras

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Tickets</strong></td>
<td></td>
</tr>
<tr>
<td>Snoods/Beanies/Trucker Hats</td>
<td>Attach a price ticket to the top center of the item using a standard swift tack.</td>
</tr>
<tr>
<td>Fedora Hats</td>
<td>Attach a price ticket to the back seam of the hat brim using a standard swift tack.</td>
</tr>
<tr>
<td><strong>Folding Guide</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Size Strips</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Hangers</strong></td>
<td></td>
</tr>
<tr>
<td>Snoods/Beanies</td>
<td>Use a J-Hook at the top center.</td>
</tr>
<tr>
<td><strong>Carding</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

## Hair Accessories: Pony “O”s / Headbands

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Tickets</strong></td>
<td></td>
</tr>
<tr>
<td>Pony “O”s and Headbands</td>
<td>Affix an adhesive price sticker to the back of the carding.</td>
</tr>
<tr>
<td><strong>Folding Guide</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Size Strips</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Carding</strong></td>
<td></td>
</tr>
<tr>
<td>Pony “O”s</td>
<td>Check with Buyer or Product Development</td>
</tr>
<tr>
<td>Headbands</td>
<td></td>
</tr>
</tbody>
</table>

## Eyewear: Sunglasses

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Tickets</strong></td>
<td></td>
</tr>
<tr>
<td>Eyewear</td>
<td>Barbell price sticker should be placed on the sunglasses.</td>
</tr>
<tr>
<td><strong>Folding Guide</strong></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Size Strips</strong></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>Hangers</strong></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Carding</td>
<td>Eyewear</td>
</tr>
</tbody>
</table>

**Beauty: Body Sprays / Perfumes / Hair Products / Cosmetics**

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottled Products (Diameter Larger than 7/8 inch.)/Loose Pack Cosmetics</td>
<td>Affix an adhesive price sticker to the bottom of the item.</td>
</tr>
<tr>
<td>Bottled Products (Diameter Smaller than 7/8 inch.)/Eye Pencils</td>
<td>Affix an adhesive price sticker sideways at the bottom end of the item. On pencils, the sticker should prevent the cap from being opened. Do not cover the COO or any content information.</td>
</tr>
</tbody>
</table>

| Folding Guide | None |
| Size Strips | None |
| Carding | None |

**Belts**

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belts</td>
<td>Attach a price ticket at the buckle or snap using a standard swift tack.</td>
</tr>
<tr>
<td>Snap Belts</td>
<td>Attach a price ticket through the center hole of the top snap using a plastic tagging lock.</td>
</tr>
</tbody>
</table>
## Suspenders
Affix an adhesive price sticker to the back of carding.

## Seat-Belts
Fold in thirds and secure with a rubber band.

## Stud/Stretch/Chain/Polyurethane
Roll up individually first, then poly bag the rolled belt. Don’t fold or lay flat.

## Labels
Label product as required by FTC label laws, regulations and requirements. If the product is a private label product for any of the brands, please check with the merchant if the company main label is required.

## Size Strips
Size to be on hanger

## Belts
Use branded black hangers that indicate the size. (vendor-sourced)

## Carding
- **Suspenders**
  Use suspender carding purchased from company nominated supplier.
  Access Accessory information on the [Master Trim & Label Guide Site](#).

## Wallets: Hinge / Chains / Bi & Tri-Fold / Clutch / Coin Purse

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Price Tickets</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Hinge</strong></td>
<td>Attach a price ticket through the inside zipper, using a plastic tagger lock</td>
</tr>
<tr>
<td><strong>Chains</strong></td>
<td>Affix an adhesive price sticker to the back of carding</td>
</tr>
</tbody>
</table>
Affix a price sticker to carding.

Attach a price ticket through the wallet zipper or grommet using a plastic tagging lock.

Attach a price ticket through the opening at the top of the purse using a plastic tagging lock.

None

None

None

None

None

None

None

Price Tickets: All bags may be poly bagged individually, if it is deemed necessary to protect outer embellishments.

Attach a price ticket around the strap of the bag using a plastic tagging lock. Do not puncture the bag.

None

None

None

None

Gifts: Comforters & Fleece / Paper Goods / Boxed Candy / Lanyards / Stickers / Patches / Pins / Plush

None

None

None
<table>
<thead>
<tr>
<th>Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comforters/ Fleece/</td>
<td>Affix an adhesive price sticker to the back of each individual pack/item.</td>
</tr>
<tr>
<td>Pillowcases/Throws</td>
<td></td>
</tr>
<tr>
<td>Paper Goods</td>
<td>Affix an adhesive price sticker to the lower left hand corner of each</td>
</tr>
<tr>
<td></td>
<td>individual pack/item.</td>
</tr>
<tr>
<td>Boxed Candy</td>
<td>Affix an adhesive price sticker to the lower left hand corner of the candy</td>
</tr>
<tr>
<td></td>
<td>box, not on individually packaged candies.</td>
</tr>
<tr>
<td>Stickers, Patches,</td>
<td>Affix an adhesive price sticker to the back of each individual pack/item.</td>
</tr>
<tr>
<td>&amp; Pins</td>
<td>Price tickets should be placed on the pin back, under the pin lock.</td>
</tr>
<tr>
<td>Lanyards</td>
<td>Affix an adhesive price sticker on the back of the badge holder pouch or on</td>
</tr>
<tr>
<td></td>
<td>the licensed carding (when applicable).</td>
</tr>
<tr>
<td>Toys /Plush</td>
<td>Affix an adhesive price sticker on back of carding.</td>
</tr>
<tr>
<td>Folding Guide</td>
<td>Fold in thirds. Final product example below:</td>
</tr>
<tr>
<td>Comforters/ Fleece</td>
<td></td>
</tr>
<tr>
<td>Size Strips</td>
<td>None</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Hangers</td>
<td>Comforters/Fleece</td>
</tr>
<tr>
<td>Carding</td>
<td>Comforters/Fleece</td>
</tr>
</tbody>
</table>

### Halloween
- All apparel should be sealed in individual poly bags.
- Artwork will be communicated when Purchase Order is created.

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Tickets</td>
<td></td>
</tr>
<tr>
<td>Wearing Apparel</td>
<td>Attach a price ticket through the back of the main label using a standard swift tack.</td>
</tr>
<tr>
<td>Accessories</td>
<td>Affix a price sticker to the back of carding without covering important information.</td>
</tr>
</tbody>
</table>

### Folding Guide

<table>
<thead>
<tr>
<th>Sub-Category</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wearing Apparel</td>
<td></td>
</tr>
</tbody>
</table>

- Lay out item face down.
- Fold in sleeves.
- Fold in half and place in poly bags.

<table>
<thead>
<tr>
<th>Size Strips</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hangers</td>
<td>None</td>
</tr>
<tr>
<td>Carding</td>
<td>Wearing Apparel</td>
</tr>
</tbody>
</table>
Accessories

Use only approved Halloween carding per brand. For approved Halloween carding artwork and tags, please access the Master Trim & Label Guide Site.

12. Key Contact Information

All questions should be directed to our Vendor Central team:

VendorCentral@hottopic.com

Telephone number for Vendor Central Department: (626) 839-4681, ext. 2909
13. Intellectual Property

Vendor Intellectual Property Rights
You represent and warrant that as of the date of any Purchase Order, and any delivery date, that you own all patents, designs, trade names, trademarks, copyrights, trade dress, rights of privacy, rights of publicity, and other rights (collectively referred to as “Intellectual Property” or “IP”) necessary for purposes of manufacturing, distributing, and selling the Merchandise to us. This means that no other party, person, or entity, has any claim or ownership to the products that would interfere with our Agreement. We do not want someone else (a third party not part of our Agreement) to send us a letter demanding that we stop selling the products we bought from you, or worse, file a lawsuit.

If you do not own one hundred percent (100%) of the rights to your Merchandise, then you cannot grant us the right to sell it. It is your responsibility to ensure that at the time you commit to a Purchase Order, you own any and all IP rights in, and to, the Merchandise. Unless the Purchase Order states otherwise, you grant us the right to promote, market and sell your Merchandise in our retail store locations, on any Internet site owned, controlled or licensed by us, and all such other locations, methods, outlets and venues for sale of the Merchandise. You cannot rescind this right granted to us.

We understand and agree that except for those rights granted to us, nothing in this Agreement shall cause your IP to be transferred to us.

Our Intellectual Property
You acknowledge and agree, without the right to rescind, that we own all IP rights, worldwide, including any and all designs, materials, sketches, drawings, photos, packaging, protectable phrases or slogans, creations, trademarks, logos, and any other work provided by us to you or originally created, developed and/or significantly modified by you for us. Changes to the sizing or color of the Merchandise shall not be considered material modifications.

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Limited License for Hot Topic Intellectual Property

You may use our IP on a non-exclusive basis during the term of any active Purchase Order and solely in connection with producing Merchandise for the benefit of us. You agree not to do, or permit, any act that may impair our IP rights including, but not limited to, directly or indirectly (through subsidiaries, affiliates, or otherwise) imitating, copying, misapplying or usurping our IP Rights, manufacturing for anyone else using our IP Rights, or selling items using our IP Rights directly to anyone, regardless of whether they use any of our trademarks.

It is critical that you not disclose, distribute, sell, or transfer any of our labels, hang tags, ticketing, packaging, authenticity markers, our designs, derivatives, photographs, or other materials to any third parties without our agreement in writing. Any breach of this section by you shall constitute a material breach of this Agreement causing us harm that cannot be remedied by monetary damages. As such you agree that we shall be entitled to immediate injunctive relief. In addition, we may pursue such relief without having to prove actual damages or post a bond. You also agrees that you will get a similar commitment from your subcontractors for any portion of subcontractor work under this Agreement.
## 14. Glossary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ASN (Advance Shipment Notice)</td>
<td>A notification of pending deliveries, similar to a packing list.</td>
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<tr>
<td>3PL (Third Party Logistics)</td>
<td>Third party consolidator warehouse utilized for CA vendors shipping to the TNDC.</td>
</tr>
<tr>
<td>AWB (Airway Bill)</td>
<td>The air industry’s equivalent to the motor carrier’s Bill of Lading. Required by all air carriers and has a tracking number for visibility of the shipment’s movements.</td>
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<tr>
<td>Bill of Lading</td>
<td>A document that establishes the terms of a contract between the shipper and the carrier. Used to transfer ownership of a shipment between parties. The original Bill of Lading is required to gain release of a shipment from the carrier.</td>
</tr>
<tr>
<td>C.O.D. (Collect on Delivery)</td>
<td>Sales that require payment upon delivery of the merchandise.</td>
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<tr>
<td>Chargeback</td>
<td>Obtaining compensation from a vendor for violations of Hot Topic’s regulations. They are designed to recoup the labor and/or freight costs that are associated with correcting issues caused by non-compliance.</td>
</tr>
<tr>
<td>Consolidator</td>
<td>Organizes freight by DC and PO. Transmits freight from the CADC to the TNDC.</td>
</tr>
<tr>
<td>COO (Country of Origin)</td>
<td>The country in which goods were produced or manufactured.</td>
</tr>
<tr>
<td>DC (Distribution Center)</td>
<td>Where merchandise is received and shipped to stores and/or customers.</td>
</tr>
<tr>
<td>EEM (Extended Enterprise Management)</td>
<td>A free, web-based software system used to communicate Purchase Order details and chargeback activity to our vendors.</td>
</tr>
<tr>
<td>F.O.B. (Free on Board)</td>
<td>A term of sale that defines who will incur transportation charges for the shipment, who will control the movement of the shipment, or at which point the title to the good passes to the buyer.</td>
</tr>
<tr>
<td>Freight Violations</td>
<td>Any shipment that does not follow our specified Routing Instructions.</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>A substance that poses more than a reasonable risk to the health and safety of individuals. Includes explosives, flammables, corrosives, oxidizers, radioactive materials, perfumes and other contents packaged under pressure.</td>
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<tr>
<td>LPN (License Plate Number)</td>
<td>Refers to the carton labels generated through the EEM vendor portal. Each LPN has a unique number and barcode assigned to it.</td>
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<tr>
<td><strong>OOCL Logistics</strong></td>
<td>Portal used by Imports team to manage overseas bookings.</td>
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<tr>
<td><strong>ORM-D</strong></td>
<td>A material such as a consumer commodity which presents a limited hazard during transportation due to its form, quantity, and packaging.</td>
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<tr>
<td><strong>Pallet Exchange</strong></td>
<td>An exchange where the trucking company must provide as many pallets as they are picking up.</td>
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<tr>
<td><strong>PPK (Pre pack)</strong></td>
<td>A predetermined assortment of a style that consists of a size array for a given item communicated in the purchase order as a single shipping unit.</td>
</tr>
<tr>
<td><strong>Prepaid</strong></td>
<td>Freight invoice payment term indicating that shipping charges are billed to the vendor.</td>
</tr>
<tr>
<td><strong>R.A. (Return Authorization)</strong></td>
<td>An authorization number which is obtained from the supplier prior to the shipping return vendor claim.</td>
</tr>
<tr>
<td><strong>R.T.V. (Return to Vendor)</strong></td>
<td>The process of returning to a vendor any items that were previously received on a PO.</td>
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<tr>
<td><strong>RDTC (Reduced Due To Cost)</strong></td>
<td>Chargeback comment code found in EEM. Used to call out when charge has been reduced from the original charge amount.</td>
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<tr>
<td><strong>RN # (Hot Topic and BoxLunch)</strong></td>
<td>#120684</td>
</tr>
<tr>
<td><strong>SKU (Stock Keeping Unit)</strong></td>
<td>The lowest level of the merchandise hierarchy used to identify a specific item.</td>
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<tr>
<td><strong>Standard Swift Tack</strong></td>
<td>A 3 inch polypropylene fastener, clear in color. Provided by such suppliers as Avery Denison, or other office supply companies.</td>
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<tr>
<td><strong>T.O.P. (Top of Production)</strong></td>
<td>Sample pulled from the production batch required by Buyer.</td>
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