



Williams-Sonoma, Inc.

Tables (KD and Semi-KD) Packaging Requirements

1	Sammy Rochin	Brian E. Tudor	13-Jul-09	Fall 09
Initial	Sean Ho	Alain Masse	06-Mar-03	Spring 04
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1. PURPOSE

The purpose of this specification is to provide vendors with our basic packaging requirements for table products that are knocked down (KD) or semi knocked down (SKD).

2. APPLICATION

This procedure applies to all KD and SKD table products that do not have specific packaging instructions.

3. SEPERATION

Tabletops, legs, and extension leaves packaged together will require separation. Corrugated or foam should be used to protect and separate the different layers of product within the package.

4. VOID FILLER

Void fill is especially critical for table packaging. All void areas (under tabletop, see illustrations) larger than 12 in. by 12 in. (30.5 cm x 30.5 cm) must be filled with packaging material to eliminate shifting as well as preventing the master carton from collapsing. Fill voids in cartons with packaging material to eliminate shifting. Void fillers include empty set-up corrugated cartons, expanded polystyrene (EPS) foam blocks, and corrugated build up pads. See illustrations.

5. COSMETIC SURFACE PROTECTION

To protect all cosmetic surfaces, fully cover the product with a non-abrasive material such as polyethylene foam sheeting, non-woven polypropylene bag(s) / sheeting, polyethylene bags or Kraft paper. Secure foam, bags, or paper material to restrict movement during handling. It is critical that EPS, corrugated, and void fillers do not shift or abrade against the product. At no point shall tape be adhered directly to the product.

6. TABLETOP PROTECTION

Protect the tabletop from cosmetic surface damage by full coverage protection with non-abrasive materials such as layers of polyethylene foam sheeting, non-woven polypropylene bag(s) / sheeting, poly-bag or non-abrasive Kraft paper. Corners should be protected with (high density) EPS or polyethylene (PE) foam pads. The tabletop surface should be separated from the corrugated master carton using a minimum of 1.0 in. (2.5 cm) thick expanded polystyrene (EPS) foam pads (See illustration). Protect the table from impact (drop) damage with a minimum of 0.5 in. (1.25 cm) thick EPS foam at all corners and flat surface areas.



7. LEG PROTECTION

Legs should be protected with foam sheeting to prevent cosmetic surfaces from direct contact with other components and abrasive packaging material such as corrugated.

- 7.1. Legs should be protected using foam sheeting and/or polyethylene foam socks to avoid direct contact with other components of the product and abrasive packaging material such as corrugated and expanded polystyrene (EPS) foam.
- 7.2. To prevent legs and leg hangar bolt hardware from puncturing cartons or causing cosmetic damage, table legs must be packed in a separate carton. Use a 200 lbs/in² (1379 kPa) Doublewall corrugated Full Overlap (FOL) or Five Panel Folder (FPF) style carton for the table legs. When hanger bolt hardware is used to assemble legs to table frame, the exposed hardware on the leg should be covered / protected with corrugated. Mark or label cartons with carton contents.
- 7.3. The component (table legs, table leaf extensions) cartons must be strapped onto the tabletop surface to prevent movement. Thick corrugated edge pads must be placed at tabletop edges to prevent strap damage.

8. EDGE AND CORNER PROTECTION

All edges and corners of the product must be protected from impact using foam corner pads and edge protectors.

- 8.1. Edge protectors must cover a minimum of 75% of any given edge length. For products weighing over 150 lbs. (68 kg), the minimum thickness of corrugated, expanded polystyrene, or polyethylene foam edge protectors must be 1.5 in. (3.8 cm). For products weighing below 150 lbs. (68 kg) the minimum thickness must be 1.0 in. (2.5 cm). No more than 12 in. (30.5 cm) of gap between edge protectors is allowed.
- 8.2. Corner pad thickness shall be the same as edge protectors. Heavy items (larger than 150 lbs. (68 kg)) should use higher density PE or EPS foam to prevent bottoming out or crushing of the foam.
- 8.3. Foam Requirements:

When using Expanded Polystyrene (EPS):

Preferred method - Molded EPS

Material density no lower than - 1.0 lb/ft³ (16 kg/m³) this applies to all critical components, edge protectors and corner protectors.



9. MASTER CARTON REQUIREMENTS

Carton style selection is based on the size and weight of the product.

- 9.1. DST (Design Style Tray) is to be used for dining tables. FOL (Full Overlap) containers are allowed for occasional tables.
- 9.2. Material and Construction shall be Doublewall (5 Ply) Corrugated with a minimum burst strength of 275 lbs/in² (1896 kPa). Using staples for the carton manufacturers joint is permitted provided that the distance between staples is no more than 1.5 in. (3.8 cm).

10. CARTON CLOSURE

For products weighing less than 75 lbs. (43 kg), use 3 in. (72 mm) wide polyethylene tape for carton closure. For products weighing over 75 lbs. (43 kg), use plastic strapping for closure. Strapping should always be used in conjunction with rigid plastic or corrugated edge guards to distribute the strap load along the carton edge. Staples and glue are not acceptable methods of carton closure anywhere in the packaging, but can be used for the carton manufacturers joint as described above.

11. REFERENCE DOCUMENTS

- 11.1. 03-000071 Shipping Carton Marking and Brand Logo Requirements
- 11.2. 03-000070 Hardware Packaging Requirements
- 11.3. 03-000073 Plastic Bag/Film Requirements
- 11.4. WSI Policies and Procedure Manual.



Figure 1

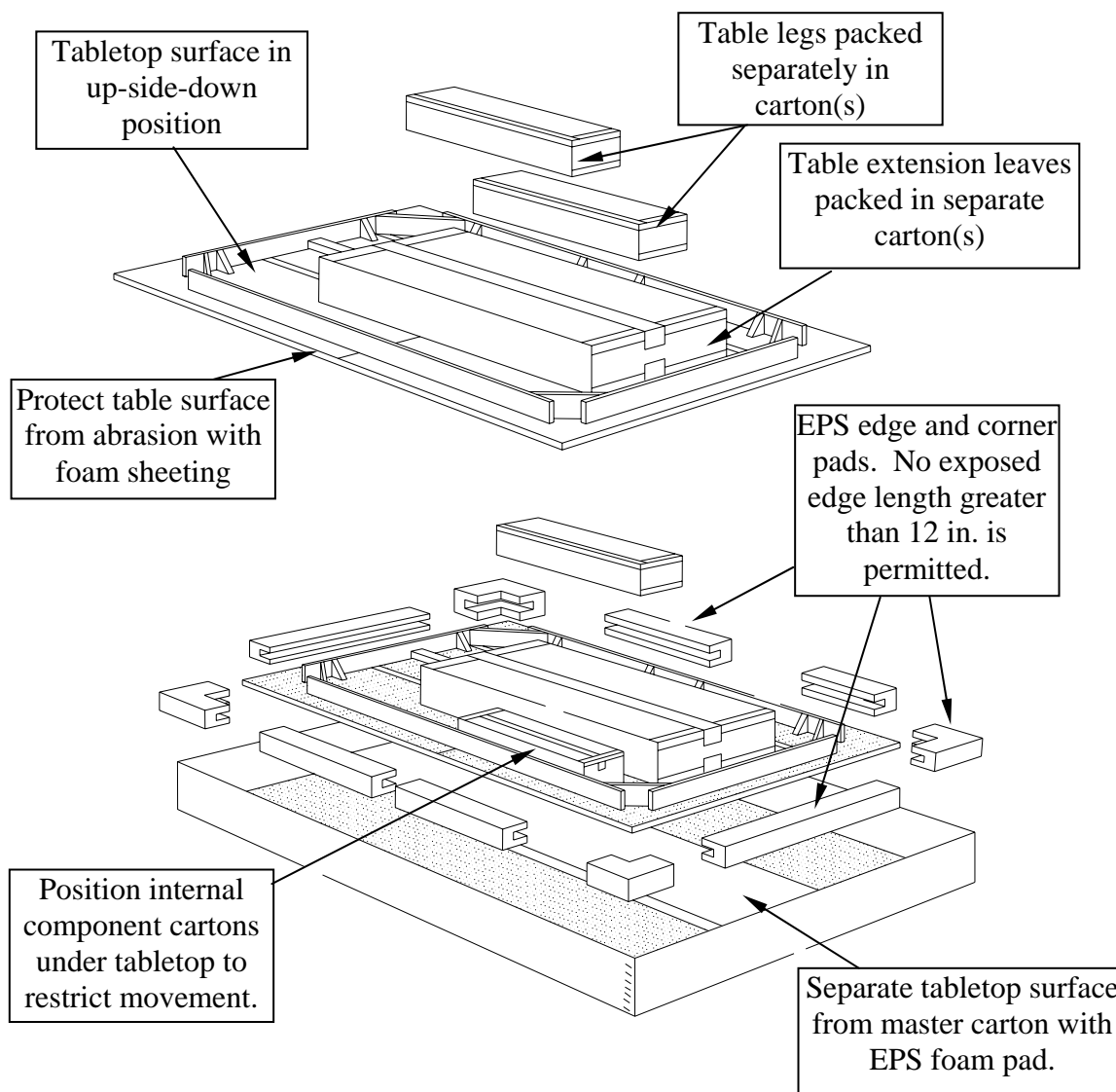
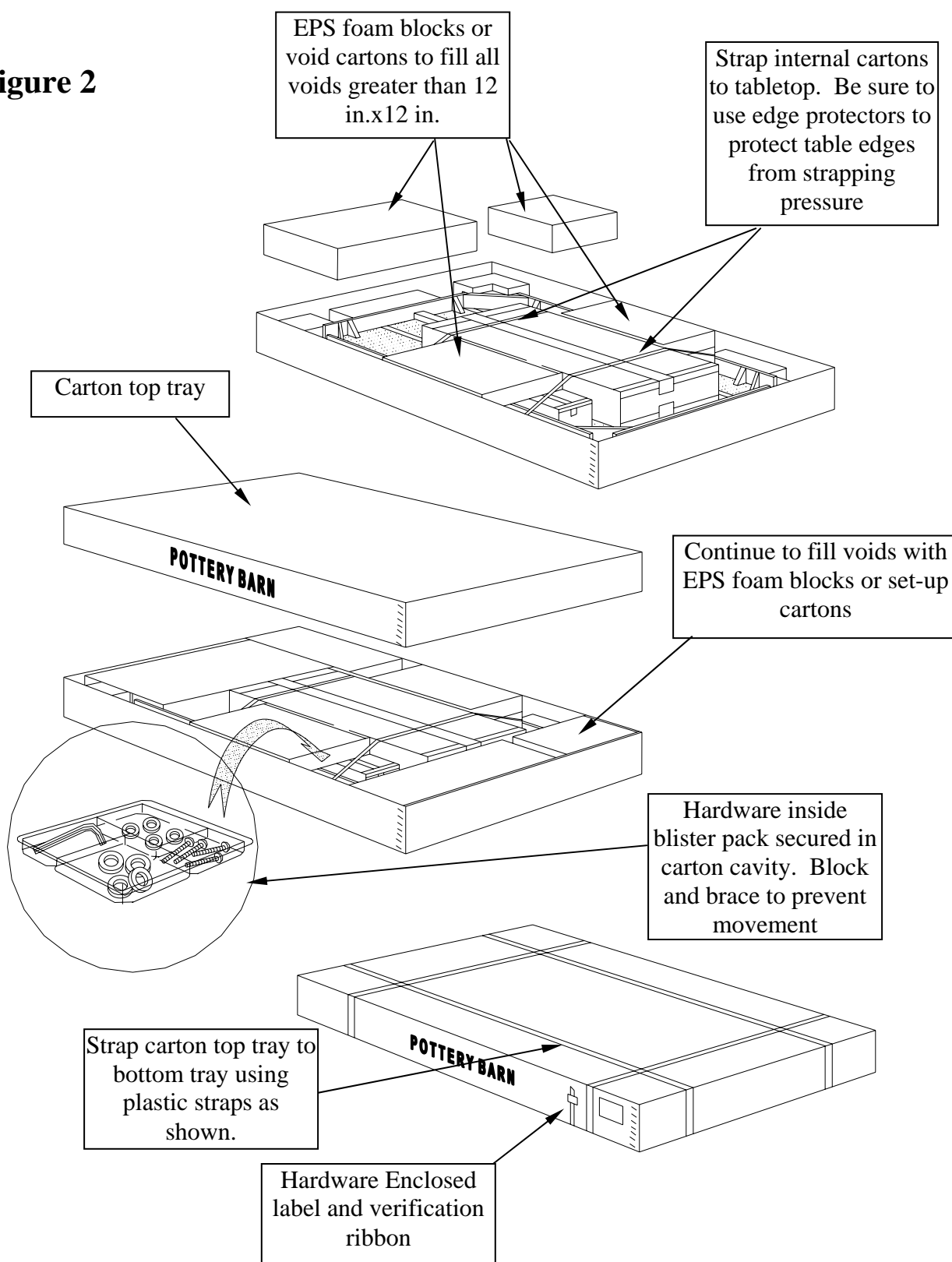




Figure 2



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