Distribution Operations

Resource Requirement Guide
Packaging, Shipping and Labeling Specifications for Domestic, International, and Gander Mountain DIRECT #621-Greenville, NC.

Revision Date: June 1, 2010

*REVISIONS AND UPDATES ARE HIGHLIGHTED IN RED*
I. PACKAGING AND LABELING REQUIREMENTS

A. Pallet Specifications (see related Violation Code “PV”)

1. All palletized shipments must be on GMA #1 hardwood 48” x 40” pallets.

2. Maximum pallet weight including the load must not exceed 2,000 pounds.

3. The pallet’s condition must be sufficient to support the weight of the load during shipment.

4. Maximum pallet height cannot exceed 72 inches high.

5. All materials must be wrapped or strapped securely to the pallet.

6. Carton cannot overhang the standard 48” x 40” pallet, except where the product is incapable of fitting within this guideline. Products that overhang or have specific handling characteristics, which require the use of a specialized pallet, will be accepted.

7. If more than one purchase order is on a pallet, then each purchase order must be clearly separated and identified.

   Note: Firearm Vendors must not embed firearms within other merchandise on a pallet. If there is a sufficient quantity of firearms for a pallet, they must be palletized separately and the pallet label must state “ATTENTION CRW”. Firearms shipped in less than pallet quantities, should go by either a LTL (less than truckload) carrier or FedEx, according to the routing instructions.

8. Single shipments with multiple purchase orders, must have individual purchase orders grouped together. Do not scatter cartons of a single purchase order throughout multiple pallets. After grouping purchase orders, group UPCs within that purchase order together.

9. A shipment involving multiple pre-pack (pre-mark) by store purchase orders must have individual purchase orders grouped together, then cartons for each store must be grouped within that purchase order.

   Definition: Pre-mark orders are shipped to the distribution center, but are pre-packaged by individual store. Please review the Cross-Dock PO Guidelines section for further information.

10. For shipments to Gander Mountain DIRECT (Overtons) – Store #621 in Greenville, NC please skip to page 46 and follow the instructions from the Gander Mountain Direct Partner Compliance Program.

11. Shipments not made on pallets (floor stacked) should follow the same loading configuration as specified in numbers 6-8 in this section.

12. When palletizing, turn all labels facing out, whenever possible, to make it easily accessible to the receiver.

13. Allowed pallet-level labeling and packing (in lieu of per-carton labeling) by Order Model:

   (a) Bulk: pallet-level labeling use restricted to a pallet containing ONLY a single UPC and a single PO

   (b) X-dock: pallet-level labeling use restricted to a pallet containing ONLY a single store and a single PO (mixed UPCs on the pallet allowed)

   (c) Direct to Store: pallet-level labeling use restricted to a pallet containing ONLY a single PO (mixed UPCs on the pallet allowed)
B. Carton Specifications (see related Violation Code “CV”)

1. Cartons must not exceed 50 pounds (22.7 kg.) and must meet these carton dimensions:
   Maximum 36”L x 24”W x 21”H (92cmL x 61cmW x 53cmH)
   Minimum 12”L x 9”W x 3”H (30.5cmL x 23cmW x 9cmH)
   (Maximum carton specifications do not apply when weight or dimensions of a single unit exceed the specification)

2. Do not use foam peanuts or loose foam packaging to fill the container. Use paper, bubble-wrap or foam sheets to fill excess space in a container.

3. Do not use envelopes or baggies to pack any Purchase Orders that ship to the Gander Mountain Distribution center. All shipments to the DC must be packed in cartons.

4. For bulk orders, ship only one (1) UPC per carton (i.e., apparel size/color equals one product). This does not apply to pre-pack by store or direct to store shipments.

5. MASTER CARTONS are strongly encouraged for Purchase Orders that contain numerous small shipping cartons (1-2 lbs each) that would ship via FedEx or UPS. The MASTER CARTON should not exceed our maximum carton specification. Ship only one (1) purchase order per MASTER CARTON. The MASTER CARTON does not require a carton label but it must be clearly marked on the outside with the Purchase Order number and that it is a “MASTER CARTON.” The smaller cartons still require their individual carton labels. This reduces the amount of small shipping cartons, resulting in faster receiving, reduces freight costs and the occurrence of loss and damage.

6. All shipping cartons must be labeled with the following information: (see example page 6-7). NOTE: EDI Vendors see EDI Guidelines for UCC-128 label specifications.
   (a) Gander Mountain purchase order number (DO NOT mix POs in a carton)
   (b) Attention Firearms vendors: Carton containing firearms must be labeled “Attn CRW”
   (c) Resource part/style number or UPC
   (d) Color and size (where applicable)
   (e) Quantity in carton
   (f) Vendor name and address
   (g) Ship to address
   (h) Gander Mountain Store Number and Name (one per carton)
      • For Pre-mark/Pre-packed by Store Number, the store number should be in a visible size, which should be ½ inch lettering (or 48 point) minimum.
   (i) Note if it is a Partial Container (only if a less than case pack quantity)
   (j) Sequential carton numbering 1 of 2, 2 of 2, etc.
   (k) Complete country name where the goods were manufactured

6. If the quantity ordered requires one remaining broken case pack, then the final shipping container with the less than case pack quantity must be identified as “Partial Container”

7. All used guns need to arrive individually boxed.

8. All used guns need to be shipped ready for re-sale; ie, guns assembled, packages put together (holsters, extra magazines, accessories)

9. External packaging requires a corrugated shipping carton to have at least a 175 PSI bursting strength (CV-9)
**Carton Label Example**
(For letter B. Carton Specifications number 5.)

<table>
<thead>
<tr>
<th>(f) <strong>From:</strong></th>
<th>(g) <strong>Ship To:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Name</td>
<td>Gander Mountain Company (Distribution Center or Store Name if Direct to Store)</td>
</tr>
<tr>
<td>Vendor Address</td>
<td></td>
</tr>
</tbody>
</table>

| (a) **PO Number:** Gander Assigned PO Number (one per carton) |
| (b) **Attn:** CRW (MUST be included for firearms Distribution Center shipments ONLY) |
| Ship To: Gander Mountain Company (Distribution Center or Store Name if Direct to Store) |
| 700 South Council Drive |
| Lebanon, IN 46052 |

| (c) **VPN:** vendor part number |
| (d) **Color:** (Where applicable) |
| (d) **Size:** (Where applicable) |
| (e) **Quantity:** |
| (k) **Made in:** |

| (h) **Mark For:** (premark POs only) |
| 284 (48 point, ½ inch minimum) |

| (i) **Partial Container** (only if a less than case pack quantity) |
| (j) **Carton number:** 2 of 5 |
Label placement on carton (choose 1 of the 3 label placements)

Top label placed here

Side label placed here

Front label placed here

C. Merchandise Specifications (see related Violation Code “MV”)

1. All products must be individually labeled with manufacturer’s part/style number, UPC (includes scannable bar code with corresponding readable number), and size or color (where applicable).

2. All firearms, new and used, must be labeled with a scannable serial number that is exclusive of non-serial number digits, in addition to the UPC requirements specified in number one.

3. All display fixtures must be marked with the store number.

4. No back orders unless authorized by the Gander Mountain buyer.

5. Enclose Material Safety Data Sheet (MSDS) for each hazardous material shipment.

6. Annual certificates of insurance must be supplied – see Section VI
D. Packing Lists (see related Violation Code “LV”)

1. There must be a legible, typed master packing list for each Purchase Order included with each shipment (faxing, mailing, or e-mailing is not acceptable).
   (a) For palletized shipments, multiple packing lists must be consolidated into one group in an adhesive pouch securely affixed to the first pallet visible to receiving.
   (b) For FedEx or UPS shipments, one packing list per carton is required.

2. Packing lists for truckload shipments and international containers must be easily accessible and visible when the back doors of the trailer or container are opened.

3. A shipment that is packed by store, but shipped to the DC, must have a packing list for each store. Each of the packing lists must include the store number, store name, purchase order number, and vendor name, in addition to the requirements specified in #4. These packing lists must be enclosed in one envelope or box, which is readily attainable and marked “Packing List Enclosed”.

4. Packing lists must contain the following information: (see example page 9)
   (a) Vendor name, address, and phone number.
   (b) Gander Mountain purchase order (PO) number.
   (c) Dates specified on the purchase order “ship not before and ship no later”.
   (d) UPCs in shipment showing both resource part/style numbers (VPN) along with color/size (if applicable).
   (e) Number of cartons on the bill of lading by purchase order.
   (f) Quantity ordered and the quantity shipped per item.
   (g) Quantity per carton per item (Case Pack).
   (h) Packing lists should have a summary of all units ordered and shipped.
   (i) Notation stating that this is a partial shipment if shipment is not complete.
Packing List Example
(For letter D. Packing Lists numbers 3. and 4.)

(a)
Vendor Name
Vendor Address
Vendor Phone Number

Ship to:
Gander Mountain Company
Distribution Center (Store Name if Direct to Store)
700 South Council Drive
Lebanon, IN 46052

Note: A shipment that is packed by store, but shipped to the DC, must have a packing list for each store. Each of the packing lists must include the store number, store name, purchase order number, and vendor name, in addition to the requirements specified in #4. These packing lists must be enclosed in one envelope or box, which is readily attainable and marked “Packing List Enclosed”.

Pre-pack by store and marked for example:

Store 284 Geneva – Chicago IL

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Ship Not Before</th>
<th>Ship No Later</th>
<th>Carton Count (for this PO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>(c)</td>
<td>(c)</td>
<td>(e)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order Qty (f)</th>
<th>Ship Qty (f)</th>
<th>Qty per Carton (g)</th>
<th>VPN (d)</th>
<th>UPC (d)</th>
<th>Color/Size (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>60</td>
<td>6</td>
<td>Vendor # 12 digits</td>
<td>Green/XXL</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>72</td>
<td>12</td>
<td>Vendor # 12 digits</td>
<td>Red/XL</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>Vendor # 12 digits</td>
<td>Brown/L</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>184</strong></td>
<td><strong>136</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If the shipment is not complete the following statement must be on the packing list.

“This is a partial shipment!”

Note: Please do not fax copies of the packing slip. The packing slip must be physically with the shipment.
II. BILL OF LADING AND ROUTING REQUIREMENTS

A. General Requirements

1. For shipments to Gander Mountain DIRECT (Overtons) – Store #621 in Greenville, NC please skip to page 46 and follow the instructions from the Gander Mountain Direct Partner Compliance Program.

2. All shipments to the Distribution Center in Lebanon, IN must state the following phrase in the body of the bill of lading whether it is a Collect or Prepaid shipment (RV-3):

   "CALL RECEIVING COORDINATOR (765-483-2442)
   48 HOURS IN ADVANCE* TO SCHEDULE DELIVERY APPOINTMENT
   (During peak season, calling 48 hours in advance does not guarantee an appointment can be made 48 hours later")
   ALL TRAILERS ARE REQUIRED TO BE SEALED PRIOR TO DELIVERY"

***GANDER MOUNTAIN OPERATES A DROP TRAILER YARD FOR ALL INBOUND SHIPMENTS. CARRIERS MAY ONLY DROP BETWEEN 12 am – 12 am ON THE DAY OF THE SCHEDULED DROP/DELIVERY APPOINTMENT. IF DROPPING THE TRAILER/CONTAINER IS NOT AN OPTION, CONTACT THE RECEIVING COORDINATOR (765-483-2442) FOR LIVE UNLOAD APPROVAL***

***GANDER MOUNTAIN IS A NO IDLING FACILITY***

3. Use only carriers listed in the Gander Mountain Routing Instructions, when the purchase order specifies the freight terms as “COLLECT” or Third Party Bill. The routing instructions require the vendor to call for routing instructions when shipments are over 2,000 pounds and/or less than 6 pounds per cubic foot (RV-1).

4. Both Store Direct shipments and shipments to our DC that are Collect LTL or Truckload must have the following Third Party Billing address information on the bill of lading.
   Gander Mountain Company
   180 East Fifth Street
   Suite 1300
   St. Paul, MN 55101

5. Purchase order numbers must clearly be written on the bill of lading (RV-4). Do not state, “purchase orders are listed on attached manifest”. Carriers will not transfer purchase order numbers to the freight invoice unless they are on the face of the bill of lading.

6. Bills of lading for LTL (less-than-truckload) shipment must properly describe the merchandise and include a National Motor Freight Classification item number and Class. If you are unsure how to describe or classify the goods, call the carrier’s customer service department for assistance.
   (a) YRC (800-610-6500) or USF Holland (763-767-3300)

7. Shipping merchandise through US Mail is not allowed.

8. Gander Mountain will not make arrangements to pick up inbound ocean containers from the pier at the Port of Entry, where the vendor controlled the shipment and cleared it through customs. The vendor must make arrangements with a warehouse to unload and return the container, and must make it available for Gander Mountain to pick up at a domestic dock which is suitable for a 53 foot truck and trailer.
9. Gander Mountain has a collect program with FedEx for small packages. Vendors that ship on a collect basis to Gander Mountain Retail Stores or the Gander Mountain DC in Lebanon, IN must ship via FedEx Ground COLLECT. You do not need a Gander Mountain account number to ship FedEx Ground COLLECT. Gander Mountain requires that our purchase order number be inserted into either the “Your Reference” field (formally Reference #1) or the “More Reference fields – P.O. no.” field (formally Reference #2). For further assistance please contact the Gander Mountain Transportation Department at domestic.logistics@gandermountain.com or 651-325-4460. (RV-8)

III. SHIPPING REQUIREMENTS

A. General Requirements

1. For shipments to Gander Mountain DIRECT (Overtons) – Store #621 in Greenville, NC please skip to page 46 and follow the instructions from the Gander Mountain Direct Partner Compliance Program.
2. When shipping more than one purchase order to one destination (due to agreeing PO shipping windows), consolidating the purchase orders into one shipment is required. Do not mix purchase orders in the same box and you must adhere to every Po’s delivery window.
3. No substitutions (ship only the UPCs listed on the PO). This is especially important for used guns. If you are not able to ship the gun we ordered, please contact someone on the merchant team for direction.
4. No over shipments (ship only the quantity listed on the PO)
5. Ship dates must be planned and executed so they ship on or between the “Ship Not Before/Ship No Later” dates. These dates frame the window in which the PO can ship to the Gander Mountain location. Vendors are required to contact the preferred carrier (for shipments with a density greater than 6 lbs per cubic foot and are between 200 to 2000 lbs) or Gander Mountain’s Domestic Logistics department (for shipments with a density less than 6 lbs per cubic foot and/or over 2000 lbs) at least 48 hours prior to the “Ship No Later” date to ensure the PO ships on time.
6. All Expedited Shipment requests need to be authorized by the Gander Mountain Transportation Department. Once authorized shipping instructions will be provided. For expediting small packages, the Gander Mountain Transportation Department will issue a Third Party FedEx account number.

IV. INVOICING REQUIREMENTS

A. General Requirements

1. If the purchase order has incorrect UPC, VPN, or price information, communicate the error immediately to your purchasing contact at Gander Mountain, so the data can be corrected before shipping. EDI vendors must provide the 855 document.
2. Invoice must be typed and legible.
3. Invoice must reference Purchase Order Number.
4. If product is pre-packed for shipment via Distribution Center, the invoice must be summary-level (one invoice for multiple mark-for locations). Invoicing must be by ship to location for all order models
5. Invoice must be in same units as purchase order.
6. Total quantity and total cost must be stated on invoice.
7. Invoice cost must match purchase order cost. Gander Mountain reserves the right to pay the lower cost.
8. Any requests for additional copies of paperwork will result in a charge, this includes RTV, debit memos, packing lists, chargeback’s, etc
9. Only one account number should be used for Gander Mountain. Confusion regarding payment application and outstanding balances could be avoided with a single statement.

V. ROUTING INSTRUCTIONS (see related Violation Code “RV”)

Vendors must use the following routing instructions when Gander Mountain is responsible for paying freight charges.

All Expedited Shipment requests need to be authorized by the Gander Mountain Transportation Department. Once authorized shipping instructions will be provided. For expediting small packages the Gander Mountain Transportation Department will issue a Third Party FedEx account number.

A. Shipments to the Gander Mountain Distribution Center, Lebanon, IN

Small Package Service – Under 200 Pounds

All small package shipments must be shipped FedEx Ground COLLECT. This applies to shipments that total less then 200 lbs (not exceeding 150 lbs per single piece). Vendors do not need a Gander Mountain account number to ship FedEx Ground COLLECT. Gander Mountain requires that our purchase order number be inserted into either the “Your Reference” field (formally Reference #1) or the “More Reference fields – P.O. no.” field (formally Reference #2). If the purchase order number is missing from the required fields the FedEx charges will be refused and billed back to the shipper along with any rejection fees.

For further assistance please contact the Gander Mountain Transportation Department at domestic.logistics@gandermountain.com or 651-325-4460. (RV-8)

***Note – As of June 21, 2010 if Gander Mountains UPS account number is used the charges will be refused and billed back to the shipper***

Less Than Truckload Services (LTL) - 200 Pounds to 2,000 Pounds

NOTE: Vendors are required to schedule pick up at least 48 hours prior to the “Ship No Later” date.

For shipments between 200 pounds and 2,000 pounds, having a density greater than 6 pounds per cubic foot (PCF) = \[
\frac{\text{WEIGHT}}{(L” \times W” \times H” / 1,728)}
\]
use the following LTL carriers:

Shipping from the following states, to our DC, use Standard Forwarding 877-744-7783:

Illinois Indiana (Northern ONLY) Iowa Minnesota
Missouri (St. Louis and surrounding area ONLY) Nebraska Wisconsin

Shipping from the following states, to our DC, use PittOhio Express 800-291-7488:

Indiana (Southern ONLY) Maryland Michigan New Jersey Ohio
Pennsylvania Virginia

Shipping from the following states, to our DC, use USF Holland or ABF:

Missouri (EXCEPT St. Louis and surrounding area) Western New York
North Dakota South Dakota

Shipping from the following states, to our DC, use Averitt Express 800-283-7488 opt 1 *Account number 0948679 must be referenced when calling for pick up AND on the Bill Of Lading*:

Alabama Arkansas Florida Georgia Kentucky Louisiana
Mississippi North Carolina Oklahoma South Carolina Tennessee Texas
Shipping from the following states, to our DC, use **YRC:**

<table>
<thead>
<tr>
<th>Arizona</th>
<th>California (<em>see exceptions below</em>)</th>
<th>Colorado</th>
<th>Connecticut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaware</td>
<td>Idaho</td>
<td>Kansas</td>
<td>Maine</td>
</tr>
<tr>
<td>Montana</td>
<td>Nevada</td>
<td>New Hampshire</td>
<td>New Mexico</td>
</tr>
<tr>
<td>Rhode Island</td>
<td>Utah</td>
<td>Vermont</td>
<td>Washington (<em>see exceptions below</em>)</td>
</tr>
</tbody>
</table>

*Shipping from the following zip codes in the states of **Oregon** and **Washington**, use **MERCER TRANSPORT**. See below instructions (if you are unsure you fall under this scenario please contact the Transportation Department for assistance).

**Oregon Zip Codes 97015 - 97456**  
MERCER TRANSPORT PHONE: 503-517-8525

**Washington Zip Codes 98001-98932**  
MERCER TRANSPORT PHONE: 253-250-0873

For shipments over 200 lbs to full truckload call for pick up at least 48 hours before the ship no later date on the purchase order. The following information is required when scheduling a pick up:

- Vendor Name
- Pick Up Location (Identify if you are using a third party warehouse)
- Shipper Contact and Telephone Number
- Purchase Order Number(s) (All Required)
- Total Number of Cartons (Required)
- Total Number of Pallets
  - Identify if standard 48” x 40” pallet
  - Identify the height
  - Identify if it is stackable
  - Identify if not to break down
- Total Cube or amount of space in a trailer
- Dimensions and weight if items are of unusual length, width, or height.

***If shipment is less then 200 lbs then ship via FedEx Ground COLLECT.***

*Shipping from the following zip codes in the state of **California**, use **LACNY Logistics (323)-724-5137**. See below instructions (if you are unsure you fall under this scenario please contact the Transportation Department for assistance).

**Zip Codes 90001 – 93021 and 93291**

For shipments over 200 lbs to full truckload call for pick up at least 48 hours before the ship no later date on the purchase order. The following information is required when scheduling a pick up:

- Vendor Name
- Pick Up Location (Identify if you are using a third party warehouse)
- Shipper Contact and Telephone Number
- Purchase Order Number(s) (All Required)
- Total Number of Cartons (Required)
- Total Number of Pallets
  - Identify if standard 48” x 40” pallet
  - Identify the height
  - Identify if it is stackable
  - Identify if not to break down
- Total Cube or amount of space in a trailer
- Dimensions and weight if items are of unusual length, width, or height.

***If shipment is less then 200 lbs then ship via FedEx Ground COLLECT.***
Shipping and Routing Guidelines

Shipments over 2,000 lbs, LTL with a density less than 6 lbs per cft³, or TRUCKLOAD (aside from the above California, Oregon and Washington instructions): (RV-1)

Contact the Inbound Logistics Department for routing instructions at 651-325-4460 or domestic.logistics@gandermountain.com (M-F 7:30AM – 4:00PM Central).

ROUTING REQUESTS MUST CONTAIN THE BELOW INFORMATION.
- PURCHASE ORDER NUMBER (S)
- DESTINATION
- PHYSICAL PICK UP LOCATION AND CONTACT INFORMATION
- TOTAL CARTON OR PIECE COUNT
- TOTAL PALLET COUNT OR CUBE OR LINEAR FEET
- IF PALLETS ARE STACKABLE OR NOT
- TOTAL WEIGHT (INCLUDING PALLET WEIGHT)
- NMFC #
- FREIGHT CLASS
- DATE OF AVAILABILITY

NOTE: Vendors are encouraged to request routing prior to the “Ship Not Before” date and are required to request routing at least 48 hours prior to the “Ship No Later” dates, to ensure the PO ships on time.

B. Shipments to Gander Mountain Stores

For shipments to Gander Mountain DIRECT (Overtons) – Store #621 in Greenville, NC please skip to page 46 and follow the instructions from the Gander Mountain Direct Partner Compliance Program.

Small Package Service – Under 200 Pounds

All small package shipments must be shipped FedEx Ground COLLECT. This applies to shipments that total less than 200 lbs (not exceeding 150 lbs per single piece). Vendors do not need a Gander Mountain account number to ship FedEx Ground COLLECT. Gander Mountain requires that our purchase order number be inserted into either the “Your Reference” field (formally Reference #1) or the “More Reference fields – P.O. no.” field (formally Reference #2). If the purchase order number is missing from the required fields the FedEx charges will be refused and billed back to the shipper along with any rejection fees.

For further assistance please contact the Gander Mountain Transportation Department at domestic.logistics@gandermountain.com or 651-325-4460. (RV-8)

***Note – As of June 21, 2010 if Gander Mountains UPS account number is used the charges will be refused and billed back to the shipper***

Less Than Truckload Services (LTL) - 200 Pounds to 2,000 Pounds

NOTE: Vendors are required to schedule pick up at least 48 hours prior to the “Ship No Later” date.

For shipments between 200 pounds and 2,000 pounds, having a density greater than 6 pounds per cubic foot (PCF) = \{WEIGHT / (L” x W” x H” / 1,728)\}, use the following LTL carriers:

1. Vendors shipping from IL, IA, MN, and WI to stores listed below must use USF Holland or ABF: Kentucky, Michigan (see next note for GM169), Missouri, Ohio, Tennessee, West Virginia

2. Vendors shipping from IA, MN, WI, to GM169 Marquette, MI must use Valley Cartage

3. Vendors shipping from IN to stores listed below must use USF Holland or ABF: Kentucky, Missouri, Tennessee

4. Vendors shipping from IL, IN, IA, MN, and WI to stores listed below must use Standard Forwarding 877-744-7783 Illinois, Indiana (Northern Only), Iowa

http://www.gandermountain.com/vendors 14 of 52 June 1, 2010
5. Vendors shipping from IL, IN, IA to stores listed below must use **Standard Forwarding 877-744-7783**
   Minnesota, Wisconsin

6. Vendors shipping either between or within Minnesota, North Dakota, or Wisconsin, and Marquette, MI must use **Valley Cartage 800-657-6936:**

7. Vendors shipping from IN, MD, MI, NJ, OH, PA, VA and WV to Gander Mountain stores listed below must use **PittOhio Express 800-291-7488:**
   Indiana (Southern ONLY), Maryland, Michigan, New Jersey, Ohio, Pennsylvania, Virginia, West Virginia

8. Vendors shipping to any Gander Mountain stores *that do not fall under the above scenarios* must use **YRC.** If YRC does not serve your area directly, you are authorized to use ABF.

**Shipments over 2,000 lbs, LTL with a density less than 6 lbs ft³, or TRUCKLOAD:** (RV-1)
   Contact the Inbound Logistics Department for routing instructions at 651-325-4460 or domestic.logistics@gandermountain.com (M-F 7:30AM – 4:00PM Central).

**ROUTING REQUESTS MUST CONTAIN THE BELOW INFORMATION.**
- PURCHASE ORDER NUMBER (S)
- DESTINATION
- PHYSICAL PICK UP LOCATION AND CONTACT INFORMATION
- TOTAL CARTON OR PIECE COUNT
- TOTAL PALLET COUNT OR CUBE OR LINEAR FEET
- IF PALLETES ARE STACKABLE OR NOT
- TOTAL WEIGHT (INCLUDING PALLET WEIGHT)
- NMFC #
- FREIGHT CLASS
- DATE OF AVAIBLITLY

**NOTE:** Vendors are encouraged to request routing prior to the “Ship Not Before” date and are required to request routing at least 48 hours prior to the “Ship No Later” dates, to ensure the PO ships on time.
VI. INSURANCE REQUIREMENTS

CERTIFICATE OF INSURANCE: Every resource of Gander Mountain Company is required to have a current certificate of insurance on file with Gander Mountain Company prior to shipping any product. Every resource must supply a new certificate when the current certificate expires.

INSURED: Resource legal name and business name (d/b/a) must be included on certificate of insurance.


ADDITIONAL INSURED: Gander Mountain Company is to be named as an additional insured on a primary and non-contributory basis.

RESOURCE’S ENDORSEMENT: Policy must include Broad Form Vendor’s Endorsement in “Other” type of insurance.

CERTIFICATE ADDRESS: Certificate of insurance to be sent to:

Gander Mountain Company
Attn: Insurance Certificate
180 East Fifth Street
St. Paul, MN  55101

FINANCIAL RATING Vendor’s insurance company must be ranked a B+ or better from the Best Rating Guide

VII. DEPARTMENT CONTACTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>651-325-4460</td>
<td><a href="mailto:domestic.logistics@gandermountain.com">domestic.logistics@gandermountain.com</a></td>
</tr>
<tr>
<td></td>
<td>651-325-4443</td>
<td><a href="mailto:amy.mcdonough@gandermountain.com">amy.mcdonough@gandermountain.com</a></td>
</tr>
<tr>
<td>Receiving Manager</td>
<td>765-483-2455</td>
<td><a href="mailto:greg.mikkelsen@gandermountain.com">greg.mikkelsen@gandermountain.com</a></td>
</tr>
<tr>
<td>Receiving</td>
<td>765-483-2442</td>
<td><a href="mailto:matt.piekarski@gandermountain.com">matt.piekarski@gandermountain.com</a></td>
</tr>
</tbody>
</table>

Please go to http://www.gandermountain.com/vendors and view the EDI Operations Guidelines for EDI related issues.
Distribution Operations

Cross-Dock PO Guidelines

Revision Date: June 1, 2010
Guidelines for Pre-Pack by Store Purchase Orders

The following guidelines are intended to clarify Gander Mountain’s expectations for the preparation and shipment of purchase orders that require the vendor to pre-pack by store, but ship to the Distribution Center in Lebanon, IN for cross-dock shipping to stores.

Within Gander Mountain we commonly refer to this purchase order type as a pre-mark PO. The basic principle of this PO type is to expedite your product through our Distribution Center and to our stores as quickly as possible. As with all shipments to Gander Mountain, the Domestic Shipping and Routing Guidelines section in the Resource Requirement Guide must be followed.

This guide and other vendor information are located on the Gander Mountain Vendor web site:

http://www.gandermountain.com/vendors

Shipping and Routing

1. Every effort should be made to ship pre-mark POs in full on a single shipment. Multiple shipments increase freight and handling costs and greatly reduce the overall effectiveness of a pre-mark PO.

Paperwork – Packing Lists and Invoices

1. Packing lists must be sent one per store. For UPS and FedEx shipments, there must be one packing list per shipping carton, regardless of the number of cartons per store on the PO.
2. For palletized shipments, the packing lists must be grouped together and affixed securely to the outside of the pallet. When applicable (full truckload) the packing lists must be on the first pallet visible to receiving.
3. Backordered merchandise (buyer approval required) for each store must be indicated on the packing list for each store.
4. The packing lists must indicate the correct store number and the items for that store in addition to complying with Gander Mountain’s usual packing list requirements.
5. Invoicing must be done by PO and ship to location. There must be one invoice for the multiple mark-for locations.

Carton Packaging, Labeling, Configuration, and Palletizing

1. Mixing UPCs in a single carton is only allowed when pre-packing for an individual store or shipping direct to store. The carton label (example on pg 7) must list each vendor part number and quantity.
   Note: Do NOT send a full case pack to a single store unless it was ordered. This will be deemed a violation for over-shipment and will be charged accordingly per the Resource Requirement Guide. Acceptance of the over-shipment does not negate the possibility of a charge back.
2. Cartons must be labeled by store and must indicate 1 of 2, 2 of 2, etc. for each store.
3. If a pallet has more than one store on it, group each store’s cartons together on the pallet and if possible segregate the store by some method such as a slip-sheet. Scattering a single store’s portion of a PO across multiple pallets is not allowed. For multiple PO shipments, the sort method is group first by PO then by store.
4. When there are sufficient cartons for a single store on a single PO to fill an entire pallet, a single label can be sent for the entire pallet. This pallet-level label must indicate the number of cartons on the pallet. The pallet-level labeling and packing rules in the Resource Requirement Guide MUST be followed.
5. When palletizing, make sure all carton labels face out whenever possible.
6. Shipments not made on pallets (floor-stacked) should follow the same loading configuration (group first by PO, then by store) as above. Floor-stacked shipments must have a label on each carton.

EDI vendors that have established an electronic trading partnership with Gander Mountain must comply with the above requirements in addition to following the EDI Operations Guidelines found on the Gander Mountain Vendor web site. If any of the above requirements can’t be met you must communicate that to your Gander Mountain purchasing contact immediately upon receipt of the Purchase Order. We will need adequate time to re-evaluate the PO arrival dates.

Please use the below contacts if you have any questions regarding the above guidelines or any questions regarding the Resource Requirement Guide or EDI Operations Guidelines.

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>651-325-4460</td>
<td><a href="mailto:amy.mcdonough@gandermountain.com">amy.mcdonough@gandermountain.com</a></td>
</tr>
<tr>
<td></td>
<td>651-325-4443</td>
<td><a href="mailto:greg.mikkelsen@gandermountain.com">greg.mikkelsen@gandermountain.com</a></td>
</tr>
<tr>
<td>Receiving Manager</td>
<td>765-483-2405</td>
<td><a href="mailto:matt.piekarski@gandermountain.com">matt.piekarski@gandermountain.com</a></td>
</tr>
<tr>
<td>Receiving</td>
<td>765-483-2442</td>
<td></td>
</tr>
<tr>
<td>EDI</td>
<td>651-325-4485</td>
<td><a href="mailto:gandermountainedi@gandermountain.com">gandermountainedi@gandermountain.com</a></td>
</tr>
</tbody>
</table>

http://www.gandermountain.com/vendors
Distribution Operations

International Shipping and Routing Guidelines

All requirements must be adhered to unless otherwise coordinated and approved by Gander Mountain

Revision Date: June 1, 2010
I. LOADING and LABELING REQUIREMENTS
All requirements must be adhered to unless otherwise coordinated and approved by Gander Mountain (see related Violation Code “CV”)

A. Carton Specifications

i. Cartons must not exceed 50 pounds (22.7 kg.) and must meet these carton dimensions:
   Maximum 36”L x 24”W x 21”H (92cmL x 61cmW x 53cmH)
   Minimum 12”L x 9”W x 3”H (30.5cmL x 23cmW x 9cmH)

ii. Do not use foam peanuts or loose foam packaging to fill the carton. Use paper, bubble-wrap or foam sheets to fill excess space in a carton. Additional dunnage for bracing cartons may be required as to avoid shifting when in transit.

iii. For bulk orders, ship only one (1) UPC per carton (i.e., apparel size/color equals one product). This does not apply to pre-pack by store or direct to store shipments.

iv. Ship only one (1) purchase order per master shipping carton. Cartons must be loaded and separated by PO. PO# must be printed on the master carton.

v. All shipping cartons must be labeled with the following information: (see example page 20) (CV-5)
   1. Gander Mountain purchase order number (DO NOT mix POs in a carton)
   2. Attention Firearms vendors: Carton containing firearms must be labeled “Attn CRW”
   3. Resource part/style number or UPC
   4. Color and size (where applicable)
   5. Quantity in carton
   6. Vendor name and address
   7. Ship to address
   8. Gander Mountain Store Number and Name (one per carton)
      a. For Pre-mark/Pre-packed by Store Number, the store number should be in a visible size, which should be ½ inch lettering (or 48 point) minimum.
   9. Sequential carton numbering 1 of 2, 2 of 2, etc. (Carton numbering for bulk shipments must include the total number of cartons, for example, total number of carton = 75, carton numbering should be 1 of 75, 2 of 75, 3 of 75, etc. Carton numbering for shipments that are packed by store must have the carton count by store, for example, total number of cartons for store 111 = 20 and store 120 = 32. The cartons for store 111 should be marker 1 of 20, 2 of 20, etc. and the cartons for store 120 should be 1 of 32, 2 of 32, etc.)
   10. If the quantity ordered requires one remaining broken case pack, then the final shipping carton with less than case pack quantity must be identified as “Partial Carton”

Note that size and color are not applicable for every vendor. When packing by store, style numbers are not required

vi. External packaging requires a corrugated shipping carton to have at least a 175 PSI bursting strength (CV-9)

vii. When shipping apparel that includes hangers, do not tape or tie hangers together

viii. All stenciled labels must be with indelible ink that will not smear or rub off. Labels on adhesive paper must be placed flat on the box, with no wrinkles or folds

ix. Label specifications and placement: Top Labels – labels, applied to the top of a carton, can be located anywhere within one (1) inch from the edge of the carton, in any orientation. The top scanner is an omni-directional scanner, which has the ability to read bar codes in any orientation. Front labels – Labels applied to the front of the carton, must be located in the bottom right hand corner one (1) inch from the bottom and right side. Side Labels – labels applied to the side of the carton, must be located in the top left corner one (1) inch from the bottom and left side
## Carton Label Example
(For letter A. Carton Specifications number v.)

<table>
<thead>
<tr>
<th>From: Vendor Name</th>
<th>Ship To: Gander Mountain Company (Distribution Center or Store Name if Direct to Store)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(6) From: Vendor Name</td>
<td>(7) Ship To: Gander Mountain Company (Distribution Center or Store Name if Direct to Store)</td>
</tr>
<tr>
<td>Vendor Address</td>
<td></td>
</tr>
<tr>
<td>Carton Specifications number v.</td>
<td></td>
</tr>
<tr>
<td>(1) PO Number: Gander Assigned PO Number (one per carton)</td>
<td>(2) Attn: CRW (MUST be included for firearms Distribution Center shipments ONLY)</td>
</tr>
<tr>
<td>(8) Mark For: (premark POs only)</td>
<td></td>
</tr>
<tr>
<td>(3) VPN: vendor part number</td>
<td>284 (48 point, ½ inch minimum)</td>
</tr>
<tr>
<td>(4) Color: (Where applicable)</td>
<td></td>
</tr>
<tr>
<td>(5) Size: (Where applicable)</td>
<td></td>
</tr>
<tr>
<td>Quantity: Made in:</td>
<td>(8) Mark For: (premark POs only)</td>
</tr>
<tr>
<td>(10) Partial Carton (only if a less than case pack quantity)</td>
<td>(9) Carton number: 2 of 5</td>
</tr>
<tr>
<td>(7) Ship To: Gander Mountain Company (Distribution Center or Store Name if Direct to Store)</td>
<td>(9) Carton number: 2 of 5</td>
</tr>
</tbody>
</table>
### Clothing Example

<table>
<thead>
<tr>
<th>From:</th>
<th>Ship To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Company</td>
<td>Gander Mountain Company Warehouse</td>
</tr>
<tr>
<td>Street Address</td>
<td>700 South Council Drive</td>
</tr>
<tr>
<td>Sri Lanka</td>
<td>Lebanon IN 46052</td>
</tr>
<tr>
<td>PO Number:</td>
<td></td>
</tr>
<tr>
<td>510017</td>
<td></td>
</tr>
</tbody>
</table>

VPN/Style: F5-12M-BT12  
Color: Stone  
Size | S | M | L | XL  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Quantity: 20 pcs  
Made In: Sri Lanka  
Carton number: 12 of 25

284

*Top label placed here*

*Side label placed here*

*Front label placed here*

(choose 1 of the 3 label placements)
B. Merchandise Specifications (see related Violation Code “MV”)

1. All products must be individually labeled with manufacturer’s part/style number, UPC (includes scannable bar code with corresponding readable number), and size or color (where applicable) (MV–1).

2. All display fixtures must be marked with the store number (MV–3).

3. No back orders unless authorized by the Gander Mountain product manager.

4. Enclose Material Safety Data Sheet (MSDS) for each hazardous material shipment.

C. Packing Lists (see related Violation Code “LV”)

5. There must be a legible, typed master packing list for each Purchase Order included with each shipment (faxing, mailing, or e-mailing is not acceptable).
   (a) For FedEx or UPS shipments, one packing list per carton is required.

6. Packing lists for international containers must be easily accessible and visible when the back doors of the trailer or container are opened.

7. A shipment that is packed by store, but shipped to the DC, must have a packing list for each store. Each of the packing lists must include the store number, store name, purchase order number, and vendor name, in addition to the requirements specified in v. These packing lists must be enclosed in one envelope or box, which is readily attainable and marked “Packing List Enclosed”.

8. Packing lists must contain the following information:
   (a) Vendor name, address, and phone number.
   (b) Gander Mountain purchase order (PO) number.
   (c) Dates specified on the purchase order “ship not before and ship no later”.
   (d) UPCs in shipment showing both resource part/style numbers (VPN) along with color/size (if applicable).
   (e) Number of cartons on the bill of lading by purchase order.
   (f) Quantity ordered and the quantity shipped per item.
   (g) Quantity per carton per item (Case Pack).
   (h) Packing lists should have a summary of all units ordered and shipped.
   (i) Notation stating that this is a partial shipment if shipment is not complete.
Packing List Example
(For letter C. Packing Lists 9.)

(a) Vendor Name
Vendor Address
Vendor Phone Number

Ship to:
Gander Mountain Company
Distribution Center (Store Name if Direct to Store)
700 South Council Drive
Lebanon, IN 46052

Note: A shipment that is packed by store, but shipped to the DC, must have a packing list for each store. Each of the packing lists must include the store number, store name, purchase order number, and vendor name, in addition to the requirements specified in #4. These packing lists must be enclosed in one envelope or box, which is readily attainable and marked “Packing List Enclosed”.

Pre-pack by store and marked for example:

Store 284 Geneva – Chicago IL

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Ship Qty</th>
<th>Qty per Carton</th>
<th>VPN</th>
<th>UPC</th>
<th>Color/Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
</tr>
<tr>
<td>60</td>
<td>60</td>
<td>6</td>
<td>Vendor #</td>
<td>12 digits</td>
<td>Green/XXL</td>
</tr>
<tr>
<td>120</td>
<td>72</td>
<td>12</td>
<td>Vendor #</td>
<td>12 digits</td>
<td>Red/XL</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>4</td>
<td>Vendor #</td>
<td>12 digits</td>
<td>Brown/L</td>
</tr>
<tr>
<td>Total</td>
<td>184</td>
<td>136</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: If the shipment is not complete the following statement must be on the packing list.
“ This is a partial shipment!”

Note: Please do not fax copies of the packing slip. The packing slip must be physically with the shipment.

Packing lists for international containers must be easily accessible and visible when the back doors of the trailer or container are opened.

Folding / Hangtag Placement Standard for Retail Stores has been removed from this section and can now be found in the “Product Development Requirement Guide” located at www.gandermountain.com/vendors.
D. Poly Bags and Barcode Label Placement Standards for Catalogue and Internet Sales

All apparel and personal accessory items must be individually packaged in clear, unprinted bags to prevent items from getting soiled and damaged. All bags must be sealed in a manner that will prevent them from gaping open. However, the seal should allow access to the contents of the bag for inspection without destroying the usefulness of the bag. All bags are to have a printed child suffocation warning.

**Poly Bag General Guidelines**

1.00 Mil Used for Apparel and Personal Accessories
1.50 Mil Used for Home Textile and Outerwear
2.00 Mil Used for Luggage and Heavier Weight Product

Bags specifications:
- “Un-logoed”
- Closure format 4½ outside flap
- Larger products, such as luggage should have an open ended format and simply taped for closure
- Require a printed child suffocation warning:
- Do not mix SKUs in a shipping carton.

**WARNING - TO AVOID ANY DANGER OF SUFBICATION KEEP AWAY FROM BABIES AND CHILDREN. DO NOT USE IN CRIBS, BEDS, CARRIAGES, OR PLAY PENS. THIS BAG IS NOT A TOY**

Each unit of merchandise must have a barcode label placed on the front of the polybag in the bottom right hand corner, identifying the Vendor Part Number, Color, Size and the Vendor UPC number. Vendors must use one of the following bar code symbologies: UPC-A, Code 128, Code 39 (also referred to as 3 of 9), or interleaved 2 of 5. This poly bag barcode requirement is in addition to the hang tag and joker tag requirements in Section D above.
II. BILL OF LADING AND ROUTING REQUIREMENTS (see related Violation Code “RD”)
All requirements must be adhered to unless otherwise coordinated and approved by Gander Mountain (see related violation code “RV”)

A. General Requirements when the purchase order specifies the freight terms as “COLLECT” and Gander Mountain is the Importer of Record.

1. Use only Gander Mountain nominated forwarders and broker

Ocean Shipments
Expeditors International (to be used unless otherwise specified):
Please use the following website link to locate the nearest Expeditors office to your location:


Air Shipments
Gander Mountain uses multiple Air Freight Forwarders (AFF). The vendor is not to contact any AFF until directed by Gander Mountain via email. Gander Mountain will provide routing instructions with the designated AFF along with shipment details and contacts. This approval process is to be followed for each of the below three freight terms.

Air Shipments Terms

1.) Collect: Vendor/Factory is responsible for paying all origin handling/export fees. Gander Mountain is responsible for paying all air freight charges, U.S Customs entry fees and the destination handling/delivery charges.

2.) Pre-Paid: When a Gander Mountain Buyer instructs a vendor to expedite a shipment at the vendor’s expense, for failure to meet the ship window, the vendor is still required to use a Gander Mountain designated AFF. The vendor will be responsible for all origin handling/export fees along with the air freight charges. Gander Mountain will be responsible for the U.S Customs entry fees and the destination handling/delivery charges.

3.) Air/Sea Difference (ASD): When a Gander Mountain Buyer instructs a vendor to expedite a shipment and the vendor pays for the ASD the vendor is required to use a Gander Mountain designated AFF. The vendor/factory will be responsible for paying the ASD to the AFF at time of shipment. The ASD is calculated by using Gander Mountain’s approved rate schedule with the AFF and Ocean Freight Forwarder. The vendor is responsible for all origin handling/export fees. Gander Mountain is responsible for the ocean rated portion of the freight charges, U.S Customs entry fees and the destination handling/delivery charges.

Air Shipment Consignee: All air shipments with original freight terms as Collect must be consigned to Gander Mountain on the Airway Bill of Lading. This will ensure that Gander Mountain has the ability to receive the freight at time of flight arrival into the U.S.
2. **Ship to** the location specified on the PO. Below is the designated warehouse:

**Gander Mountain Distribution Center**
Gander Mountain Company
Distribution Center
700 South Council Drive
Lebanon, IN 46052 USA

3. All shipments to the Distribution Center in Lebanon, IN **must** be dropped in the DC drop yard
   Live unloads are not allowed. Also, the bill of lading must state the following whether it is a Collect or Prepaid shipment (RV-3):
   
<table>
<thead>
<tr>
<th>CALL RECEIVING COORDINATOR (765-483-2442)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>48 HOURS IN ADVANCE</strong> TO SCHEDULE DELIVERY APPOINTMENT</td>
</tr>
<tr>
<td>(During peak season, calling 48 hours in advance does not guarantee an appointment can be made 48 hours later.)</td>
</tr>
<tr>
<td><strong>ALL TRAILERS ARE REQUIRED TO BE SEALED PRIOR TO DELIVERY</strong></td>
</tr>
</tbody>
</table>

***GANDER MOUNTAIN OPERATES A DROP TRAILER YARD FOR ALL INBOUND SHIPMENTS. CARRIERS MAY ONLY DROP BETWEEN 12 am – 12 am ON THE DAY OF THE SCHEDULED DROP/DELIVERY APPOINTMENT. IF DROPPING THE TRAILER/CONTAINER IS NOT AN OPTION, CONTACT THE RECEIVING COORDINATOR (765-483-2442) FOR LIVE UNLOAD APPROVAL***

***GANDER MOUNTAIN IS A NO IDLING FACILITY***

4. **Purchase order numbers must clearly be written on the bill of lading.** Do **not** state, “purchase orders are listed on attached manifest”. Carriers will not transfer purchase order numbers to the freight invoice unless they are on the face of the bill of lading.

5. The bill of lading must indicate the **Forwarder Cargo Receipt** date (FCR). The **FCR date will be considered the shipment date.** At time of booking, the shipper must instruct the freight forwarder to add the **FCR date** to the body of the ocean bill of lading (OBL) or air waybill (AWB) for all shipments without exception. A vendor will be in compliance if the **FCR ship date on the OBL or AWB falls within the “Ship Not Before” and “Ship No Later” dates, as defined in the Gander Mountain Terms and Condition. 
III. SHIPPING REQUIREMENTS
All requirements must be adhered to unless otherwise coordinated and approved by Gander Mountain (see related violation code “SV”)

A. General Requirements (see related violation code “SV”)

1. When shipping more than one purchase order to one destination (POs within the same ship windows), consolidate the purchase orders into one shipment. Do not mix purchase orders in the same box and you must adhere to every PO’s delivery window (SV-1).
2. No substitutions (ship only the UPCs listed on the PO). (SV-2)
3. No over shipments to exceed 5% of value from what is issued on the PO (qty shipped must not exceed more than 5% value of what is on the PO) (SV-3)
4. Ship dates must be planned and executed so they ship on or between the “Ship Not Before/Ship No Later” dates. The 'ship date' shall be considered the Forwadder Cargo Receipt (FCR) date (SV-4).
5. Equipment Loading - Gander Mountain’s preferred ocean container sizes are 40S, 40HQ or 45, subject to carrier equipment availability. Factory load minimums:

<table>
<thead>
<tr>
<th>Container</th>
<th>Cube Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>45’</td>
<td>72 cbm</td>
</tr>
<tr>
<td>40’HQ</td>
<td>63 cbm</td>
</tr>
<tr>
<td>40’Standard</td>
<td>56 cbm</td>
</tr>
<tr>
<td>20’</td>
<td>28 cbm</td>
</tr>
<tr>
<td>LCL</td>
<td>upon approval</td>
</tr>
</tbody>
</table>

A vendor is expected to maximize the cube utilization within an ocean container. Gander Mountain reserves the right to bill back excess freight charges to the vendor if multiple LCL shipments from the same vendor are shipped from the same port within the same ship windows and not consolidated within a more economical container. This would also include situations where two 20 foot containers are shipped instead of utilizing one 40 foot container.

If a vendor is fulfilling a single purchase order from multiple locations/factories, shipping from the same port, then the vendor is required to consolidate the shipment from a single location and utilize most cost effective container for the benefit of the buyer. Example: For a single purchase order, do not ship two 20 foot containers when one 40 foot container can be used.

If an order, or a consolidation of orders, does not fit in at least a 20’ container the vendor shall deliver the merchandise to Gander Mountain’s nominated freight forwarder’s consolidation facility. The freight forwarder is responsible for consolidating multiple vendor orders into full container shipments based on ship dates. The forwarder is responsible for moving freight to the port of exportation.

Less than container shipments (LCL) must be approved by Gander Mountain. The shipper (factory/vendor) must deliver the LCL shipment to the consolidation warehouse of the nominated freight forwarder by the cut-off date communicated by the forwarder and ensure the goods are exported by the Ship No Later date on the PO.

The Vendor is responsible to pay all origin and CFS handling charges on an LCL shipment less than or equal to 19 cbms.
IV. INVOICING REQUIREMENTS
All requirements must be adhered to unless otherwise coordinated and approved by Gander Mountain

A. General Requirements

1. If the purchase order has incorrect UPC, VPN, or price information, communicate the error immediately to your purchasing contact at Gander Mountain, so the data can be corrected before shipping. EDI vendors must provide the 855 document.
2. Invoice must be typed and legible.
3. Invoice must reference Purchase Order Number.
4. If product is pre-packed for shipment via Distribution Center, the invoice must be summary-level (one invoice for multiple mark-for locations). Invoicing must be by ship to location for all order models.
5. Invoice must be in same units as purchase order.
6. Total quantity and total cost must be stated on invoice.
7. Invoice cost must match purchase order cost. Gander Mountain reserves the right to pay the lower cost.
8. All invoices must be on the letterhead of the vendor of record, which is the vendor that the PO is issued to. If this is outside the vendor’s business practice, at a minimum, the name and address of the vendor of record must be identified on the commercial invoice as the Seller.

V. REQUIRED DOCUMENTATION
All requirements must be adhered to unless otherwise coordinated and approved by Gander Mountain (see related Violation Code “RD”)

Presentation (RD-1)
The following documentation must be emailed to international.logistics@gandermountain within 7 days of the vessel’s departure date. If the electronic documents are not emailed timely, Gander reserves the right to bill the vendor back for all additional fees incurred as a result as well as fining the vendor for non-compliance.

1. Commercial Invoice (See below for details.)
2. Packing List (See below for details.)
3. Statement of Wood Packing Material (See below for details.)
4. Textile Declaration or Certificate of Origin (See below for details.)
5. The following must be on vendor letter head or written on commercial invoice or packing list and must reference the specific shipment's PO:
   - Beneficiary's signed statement certifying the following:
     "Convict labor or forced labor or illegal child labor was not used in the production or assembly of the merchandise for this Gander Mountain shipment."
6. Certificate of Origin:
   -

CERTIFICATE OF ORIGIN: (RD-2)
Every vendor of Gander Mountain Company is required to include a certificate of origin or textile declaration with each shipment.

See below for details
### COMMERCIAL INVOICE: (RD-3)

See below for details

### PACKING LIST: (RD-4)

See below for details

### STATEMENT OF WOOD PACKING MATERIAL: (RD-5)

See below for details

### TEXTILE DECLARATION (IF APPLICABLE): (RD-6)

See below for details

### DECLARATION ON INVOICE: (RD-7)

Beneficiary's signed statement certifying the following:
"Convict labor or forced labor or illegal child labor were not used in the production or assembly of the merchandise for this Gander Mountain shipment."

### EXPRESS BILL OF LADING: (RD-8)

If the supplier is paid by a wire transfer or check, the supplier must instruct the forwarder to cut an EXPRESS BILL OF LADING (see below for details)

### CERTIFICATE OF CONFORMITY: (RD-9)

See below for details

Ocean shipments – Unless the shipment is under a Letter of Credit or ETPS (Electronic Transfer Payment System), the supplier must instruct the forwarder to cut an EXPRESS BILL OF LADING (unless waived by Gander Mountain Import Office). An Express Bill of Lading is NOT the same as a Telex release. The Express bill of lading will help expedite the release of the goods when the shipment arrives to its destination. The instruction can be part of the Shipper’s Letter of Instruction (SLI) or can be on a letter, with the company’s letterhead, with specific instructions to cut an express bill of lading for all shipments consigned to Gander Mountain. This is a requirement and if not met, Gander Mountain reserves the right to fine the vendor for non compliance (RD-1) and bill back all fees to the supplier that are accrued as a result of not cutting an Express bill of lading. This includes, but is not limited to, demurrage, storage, etc. A scanned copy of the Express bill of lading/Telex release (along with other shipping docs) must be emailed to international.logistics@gandermountain.com within 14 days of vessel departure. (RD-1.1)

### Commercial Invoice

Commercial invoices submitted for Customs clearance (sent to the freight forwarder) must be identical in quantity, price, and model/sku to the invoice submitted for payment to Gander Mountain for open account payment terms or to Gander Mountain's bank for sight draft (ETPS) and letter of credit payment terms. All documents that accompany your merchandise are important and vital to the processing of cargo through US Customs. However, no single document is as important as the commercial invoice. There must be only ONE commercial invoice per shipment. Lack of information or improper information on the invoice is by far the greatest cause of rejection and delayed release from US Customs. Persons preparing commercial invoices must be familiar with Gander Mountain’s requirements and ensure all invoices are compliant.
Strictly Enforced Commercial Invoice Requirement (summarized in third bullet below): It is a requirement that vendors must list on the commercial invoice the name and address of the actual manufacturer, also known as the factory location. This name and address must be correctly stated on every commercial invoice for every shipment. If product changes production location, the manufacturer name and address listed on the commercial invoice must also change to reflect the new facility. For FDA and/or FCC regulated product, the manufacturer name and address listed on the commercial invoice must also change to reflect the actual facility where the product is being manufactured and MUST MATCH EXACTLY the manufacturer name and address on the commercial invoice. ANY and ALL discrepancies will delay the entry process while new documents are provided by the vendor. Questions about this requirement should be addressed immediately by contacting the Customs Compliance Department.

As a minimum for all shipments, the commercial invoice must include the following information and must be in English:

- Consignee's name and address (found in Preparation of Documents section)
- Shipper's full name and address
- Name and address of manufacturing site; must be the actual location where the product was manufactured
- Sold by party name and address if other than the shipper or manufacturer (this is the entity/company who sold the merchandise to Gander Mountain; they may be located in the US)
- Invoice number
- Invoice date
- Country of Origin (manufacture) of goods, if more than one country is involved, please list all applicable countries
- PO number
- Container number(s)
- Gander Mountain Style Number of Vendor Part Number
- VPN Number
- Clear and detailed description of the merchandise
- Incoterms as negotiated
- Note marks of package in which the merchandise is packaged, recorded in measurements of the United States (these are the marks that appear on the unit or carton, as specified in Packaging and Labeling Requirements, such as UPC, PO, country of origin)
- Note numbers of the cartons in which the merchandise is shipped (such as Carton 1-100)
- If invoice is more than two pages, each page will show the invoice number and a page number in consecutive order
- Unit Price in USD
- Total value of invoice in USD
- All additional charges not included in the unit prices must be added as a separate line item and itemized (see examples below)
- All discounts (including net/term discounts) and deductions must be a separate line item and itemized.
- Commission and party to be paid, including commission paid to separate party (must be included for US Customs purposes)
- If portion of invoice value has already been received, the invoice must provide the date and amount paid
- For samples or articles of no commercial value, a fair market value must be stated for customs purposes (see examples below)
- FCC ID number (when applicable)
- FDA accession number (when applicable)
Shipping and Routing Guidelines

- Payment Method (L/C, Wire, Check). If paid by telegraphic transfer (T/T payment), the invoice must show the wiring instructions.

**Packing List**
The vendor must submit one packing list per invoice. The purpose of the packing list is to identify what merchandise is contained in each individual package. The following information must be placed on all packing lists:

- Vendor name and ship from information
- Gander Mountain ship to location information (GMTN D.C.)
- PO number
- Container number(s)
- Product description
- SKU
- GMTN Style Number or Vendor Part Number
- Quantity shipped per SKU
  - Number of cartons
  - Number of units
  - Gross weight and net weight per model, recorded in kilograms

**Statement of Wood Packing Material**
Shipments that do not have any wood packing material must include the following statement on the commercial invoice, packing list or a separate sheet of the vendor’s letterhead: “No wood packing materials were used in this shipment.” The PO # for the shipment must be referenced on the document containing this statement.

When wood packing material is used, the vendor is responsible for making sure the shipment complies with new regulations for Wood Packing Materials outlined in ISPM #5. The regulations require that all wood packing material be treated before export, no matter what the country of origin.

Effective September 16, 2005, all wood packing material (with the exception of manufactured wood material, barrels for wine or whiskey and materials made of very thin pieces of wood (6mm or less)) must be either heat treated or fumigated according to the standards set forth by the IPPC (International Plant Protection Convention). Treatment certificates verifying these processes are no longer required for import; however, the wood packing material must be marked with the IPPC logo, ISO country code, unique treatment facility number and the method of treatment (Image 1.0). The mark must be permanent and clearly visible.

![Image 1.0](image.png)

All shipments including wood packing material must include the following statement on the commercial invoice, packing list or a separate sheet of the vendor’s letterhead: “Wood packing materials were used for this shipment and have been appropriately marked according to IPPC standards.” The PO number for the shipment must be referenced on the document containing this statement.
Textile Declarations
The vendor is responsible for providing a single or multiple country declaration with each shipment. The vendor must submit this declaration to the freight forwarder with the other shipping documents. This declaration validates the country of origin for all textiles products.

Single Country Declaration
The single country textile declaration needs to be filled out when a textile article is wholly the growth, product or manufacture of a single country or was assembled in a single country of fabricated components which are in whole the product of a single country.

The textile declaration needs to mirror the textile items listed on the commercial invoice. This means that if the commercial invoice has two items containing textile for example, both items need to be listed on the textile declaration, along with their respective marks/numbers, quantities, descriptions, material content, origin countries, and export dates.

The quantities (number of pieces) for each textile item must be listed on the textile declaration. The party who produces the textile declaration (usually the manufacturer) will list this quantity when the declaration is generated.

The material content and percentage also needs to be listed on the declaration. For example, 100% polyester or 80% polyester/20% cotton.

The commercial invoice number and PO number must be listed on the single country declaration as well. This makes it easier for Customs to match the textile declaration back up to its respective commercial invoice.

Multiple Country Declaration
A multiple country declaration needs to be filled out when the articles are subjected to assembling, manufacturing or processing operations or incorporate materials originating in multiple countries.

The description of manufacturing and/or processing operations should be detailed. For example: cutting, sewing/assembly, trimming, ironing, finishing, label placement, packing. In each process or operation, a country needs to correspond with the process or operation. The date of export must also be listed for each process or operation.

The “Country of Production” is the country in which the textile or apparel is wholly obtained or assembled. If the product is created as a result of the processing in two or more countries, the “Country of Production” is the country in which the most important assembly or most important manufacturing process occurs. If you are unclear what is considered the most important assembly/process, please contact Gander Mountain’s import manager. If the item is a knit to shape garment, the “Country of Production” is the country in which major parts are knitted or crocheted directly to the shape used in the finished product.

The “Quantity” field is the number of pieces for each item and is a required field and must be listed on the declaration.

The percentage of the material also needs to be listed (for example: 100% polyester, 80% polyester / 20% cotton, etc.).
The "Date of Exportation" field on the multiple country declaration must be listed on the declaration. Customs needs this in order to substantiate the country of origin of the textile item.

The commercial invoice number and PO number must be listed on the multiple country declaration.

**Country of Origin**

Every article of foreign origin entering the United States must be legibly marked with the English name of the country of origin. The purpose of the country of origin marking is to inform the ultimate purchaser of the country in which the imported article was made. The vendor is responsible to ensure the following:

- All products will be properly marked with country of origin, either on the goods themselves or on their immediate container in compliance with US Customs regulations.
- The commercial invoice will correctly reflect the country of origin for each product.
- If the SKU has multiple components, the country of origin must be listed for each component. For example, if a product contains a cardboard insert and a pair of underwear manufactured in different countries, the product needs to be marked: “Underwear made in China; Cardboard insert made in Taiwan.”
- The marking should be located in a conspicuous place where it can be seen with a casual handling of the article. The marking must be visible without disassembling the item or removing or changing the position of any parts.

**Preparation of Documents (to be included on Bill of lading, Commercial invoice and Packing List)**

**Consignee and Importer of Record:**
The consignee and address for GMTN shipments is as follows:
Gander Mountain Company
180 East Fifth Street, Suite 1300
St. Paul, MN  55101 USA

**Ship To:**
The ship to party for GMTN shipments is as follows (use the address listed below unless otherwise specified on the PO. See Section II for a list of designated locations and addresses):
Gander Mountain Company
Distribution Center
700 South Council Drive
Lebanon, IN  46052 USA

**Notify Party** (use the party listed below unless otherwise specified on the PO. See Section II for a list of nominated forwarders/brokers):
The address for the notify party to be listed on all appropriate documents is:
Expeditors International of Washington, Inc.
2670 Executive Drive, Suite B
Indianapolis, IN  46241 USA
Phone: 317-248-2580
Fax: 317-248-2558

GANDER MOUNTAIN PREFERENCES SHIPPERS USE EXPEDITORS TO CLEAR THE GOODS FOR EXPORT
VI. DEPARTMENT CONTACTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>651-325-4443</td>
<td><a href="mailto:greg.mikkelson@gandermountain.com">greg.mikkelson@gandermountain.com</a></td>
</tr>
<tr>
<td></td>
<td>651-325-4546</td>
<td><a href="mailto:melinda.gustafson@gandermountain.com">melinda.gustafson@gandermountain.com</a></td>
</tr>
<tr>
<td></td>
<td>651-325-4476</td>
<td><a href="mailto:marilyn.goeden@gandermountain.com">marilyn.goeden@gandermountain.com</a></td>
</tr>
<tr>
<td></td>
<td>651-325-4405</td>
<td><a href="mailto:jennifer.kaegebein@gandermountain.com">jennifer.kaegebein@gandermountain.com</a></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>651-325-4476</td>
<td><a href="mailto:marilyn.goeden@gandermountain.com">marilyn.goeden@gandermountain.com</a></td>
</tr>
<tr>
<td>Receiving Manager</td>
<td>765-483-2405</td>
<td><a href="mailto:matt.piekarski@gandermountain.com">matt.piekarski@gandermountain.com</a></td>
</tr>
<tr>
<td>Receiving</td>
<td>765-483-2442</td>
<td></td>
</tr>
<tr>
<td>Customs Brokerage</td>
<td>317-248-3651</td>
<td><a href="mailto:tom.bolton@expeditors.com">tom.bolton@expeditors.com</a></td>
</tr>
<tr>
<td></td>
<td>317-248-3649</td>
<td><a href="mailto:elizabeth.jeanguenat@expeditors.com">elizabeth.jeanguenat@expeditors.com</a></td>
</tr>
</tbody>
</table>

All correspondence regarding bookings and payments should be emailed to the import office group email address: international.logistics@gandermountain.com.

Please go to http://www.gandermountain.com/vendors and view the EDI Operations Guidelines for EDI related issues.

VII. PRODUCT INFORMATION (see related Violation Code “RD-10”)

A. Product Specifications
A product specification sheet must be sent to the Customs Compliance Department, international.logistics@gandermountain.com, for all products IMMEDIATELY after the program has been awarded to the vendor and each time the product is altered in any way. If there are no changes done, a new specification sheet must be sent to Gander Mountain every five years effective immediately. The increments of five years began January 1, 2005. The next form is due for all vendors by January 1, 2010 (regardless of when the last one was sent). The below information must be sent with the specification sheet when applicable.

Some products are regulated by US government agencies or are subject to safety standards. The Customs Compliance Department will ensure that the vendor has provided proper documentation. The Environmental Protection Agency (EPA), Federal Communications Commission (FCC) and Food and Drug Administration (FDA) certify the safety of regulated goods according to government standards. If applicable, the Customs Compliance Department must receive Trademark letters, safety, EPA, FDA, and FCC documentation before the first shipment.

The following provides Gander Mountain’s standards for documentation at the SKU level with regard to new SKU specifications and forms for EPA, FDA and FCC. For questions, contact the Customs Compliance Department. The vendor is responsible for providing accurate and up to date forms and product information. If forms and/or product information become outdated, the vendor must submit updated forms to the Customs Compliance Department. This includes if the manufacturer’s name and/or address changes. Name and
address of manufacturing site must be the actual location where the product was manufactured. This same name and address must also be placed on the commercial invoice to allow for verification.

a. Specific SKU Information
Vendor must provide a detailed product description, specification sheet and an understanding of how the product is used to the Customs Compliance Department. Gander Mountain may require a sample of the product in order to properly classify it. The Customs Compliance Department will classify the product according to the rules of the Harmonized Tariff Schedule of the US.

b. FDA Regulated Product
For all FDA regulated product, vendors must provide to the Customs Compliance Department a completed Form FDA 2877 and Department of Health and Human Services (DHHS) letter for each new product, before the first shipment.

If the manufacturing site or accession number changes, a new Form FDA 2877 and DHHS letter will be required. The Customs Compliance Department can provide a blank Form FDA 2877 if requested. The following fields need to be filled out on Form FDA 2877:
- Name and Address of Manufacturing Site
- Country of Origin
- Product Description
- Model Number(s) & Brand Name(s)

When filling out box B – Comply with the Performance Standards, be sure to include the accession number and manufacturer of record,

The FDA is a US government regulatory agency. Examples of products regulated by the FDA are those that emit radiation; are intended to improve one's health; are eaten or drank; are used to eat or drink off of; or are used to cook with. Vendor is responsible for ensuring that the products comply with all applicable laws, rules and regulations.

c. FCC Regulated Product
For all FCC regulated product, vendors must provide to the Customs Compliance Department Form FCC 740 or a Declaration of Conformity for each new product, before the first shipment. The Customs Compliance Department can provide a blank Form FCC 740 if requested. The following fields need to be filled out on Form FCC 740:
- Device Model/Type Name or #
- Trade Name
- FCC ID
- Description of Equipment
- Manufacturer Name and Address

Part II – select one of the 8 declarations

The FCC is a US government regulatory agency. Examples of products regulated by the FCC are those that emit radiation or a frequency or have a digital device. In simplistic terms, if the product is used for communication and/or is electronic and/or emits radiation, then the FCC probably regulates the product. Vendor is responsible for ensuring that the products comply with all applicable laws, rules and regulations.
d. EPA Regulated Product

For all EPA regulated product, vendors must provide to the Customs Compliance Department Form EPA 3520-21 before the first shipment. The Customs Compliance Department can provide a blank Form EPA 3520-21 if requested.

e. CPSA Regulated Product

The Consumer Product Safety Act (‘CPSA’), at 14(a) as amended by 102(a) of the Consumer Product Safety Improvement Act of 2008 (“CPSIA”) Public Law 110-314, requires that, for products manufactured on or after November 12, 2008, manufacturers and private labelers of the products certify that the products comply with all applicable CPSA consumer product safety rules and similar rules, bans, standards and regulations under any other laws administered by the Commission by issuing a certificate that accompanies the product and can be furnished to certain parties. The certificate of conformity must specify each such rule, ban, standard, or regulation with which the product must comply. The certificate must be based on a test of each product, or upon a reasonable testing program.

VIII. SHIPMENT OF PRODUCT NOT FOR RESALE IN THE UNITED STATES

A. Promotional items and Samples

Promotional items

If you are coordinating a shipment of promotional items, the instructions set forth in this routing guide may not be the desired way to handle the shipment. The vendor is responsible to request the following specific information from their contact person at Gander Mountain and clarify the following:

- Ship to address
- Packaging requirements
- Payment method

All other instructions in this guide that pertain to documentation and transportation will apply.

Sample Product

The above instructions for ‘Promotional items’ will also apply for shipments of all sample products as well. The following statement should also be added to the commercial invoice of a shipment with samples: This shipment is sample product and the value declared is for Customs purposes only. The value declared shall be the fair market value.
IX. INSTRUCTIONS FOR METHODS OF PAYMENT

A. ETPS INSTRUCTIONS
Sight Draft Instructions – Using Bank of America’s ETPS System

Documents Required From Vendor for Presentation to Bank of America:

1. Commercial Invoice
2. Packing List
3. Certificate of Origin
4. Inspection Certificate
5. Negotiable Ocean Bill of Lading/Airway Bill
6. Country of Origin Declaration
7. Copy of Vendor’s Bank Account Signature Card (required only if Vendor DOES NOT use a correspondent bank and presents directly to Bank of America Hong Kong)

Instructions Required by Bank of America from Vendor:
A cover letter on Vendor company letterhead similar to the example listed on the following page.

Designated Document Collection Centers for Bank of America:
Depending on vendor location forward your documents and cover letter to one of the following locations:

Africa, Middle East, Europe, Central America, South America Countries

Bank of America
Attn: ETPS Imaging
1 Fleet Way
Mail Stop: PA EH 0802SM
Scranton, Pennsylvania 18507-1999

Inquiries/Contact Person:
Karen Reabuck          Susan Shelp
Tel:  570-330-4207     Tel:  570-330-4418
Fax:  570-330-4375     Fax:  570-330-4375
Email: karen.reabuck@bankofamerica.com   Email: susan.m.shelp@bankofamerica.com

All Asia Countries:
Bank of America
9th Floor, Devon House
979 Kings Road
Quarry Bay
Hong Kong
Attn: Asia Trade Operations

Inquiries/Contact Person:
Samuel Li
Tel:  011-852-25972388
Fax:
Email: samuel.li@bankofamerica.com
ETPS Cover Letter Example

Company Letterhead
Company Address
Company Telephone Number

Date: AMOUNT: USD10,000.00

MAIL TO:
Bank of America
(Designated Collection Center)

We enclose the following documents for collection. Please handle subject to the URC 522.

===============================================================================

.drawer name: vendor name
drawer's ref. no.: vendor invoice number
term: sight
drawee name: gander mountain company

===============================================================================

documents enclosed:

originals:

copies:
1)
2)
3)
4)
5)
6)
7)

===============================================================================

additional documents/processing instructions:

in case of need, please contact (vendor contact) at (vendor e-mail, tel #)

in settlement, please credit (vendor name)

at (vendor bank name, address, account no, bank contact) under direct advise to them quoting the reference number as indicated herein.

signature:
name:
title:

http://www.gandermountain.com/vendors 39 of 52 June 1, 2010
B. WIRE TRANSFER INSTRUCTIONS
Email wiring instructions or questions to international.logistics@gandermountain.com. The wiring instructions template can be found online at www.gandermountain.com/vendors/

C. LETTER OF CREDIT INSTRUCTIONS
Email Gander Mountain’s Inbound Logistics Coordinator, Amy McDonough, amy.mcdonough@gandermountain.com, to obtain the letter of credit request form at least 60 days prior to the earliest ship date.

X. GLOSSARY OF TERMS

Actual Landed Cost- The true cost of imported goods that include all related charges to the product including shipping.
Ad Valorem Duty- Duty on imported merchandise based on a percentage of the shipment value.
Air Waybill- A shipping document used by the airlines for airfreight. A non-negotiable document that is a contract for carriage.
Anti-Dumping Duties- Duties assessed on imported merchandise of a class of kind that is sold at a price less than fair market value.
Assist- An item that an importer provides directly or indirectly, free of charge, or at a reduced cost.
Beneficiary- The individual or company in whose favor a letter of credit is opened; the party that will get paid from the Letter of Credit.
Bill of Lading (B/L)- A document that establishes the terms of a contract between a shipper and a transportation company that moves freight between specified ports for a specified charge. It serves as a document of title, a contract of carriage, and a receipt of goods.
Binding Ruling- A binding tariff classification issued by US Customs to determine classification and duty rate of goods.
Bonded Warehouse- A warehouse authorized by Customs authorities for storage of goods on which payment of duties is deferred until the goods are removed.
Buyer- The person or company purchasing goods.
Buying Agent- A person or company that represents an importer. A Buying Agent assists, at the direction of the importer, in product sourcing, vendor selection, price negotiation, quality control, and order placement activities.
Cancellation Date- Date appearing on the order indicating the latest date an order can be delivered to forwarder.
Certificate of Origin- A document attesting to the country of origin of goods.
Child-Labor Certificate- Certificate signed by manufacturer attesting that no child labor was used in any part of the manufacturing process.
Commercial Invoice- Represents a complete record of the transaction between exporter and importer with regard to the goods sold. Also reports the content of the shipment and serves as the basis for all other documents about the shipment.
Consignee- The person or firm named in a freight contract to whom goods have been shipped or turned over for care.
Consolidation- The combination of multiple shipments into one container.
Consolidator- A person or firm performing a consolidation service for others; receives the goods overseas and coordinates shipping and document collection for the consignee.
Container- A single rigid, sealed, reusable metal "box" in which merchandise is shipped by vessel, truck or rail.
Container Freight Station (CFS)- A facility used by ocean carriers to load/unload cargo to and from containers.
Countervailing Duties (CVD)- Special duties imposed on importers to offset the benefits of subsidies given to producers or exporters in the exporting country when it is proven that the subsidy, which may cause the price of such merchandise to be artificially low, would cause injury to domestic industry.
Country of Export- The country that the goods are shipped from.
Country of Origin- The country where merchandise was grown or manufactured, not necessarily the country of export.
Customs and Border Protection (CPB) - US governmental agency, whose major responsibility is to administer the Tariff Act of 1930. Primary duties include the assessment and collection of all duties, taxes and fees on imported merchandise and the enforcement of customs and related laws and treaties. Part of the Department of Homeland Security.
Customs Broker- An individual or firm licensed to enter and clear goods through Customs for another individual or firm.
Deconsolidator- The domestic counterpart to the consolidator; the deconsolidator unloads the container and allocates and reloads the freight for shipment to various points.
Shipping and Routing Guidelines

**Devanning**- The removal of freight; i.e., unloading a container.

**Dimensional Weight**- The density or weight per cubic foot of a shipment of cargo.

**Dock Receipt**- A receipt issued by a warehouse supervisor or port officer certifying that the shipping company has received goods.

**Duty**- A tax levied by the importing country on goods. The duty varies with each category of merchandise and is generally a percentage of first cost. (See also Ad Valorem Duty, Specific Duty, and Compound Duty.)

**EDI (Electronic Data Interchange)** – A way to speed the flow of data by exchanging documents electronically, thus eliminating the need for manual processes.

**Estimated Landed Cost (ELC)**- The estimated cost of goods plus freight, duty, insurance, and other charges related to importation of the goods.

**ETA**- Estimated or expected time of arrival.

**Exporter**- An individual or company that transports goods or merchandise from one country to another in the course of trade.

**FCL**- Full container load.

**Final Destination**- Consignee’s facility of where shipment ends its movement as noted on the Bill of Lading.

**First Cost (FC)**- The actual price paid to maker/vendor for the goods.

**Food and Drug Administration (FDA)**- US Government agency which enforces the Federal Food Drug and Cosmetic Act. Also involved in monitoring of radiation emitted from products such as CD players and CD-Rom.

**Foreign Trade Zone (FTZ)**- Special commercial and industrial areas where goods maybe brought in without being subject to payment of Customs duties. Goods are then stored, sold, sorted or otherwise manipulated before being entered into the commerce of the country.

**Freight Forwarder**- A person engaged in the business of assembling, collection, consolidating, shipping and distributing less-than-truckload or less-than container load freight.

**Generalized System of Preferences (GSP)**- A program providing for free rates of duty for merchandise from beneficiary developing independent countries and territories to encourage economic growth. Textiles and footwear are excluded from GSP.

**Gross Weight**- Entire weight of shipment including goods, packing, and cartons.

**Harmonized Tariff Schedule (HTS or HTSUS)**- An organized listing of goods and their duty rates which is used by U.S. Customs as the basis for classifying imported products and establishing the duty rate to be charged.

**House Airway Bill**- A bill of lading issued by freight forwarder for consolidated airfreight shipments.

**Importer**- The individual, form or legal entity that brings articles of trade from a foreign source into a domestic market in the course of trade.

**In Bond**- A procedure under which goods are transported or warehoused under Customs supervision until they are formally entered into the customs territory of the United States.

**Incoterms**- A set of International Rules for the interpretation of the most commonly used trade terms in foreign trade. There are 13 in total; following are the common ones:

**EXW (Ex Works)**- The seller fulfills his obligation to deliver when the goods are placed at the disposal of the buyer at the premises of the seller or another named place where the goods will begin their transportation.

**FAS (Free Alongside Ship)**- The seller has fulfilled his obligation when the goods have been placed alongside the ship at the port of loading designated by the buyer. The buyer is responsible for any loss or damage from that point on.

**FCA (Free Carrier)**- The seller fulfills their obligation when the goods are delivered to the carrier or forwarder contracted by the buyer, at a named place.

**FCA Loaded**- The seller has accepted the responsibility for loading the buyer’s carrier at the seller’s premises.

**FCA Unloaded**- The seller has accepted the responsibility for arranging for inland carriage to the "named place" designated by the buyer, and delivery occurs while the goods are still on the inland carrier at the dock of the designated place.

**FOB (Free or Freight on Board)**- The seller has delivered the goods on board an ocean vessel at the port of loading designated by the buyer and paid all costs for inland transport and lifting the goods onto the vessel. Buyer takes ownership for the shipment once on board the vessel.

**DDP (Delivered Duty Paid)**- The seller fulfills his obligation to deliver when the goods have been made available at the named place in the country of importation.

**Integrated Carriers**- Carriers that have both air and ground fleets; or other combinations, such as sea, rail and truck.

**Intellectual Property Rights**- The ownership of the right to possess or otherwise use or dispose of products created by human ingenuity.

**Issuing Bank**- The bank responsible for issuing the Letter of Credit (L/C) on behalf of the importer. This bank assumes the obligation to pay the beneficiary (or another bank) if the documents presented are in accordance with the terms of the L/C.

**Laden**- Loaded aboard a vessel.

**Lead Time**- The amount of time needed by a vendor to produce an item after the order has been placed.

**Less than Container Load (LCL)**- Less than container load; a shipment of cargo that does not fill a container and is merged with cargo from more than one consignee or from more than one shipper.
**Letter of Credit (L/C) –** A document issued by a bank stating its commitment to pay someone a stated amount of money on behalf of buyer as long as the seller ships according to the terms of the L/C.

**Liquidation-** The ultimate determination by Customs of the duties due for a given entry.

**Master Carton-** The shipping carton containing a specified number of units or inner-packs.

**Net Weight-** Weight of goods including packing but not shipping carton.

**Notify Party-** Name and address of a party in the transport document to be notified by the shipping company of the arrival of a shipment.

**NVOCC (Non-Vessel Operating Common Carrier) -** A cargo consolidator of small shipments in ocean trade.

**Open Account-** Credit extended that is not supported by a note or Letter of Credit.

**Packing List-** A document prepared by the shipper listing the kinds and quantities of merchandise in a particular shipment.

**Pallet-** A platform with or without sides, on which a number of packages or pieces may be loaded to facilitate handling.

**Port-** A harbor or haven where ships may anchor and discharge or receive cargo.

**Port of Discharge-** Port where cargo is unloaded from the vessel.

**Port of Entry-** Port where foreign goods are admitted into the receiving country.

**Prison (Forced) Labor Certificate-** Certificate signed by the manufacturer attesting that no forced, convict, or indentured labor under penal sanctions were used in any part of the production of the product.

**Pro Forma Invoice-** An invoice provided by a supplier to a sale or shipment of merchandise in lieu of a commercial invoice when a commercial invoice is not available at the time of merchandise entry.

**Protest-** Petition by importer to protest actions taken by Customs usually concerning change in tariff classification, seizure, or penalty.

**Royalty-** Compensation for the use of a person’s property based on an agreed percentage of the income arising from its use.

**Selling Agent-** Controlled by, related to, or working for the manufacturer or vendor. The importer may be able to purchase from a particular manufacturer without using the services of their Selling Agent.

**Seller-** The seller of the goods or merchandise. Is not always the manufacturer of the goods.

**Seizure-** Action taken by Customs to hold merchandise under their custody when they detect an irregularity with documentation or merchandise being entered.

**Specific Duty-** Duty imposed without regard to value. Based on weight or number of pieces.

**Transaction Value-** The price actually paid or payable for merchandise.

**Vendor-** The party from whom goods are purchased. The vendor is not always the actual manufacturer of the goods.
VENDOR VIOLATIONS/ NON-COMPLIANCE CHARGES

Gander Mountain requires Resource Partners to comply with the guidelines in this document. The following fines will be assessed for non-compliance, in order to compensate Gander Mountain for the labor and supplies needed to correct the errors. Violations will be assessed a flat fee and or excess charges. The following violations will be assessed for non-compliance:

1. First violation: NO FINE UNLESS GANDER INCURS ADDITIONAL CHARGES - Gander Mountain will collaborate with the vendor to resolve issue.
2. Additional Violations: will result in non-compliance fines based on charge method below.
3. All other Violations will be recorded in order to collaboratively work with the vendor to resolve the issue but will not result in a non-compliance fine.

VENDOR VIOLATIONS/ NON-COMPLIANCE CHARGES
NON-COMPLIANCE CHARGES FOR VIOLATIONS

Pallet Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation Description</th>
<th>Charge Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV-1</td>
<td>Incorrect pallet size</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>PV-6</td>
<td>More than one PO on a pallet without each PO clearly separated and identified</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>PV-7</td>
<td>Multiple POs and UPCs not sorted among pallet(s)</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>PV-8</td>
<td>Multiple pre-mark POs and Store # not sorted among pallet(s)</td>
<td>Recorded only – no penalty</td>
</tr>
</tbody>
</table>

Carton Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation Description</th>
<th>Charge Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV-2</td>
<td>Used foam peanuts or loose foam packaging to fill the container</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>CV-3</td>
<td>Bulk order packed with multiple UPCs in a carton</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>CV-4</td>
<td>Multiple POs packed in a master shipping carton</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>CV-5</td>
<td>Shipping carton labeled incorrectly</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>CV-6</td>
<td>Partial container not properly identified</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>CV-9</td>
<td>Required shipping carton spi bursting strength not used</td>
<td>Recorded only – no penalty</td>
</tr>
</tbody>
</table>

Merchandise Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation Description</th>
<th>Charge Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV-1</td>
<td>Product not correctly labeled – invalid or missing UPC</td>
<td>RTV or $150.00 fine + re-work violation</td>
</tr>
<tr>
<td>MV-2</td>
<td>Firearm labeled incorrectly</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>MV-3</td>
<td>Displays not marked with correct store number</td>
<td>Recorded only – no penalty</td>
</tr>
</tbody>
</table>

Packing List Violations
### Code | Violation Description | Charge Method
---|---|---
LV-1 | Packing list is missing | Recorded only – no penalty
LV-1.1 | Packing list is incorrect | Recorded only – no penalty
LV-2 | Packing list not on lead carton | Recorded only – no penalty
LV-3 | Packing lists for Premark store orders prepared incorrectly/Missing/On outside of carton | Recorded only – no penalty
LV-4 | Firearms packing not as instructed in the Resource Requirement Guide | Recorded only – no penalty

### Routing and Bill of Lading Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation Description</th>
<th>Charge Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>RV-1</td>
<td>Unauthorized carrier or failure to call for routing instructions when required</td>
<td>Flat $150.00+excess freight charges</td>
</tr>
<tr>
<td>RV-3</td>
<td>BOL missing required text or carrier not calling for a delivery appointment</td>
<td>Flat $150.00+excess freight charges</td>
</tr>
<tr>
<td>RV-4</td>
<td>Missing PO(s) on Bill of Lading</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>RV-7</td>
<td>Calling on last free day for appointment</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>RV-8</td>
<td>Missing PO number in “Your Reference” field (formally Reference #1) or “More Reference fields-P.O. no.” (formally Reference #2) on FedEx manual or electronic manifest.</td>
<td>FedEx charges + rejection fee</td>
</tr>
<tr>
<td>RV-9</td>
<td>Failure to ship on booked space.</td>
<td>Flat $250.00+excess charges</td>
</tr>
</tbody>
</table>

### Shipping Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation Description</th>
<th>Charge Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>SV-1</td>
<td>Multiple POs not consolidated in single shipment.</td>
<td>Flat $150.00+excess freight charges</td>
</tr>
<tr>
<td>SV-2</td>
<td>Substitution - Shipment may be refused at shipper’s cost.</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>SV-3</td>
<td>Over shipment - Shipment may be refused at shipper’s cost.</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>SV-4</td>
<td>Not Shipped within Purchase Order ship window</td>
<td>Recorded only –unless extra charges occur due late shipment.</td>
</tr>
<tr>
<td>SV-5</td>
<td>Store Direct Purchase Order shipped to the Gander Mountain Distribution Center</td>
<td>Flat $150.00 + excess freight charges</td>
</tr>
<tr>
<td>SV-6</td>
<td>Premark Order shipped store direct</td>
<td>Flat $1000.00</td>
</tr>
<tr>
<td>SV-7</td>
<td>Not shipped according to Purchase Order Freight Terms</td>
<td>Freight Charges</td>
</tr>
<tr>
<td>SV-8</td>
<td>Vendor did not follow PO Type for packing method (premark and bulk)</td>
<td>Recorded only – no penalty</td>
</tr>
</tbody>
</table>

**RW-1** If the violation charge for non-compliance does not sufficiently cover our distribution center’s expense to correct vendor errors, then a hourly fee may be added to the non-compliance charge to recover the cost of rework. $35.00 per hour

**RW-2** Additional chargers incurred outside of Gander Mountain due to $35.00 per hour
EDI Violations

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation Description</th>
<th>Charge Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCC-2</td>
<td>Label missing or incorrectly labeled on carton</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>UCC-5</td>
<td>Barcodes do not scan</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>UCC-6</td>
<td>Label information does not match Gander Mountain system information</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>856-5</td>
<td>ASN UPS does not match UPC on the product</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>856-9</td>
<td>ASN Error</td>
<td>Recorded only – no penalty</td>
</tr>
<tr>
<td>856-2</td>
<td>ASN Error</td>
<td>Recorded only – no penalty</td>
</tr>
</tbody>
</table>

FOB PROGRAMS:

Required Documentation

<table>
<thead>
<tr>
<th>Code</th>
<th>Violation Description</th>
<th>Charge Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>RD-1</td>
<td>Presentation – E-Documents not emailed within required time range (Section V)</td>
<td>Flat $150 + any storage incurred</td>
</tr>
<tr>
<td>RD-1.1</td>
<td>Presentation – Telex, Express/ Original Bill of lading not sent within required time range (Section V)</td>
<td>Flat $150 + any storage incurred</td>
</tr>
<tr>
<td>RD-2</td>
<td>Certificate of origin not sent to Gander Mountain</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-3</td>
<td>Commercial invoice does not include all required information / not generated as instructed by Gander Mountain</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-4</td>
<td>Packing list does not include all required information</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-5</td>
<td>Statement of wood packing material not included or compliance wood packing material not used in shipment</td>
<td>Cost to pack in compliant material + percent + any storage incurred</td>
</tr>
<tr>
<td>RD-6</td>
<td>Textile declaration not included or not complete</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-7</td>
<td>Declaration as set forth in the International Resource Guide not stated (Section VIII)</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-8</td>
<td>Express bill of lading not cut as instructed in the International Resource Guide (Section VIII)</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-9</td>
<td>Certificate of Conformity not provided (FOB terms) (Section VIII)</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-10</td>
<td>Product specifications and forms not provided (Section IX)</td>
<td>storage incurred + penalties incurred as a result of non compliance</td>
</tr>
<tr>
<td>RD-11</td>
<td>Bill Of Lading does not include all required information as instructed by Gander Mountain (Section II)</td>
<td>Flat $150.00</td>
</tr>
<tr>
<td>RD-12</td>
<td>Missing/Incorrect information on shipping documents</td>
<td>Flat $150.00 + excess charges</td>
</tr>
</tbody>
</table>
Gander Mountain DIRECT #621- Greenville, NC
Packaging, Shipping and Labeling Specifications
(From the Gander Mountain Direct Partner Compliance Program)

Revision Date: June 1, 2010
Freight Routing Instructions

Transportation costs represent an ever increasing portion of our overall costs. In our attempt to serve our mutual customers, Overton’s / Gander Direct / Consumers Marine is continuing its freight management program for the upcoming buying season. This program is targeted towards managing these costs while maintaining or improving service. This routing letter will serve as a guide for selecting appropriate freight or small package carriers when you prepare shipments destined for our distribution center or directly to our customer. If Overton’s / Gander Direct / Consumers Marine is responsible for paying the freight for these shipments, these routing instructions must be followed exactly. If these routing instructions are not followed, your company may be responsible for any additional transportation costs incurred above and beyond what would have been incurred if our routing instructions had been followed.

Shipments to the Overton’s / Gander Direct / Consumers Marine Distribution Center

Overton’s / Gander Direct / Consumers Marine distribution center is located at 5398 Martin Luther King Jr Hwy, Greenville, North Carolina 27834. If multiple purchase orders are prepared for shipment on the same day to this location, they should be combined and shipped under one bill of lading. Please follow the guidelines below once the total weight of all cartons in the shipment has been determined.

Shipping weight is less than 200 pounds: If the total shipping weight of all cartons is less than 200 pounds and Overton’s / Gander Direct / Consumers Marine is responsible for paying the transportation costs, please ship via Fed Ex Ground collect and address all packages to the appropriate company. No Fed Ex account number is needed for this service. However, your company must have a Fed Ex Ground account in order to ship under the collect program. Our purchase order number must be referenced in either the “reference 1” or “reference 2” field for each package shipped. There should be no prefix before the purchase order number; only the actual purchase order number itself should be referenced. If our purchase order number is not indicated in the “reference 1 or 2” field, our invoice auditing service will refuse to pay transportation charges and have them billed back to your account. No transportation costs should be billed on your invoice to Overton’s / Gander Direct / Consumers Marine for the merchandise in the shipment.

Shipments requiring an expedited service are to be shipped via Fed Ex Express, but only when authorized by Overton’s/Gander Direct or Consumers Marine. Suppliers should contact the Traffic Department at mwhichard@overtons.com or (252) 551-6720, option 1 for further instructions. Shipments via Fed Ex Express will be billed using the third party billing option, and the appropriate account number to bill shipments to will be provided by the Traffic Department. This billing procedure also applies to drop-shipments direct to the customer when authorized.

Shipping weight is between 200 and 15,000 pounds: If the total shipping weight of all cartons is between 200 and 15,000 pounds and Overton’s / Gander Direct / Consumers Marine is responsible for paying the transportation costs, please contact our Traffic Department at mwhichard@overtons.com or (252) 551-6720, option 1 for your preferred carrier information!

For all common carrier shipments, please complete a bill of lading for each shipment that includes the following:

- Overton’s/Gander Direct/ or Consumers Marine must be indicated in the ship-to field
- Overton’s / Gander Direct / Consumers Marine purchase order numbers
- Proper descriptions of goods and freight classes per the National Motor Freight Classification (NMFC) guidelines
- Number of cartons and handling units (skids, pallets, etc.)
- Accurate weight of entire shipment
- Instructions that Overton’s / Gander Direct / Consumers Marine must be called for an appointment time before delivery at 252-353-7557.
- All truck shipments must be scheduled for a delivery appointment at least 24 hours prior to delivery. It is the responsibility of the Manufacturer to ensure that their truck lines comply with a delivery appointment by stating on the bill of lading that an appointment must be made. Failure to schedule an appointment will result in a vendor chargeback, as well as a delay in receiving the shipment. The vendor chargeback will be a fee of $100.00 plus a $10.00 administrative fee for a total of $110.00 per incident. All manufacturer chargebacks’ will be deducted from our next invoice payment.
- Bill to: Overton's or Gander Direct or Consumers Marine, c/o Transportation Insight – 328 1st Ave NW Hickory, NC 28601-6123
The absence of any of the above-required elements on the bill of lading will result in a chargeback being levied against your company. Additionally, if a freight carrier audits a shipment and charges a reweigh/inspection fee due to errors in your classification or weight, your company will be held responsible for these charges. No transportation costs should be billed on your invoice to Overton’s / Gander Direct / Consumers Marine for the merchandise in the shipment.

Shipping weight is greater than 15,000 pounds, load length is greater than 14 linear ft. or volume is greater than 700 cu. ft.: If Overton’s / Gander Direct / Consumers Marine is responsible for paying the transportation costs, please contact our Traffic Department at mwhichard@overtons.com or (252) 551-6720, option 1 for your preferred carrier information and to obtain a truckload/volume quote. Once a carrier and a quote have been obtained, please follow the same instructions listed above for shipments being transported by a common carrier. These shipments should be billed freight collect and no transportation costs for the merchandise in the shipment should be billed on your invoice to Overton’s / Gander Direct / Consumers Marine.

Shipments drop-shipped directly to Overton’s / Gander Direct / Consumers Marine customers

Overton’s / Gander Direct / Consumers Marine may have an arrangement with your company whereby customers’ orders are shipped directly to them from your distribution center. Our preferred method of transportation for these orders is to use Fed Ex Ground for small package shipments or the common carrier of our choice for shipments too large for transport by Fed Ex Ground. If shipped Fed Ex Ground or Express and we are responsible for paying the freight, please bill to the following accounts:

- Overton’s—account #130502784
- Consumers Marine—account #130491324
- Gander Direct—account #130590276

If shipped common carrier, freight charges should be billed to Overton’s, Consumers Marine or Gander Direct, c/o Transportation Insight, 328 1st Ave NW, Hickory, NC 28601-6123. In no case should these shipments be billed freight collect. No transportation costs for the merchandise in these shipments should be billed on your invoices to Overton’s / Gander Direct / Consumers Marine.

Carton size less than 165” in combined length and girth: If the carton you are shipping to the customer is less than 165” in combined length and girth (calculated by measuring around the carton and then down the longest side), please ship the order via Fed Ex Ground or Express as indicated on the purchase order and third-party bill the transportation charges to our account. Please remember to indicate on your shipping system whether the shipping address is a commercial or residential delivery and any other accessorial charges. It is required that you indicate our purchase order number in the “reference 1” or “reference 2” field on your shipping system. There should be no prefix before the purchase order number. Only the actual purchase order number itself should be referenced. If our purchase order number is not indicated in the “reference 1 or 2” fields, our invoice auditing service will refuse to pay the transportation charges and have them billed back to your account.

Carton size greater than 165” in length and girth or weight greater than 150 lbs.: The common carrier to use for these cartons should be indicated on our purchase order. If it is not, please contact the Traffic Department for selection of a common carrier that serves your region. Please complete a bill of lading with correct weights, freight classifications, and our purchase order number and indicate that the transportation charges are to be third-party billed to Overton’s, Consumers Marine or Gander Direct, c/o Transportation Insight, 328 1st Ave NW, Hickory, NC 28601-6123.

If your company is responsible for paying the transportation costs of shipments to Overton’s / Gander Direct / Consumers Marine, we would greatly appreciate any cooperation you could give us in working with the carriers with which we have built relationships. These carriers are already making regularly scheduled stops at our distribution center, and your shipments could be processed into our operation in a more seamless and efficient manner. Should you have any questions concerning these instructions or other matters relating to transportation of Overton’s / Gander Direct / Consumers Marine purchase orders, please do not hesitate to contact our Traffic Department by phone or by e-mail as indicated below. We look forward to working with you to reduce our transportation costs as we strive to serve our mutual customers more profitably and expeditiously!

Marty Whichard
Traffic Manager
Overton’s / Gander Direct / Consumers Marine, Inc.
252-551-6720, option 1

http://www.gandermountain.com/vendors

June 1, 2010
Shipping and Routing Guidelines

mwhichard@overtons.com

Steve Pridgen
DC Manager
Overton’s / Gander Direct / Consumers Marine, Inc.
252-353-7541
spridgen@overtons.com

Delivery:

- All truck shipments must be scheduled for a set delivery appointment at least 24 hours prior to delivery through our receiving department at 252-353-7557. It is the responsibility of the Manufacturer to ensure that their truck lines comply with a delivery appointment by stating on the bill of lading that an appointment must be made. Failure to schedule an appointment will result in a vendor chargeback, as well as a delay in receiving the shipment. The vendor chargeback will be a fee of $100.00 plus a $10.00 administrative fee for a total of $110.00 per incident. All manufacturer chargeback’s will be deducted from our next invoice payment.

- All items in a master carton should be the same size and color (one Overton’s / Gander Direct / Consumers Marine item number). If for some reason you cannot meet this requirement, the master carton should be clearly marked on the outside that it contains mixed items. The different items within the master carton must be separated by style, color, and/or size. Each different item should be bagged to prevent the items from getting mixed together. Each bag should be marked with the size, color, and Overton’s / Gander Direct / Consumers Marine item number.

- When more than one box is shipped to our distribution center, each box must be marked per the following example: 1 of 4, 2 of 4, 3 of 4, 4 of 4, etc.

- All shipments must be accompanied by a packing slip placed on the lead carton (i.e. carton 1 of 4).

- Packing slip must show the total number of boxes in the shipment.

- Unless otherwise stated on the purchase order, each unit of merchandise must have a bar code label in a conspicuous place on each individually packaged unit showing the Overton’s / Gander Direct / Consumers Marine item number, your Vendor part number, or your Vendor UPC number. Please inquire with your Buyer for the appropriate label placement. Vendors must use one of the following bar code symbologies: UPC-A, Code 128, Code 39 (also referred to as 3 of 9), or interleaved 2 of 5. Examples of these acceptable symbologies are below.

Example

http://www.gandermountain.com/vendors 49 of 52 June 1, 2010
Packing and Containers

Overton’s / Gander Direct / Consumers Marine will not be obligated to pay for any packing, container, or transportation charges not included in the order. The Manufacturer shall be liable for all damage to products caused by improper boxing, crating, or packing. The Manufacturer shall be responsible for all loss, injury, or destruction of products that occurs prior to delivery at Overton’s / Gander Direct / Consumers Marine destination, and any such loss, injury, or destruction shall not release the Manufacturer from any obligation to perform under the order.

Clothing must be bagged individually

All apparel items must be packaged in clear, unprinted bags to prevent the items from getting soiled and damaged. All bags must be sealed in a manner that will prevent them from gaping open. However, the seal should allow access to the contents of the bag for inspection without destroying the usefulness of the bag. All bags are to have a printed child suffocation warning (excluding bags for swimwear).

Merchandise must be packaged to maximize customers’ perception of Overton’s / Gander Direct / Consumers Marine

Individually boxed products should be free of any “ship-to” and “from” addresses other than those needed to transport the product from the Manufacturer’s warehouse to Overton’s / Gander Direct / Consumers Marine distribution center. These boxes should also not display advertisements for any products other than the Manufacturer’s products. If concerned about possible breakage, please contact our Vendor Compliance Manager at (252) 551-6720, option 1 and/or the UPS Package Engineering group. Both parties will be capable of assisting in the development of proper packaging materials and procedures, as well as providing the necessary steps to validate the solution through industry testing.

Merchandise Packing Requirements

Overton’s / Gander Direct / Consumers Marine has recently partnered with the UPS Professional Services Package Engineering group to develop a Vendor Packaging Compliance program (VPC) in an effort to reduce damages and enhance customer satisfaction. As part of this program, the services of the UPS Package Engineering group are extended to all Overton’s / Gander Direct / Consumers Marine vendors along with custom discounted pricing. The VPC establishes that it’s the Manufacturer’s responsibility to see that merchandise is packed and shipped in such a way that the product’s quality and presentation are retained throughout the entire distribution cycle. To accomplish this level of performance, all packaged products must be capable of meeting the requirements of the International Safe Transit Association (ISTA) test standard 3A, an industry developed and approved standard designed to simulate the handling conditions of small parcel distribution environments. This procedure can be conducted at the UPS Package Design & Test Lab or any ISTA certified laboratory. To utilize the services of the UPS Package Engineering group contact our Vendor Compliance Manager. Please see the Appendix A for general box selection guidelines from UPS.

The following are general packaging guidelines to assist in the development of proper packaging. Please note that it is recommended to validate all new packaging through ISTA 3A testing.

- All individually packed products should be packaged in corrugated shipping containers with a minimum strength of 200 pounds per square inch or 32 ECT. This certification must be stamped on the bottom of the carton. Manufacturers may be held liable for goods arriving damaged to our customers that were shipped in cartons without these certification stamps. Manufacturers may also be held responsible for charges to rebox any items arriving at our distribution center that are packaged in containers without these certifications.

- In an effort to reduce damages due to crushing and falling out, it is highly recommended to use corrugated board according to burst test specifications. Furthermore, the corrugated guidelines in Appendix A should be followed with the exception of:
  1. Products where a higher level of corrugated has been established (i.e.: wakeboards, combo skis and slalom skis)
  2. Packaged products that have been validated through ISTA 3A testing which indicated a lower grade of corrugated may be used. (Correct font size)

- Wakeboards, combo skis, and slalom skis: Overton’s / Gander Direct / Consumers Marine has recently had packages tested at the UPS packaging laboratory due to the high number of damage claims with these products. Based on the findings of the packaging lab, Overton’s / Gander Direct / Consumers Marine will now have two requirements for packaging of these products. First, the shipping carton must be a single wall corrugated container with burst strength...
of at least 250 pounds per square inch (PSI) or an edge crush test (ECT) of 44 pounds per linear inch. This certification must be stamped and clearly visible on the bottom of the carton.

- Each end of the product must be completely covered with a foam material such as polyethylene (PE) sheeting that is at least 0.5” thick. The sheeting should be securely attached to each end of the product using rubber bands or tape. Manufacturers may be held liable for goods arriving damaged to our customers that were shipped in cartons without the proper certification stamps or without the proper protection for the tips or ends of the product. Manufacturers may also be held responsible for charges to rebox any items arriving at our distribution center that are not packaged to meet these new requirements.
- All common carrier, LTL, and full-load shipments must be boxed, stacked on pallets, and securely shrink-wrapped on standard 48 inch by 40 inch, four-way pallets. All case labels must face to the outside of the pallet. Outer edges of boxes should not protrude over the edges of the pallet. Merchandise wider than 40 inches or longer than 48 inches must be shipped on non-standard pallets that will fully support the shipping cartons. The Vendor Compliance Manager may grant exceptions to these rules.
- All bulk and raw material shipments need prior approval by our Vendor Compliance Manager and should be protected in boxes, bags, or shrink-wrap.

**Bill of Lading**

Bill of Lading supplied to the carrier must include all purchase order numbers and the proper description of goods shipped as per the National Motor Freight Classification (NMFC). Shipping multiple Purchase Orders on the same day from the same location must be combined on one Bill of Lading and broken out individually as per the example below. Failure to have the purchase order number on the Bill of Lading will result in a Vendor chargeback. The chargeback’s are based on a fee of $30 per labor hour (billed in ½ hour increments), as well as the supplies needed to correct the shipment, plus a $10 administrative fee. All Vendor chargeback’s will be deducted from our next invoice payment.

<table>
<thead>
<tr>
<th># Of Cartons</th>
<th>PO #</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>567890</td>
<td>100 lbs.</td>
</tr>
<tr>
<td>4</td>
<td>123451</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>6</td>
<td>443322</td>
<td>400 lbs.</td>
</tr>
<tr>
<td>12</td>
<td>567890</td>
<td>700 lbs.</td>
</tr>
</tbody>
</table>

If a freight carrier audits a shipment and charges a weight/inspection fee due to errors that are found in the freight classification or the declared weight stated on the bill of lading, the Manufacturer will be held responsible for these charges and will be charged back. The Manufacturer will also be held responsible for any excess transportation charges incurred by Overton’s / Gander Direct / Consumers Marine due to freight being improperly classified by Manufacturer. These excess charges will be charged back to the Manufacturer. If you have any questions concerning the transportation of your orders to our distribution center, please contact our Traffic Manager at mwhichard@overtons.com or (252) 551-6720, option 1.

**Liquid and Adhesives Packaging Requirements**

Overton’s / Gander Direct / Consumers Marine markets a wide variety of liquids to its customers for cleaning, preserving, or operating their watersports equipment. It is our goal to ensure that these products arrive safely and intact at our customer’s door. Liquids that arrive damaged in our distribution center or at our customer’s home are safety hazards not only to those persons involved but also to other orders being transported along with them. Therefore, Overton’s / Gander Direct / Consumers Marine requires additional packaging for the liquid products we market in our catalogs. The requirements are as follows:

- Only plastic containers may be used. No glass containers are allowed.
- Individual liquid containers must have an airtight inner seal in addition to a cap or a lid.
- All screw-on caps must be tightened to an application torque as specified in Appendix B.
- All spray bottles must be shipped with the sprayer attached to the side of the bottle. An airtight inner seal should be used in addition to a cap or a lid and the application torque guidelines should be followed.

A chargeback of $0.25 per liquid container will be assessed for each container not meeting the above specifications. If you have questions concerning our packaging requirements, please contact our Vendor Compliance Manager. Overton’s / Gander Direct /
Consumers Marine will enforce our chargeback policy with any Manufacturer that is not in compliance with our liquid packaging requirements.

**Carton Labeling:**
Please use the Company Name and address as it appears on your Purchase Order. The end of each shipping carton must be marked with a label as follows:

<table>
<thead>
<tr>
<th>To: Overton’s</th>
<th>To: Overton’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>5398 Martin Luther King Jr Hwy</td>
<td>601 Staton Rd.</td>
</tr>
<tr>
<td>Greenville, NC 27834</td>
<td>Greenville, NC 27834</td>
</tr>
<tr>
<td>From: Vendor Name</td>
<td>From: Vendor Name</td>
</tr>
<tr>
<td>PO #:</td>
<td>PO #:</td>
</tr>
<tr>
<td>Carton of</td>
<td>Carton of</td>
</tr>
<tr>
<td>Item #:</td>
<td>Item #:</td>
</tr>
<tr>
<td>Qty:</td>
<td>Qty:</td>
</tr>
<tr>
<td>Size:</td>
<td>Size:</td>
</tr>
</tbody>
</table>

Note: Overton’s / Gander Direct / Consumers Marine have two warehouse locations. It is the Manufacturer’s responsibility to ship merchandise according to the ship-to address on the purchase order.

**Cartons Properly Identified/Packing Slip Requirements**
Every Purchase Order is required to have a lead carton (#1). A packing list must be included in an outside plastic envelope on the lead carton (#1), and it must have the following information:

- Purchase Order number
- Total number of cartons in the shipment
- Breakdown of SKU by color and size for each Purchase Order
- Total units in each box
- Total number of units under each Purchase Order
- The top lead carton #1 must be clearly marked “Packing List Attached”

Failure to comply with product and/or carton labeling and packaging instructions will result in a chargeback. Chargeback’s are based on a fee of $30 per labor hour (billed in ½ hour increments), plus supplies needed to correct the shipment, and a $10 administrative fee. All Manufacturer chargeback’s will be deducted from our next invoice payment.

Note: The Gander Mountain Direct Partner Compliance Program can be reviewed in its entirety at the vendor website [www.gandermountain.com/vendors](http://www.gandermountain.com/vendors).