

## MERCHANDISE PACKING REQUIREMENTS FOR SUPPLIERS

The United Kingdom Antarctic Heritage Trust (UKAHT) manages a living museum, post office and shop at Port Lockroy, Antarctica which is visited by approximately 18,000 visitors each season.

All merchandise and cargo is handled many times by hand and taken ashore to the site **by small boat in often difficult conditions**. This means that, to ensure that the merchandise arrives in saleable condition, the following requirements for packing are necessary.

All materials used must adhere to Antarctic Treaty System, Environment Protocol Article 7 Prohibited Products ***'No polychlorinated biphenyls (PCBs), non-sterile soil, polystyrene beads, chips or similar forms of packaging, or pesticides (other than those required for scientific, medical or hygiene purposes) shall be introduced onto land or ice shelves or into water in the Antarctic Treaty area'***.

**SHOULD YOU BE UNABLE TO MEET THESE REQUIREMENTS FOR ANY REASON PLEASE SPEAK WITH US IN ADVANCE – ANY MERCHANDISE ARRIVING IN UNSUITABLE PACKAGING MAY REQUIRE REPACKING AT YOUR EXPENSE.**

### Labelling

All **clothing** should have a UKAHT swing tag attached, be individually bagged and clearly labelled to show the bar code, description and size.

All **other items** (where possible) should be wrapped in cellophane and clearly labelled.

All items must display a barcode.



### Boxing

Boxes must not weigh more than 15kgs.

Boxes must be of a **doubled walled** construction.

Any boxes containing items that are not individually wrapped (whether bag or cellophane – see above) **must be lined with a plastic bin liner/bag** before filling.

All sets of merchandise supplied by **you** (ie all t-shirts **OR** all magnets) must be packed in the **same size** box and **not mixed with other items**.

All boxes should be clearly addressed to and labelled on at least two sides with the contents of the box with the **quantity**, **sizes**, **colours** contained in the box and the **weight**.



### Delivery

Notice of all deliveries should be made to: Lisa Avis via email ([sales@ukaht.org](mailto:sales@ukaht.org)).

All merchandise for **ANTARCTICA** should be delivered to either our warehouse at:

**For the attention of: Andy Gould-Smith**  
UKAHT c/o Welch's Transport Limited  
Moorfield Road  
Duxford  
Cambridge  
CB22 4PS  
Tel: 01223 843011  
Between the hours of 10.00 and 16.00hrs.

All merchandise for **UK** should be delivered to:

**For the attention of: Antarctic Heritage Limited**  
Despatch4U  
Unit 39c Lancaster Way Business Park  
Ely  
Cambs  
CB6 3NW  
Tel: 08452 696492  
**DELIVERY MUST BE MADE WITH PRIOR ARRANGEMENT.**