MERCHANDISE PACKING REQUIREMENTS FOR SUPPLIERS

The United Kingdom Antarctic Heritage Trust (UKAHT) operates in Antarctica. All merchandise and cargo is handled 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’.

As all guidelines are stipulated at the time of quote, by agreeing to supply you acknowledge our guidelines and MUST comply – ANY MERCHANDISE ARRIVING THAT DOES NOT MEET THESE GUIDELINES WILL RESULT IN A 10% DEDUCTION OF THE TOTAL ORDER INVOICE COST.

Boxing

Boxes must not weigh more than 15kgs. If merchandise is fragile, ‘FRAGILE’ labels must be added.

Ideal box sizes for palletising are: CAD53UK (400 x 300 x 270), CAD04BUK, CAD53UK, ICD2, CAD06 and 30385, please do not exceed these dimensions.

Boxes must be of a doubled walled construction.

<table>
<thead>
<tr>
<th>Be clearly labelled on two sides (FRONT &amp; SIDE)</th>
<th>Detail all contents clearly</th>
<th>Display the box weight</th>
<th>Be taped along all joins – boxes are water tight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box No: Contents: SKU code Qty</td>
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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.

Items should not be individually wrapped, other than where necessary for the items protection and where it has been discussed at the time of procurement. Any individual packaging should where possible be eco-friendly.

Any boxes containing items that are not individually wrapped must be lined with a plastic bin liner/bag before filling. To close the liner simply fold the bag closed, no additional ties are required.
If necessary, to add extra protection internally of the box for item protection, please ensure all materials adhere to the Antarctic Treaty System, Environment Protocol Article 7 Prohibited Products. To achieve our environmental aims, we request paper bulking be used.

**Labelling**

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

All other items, where necessary for the items protection, should be wrapped in eco friendly packaging and clearly labelled.

All items must display a barcode.

**Delivery**

All delivery details, including the expected date of arrival, number of boxes, contents per box must be emailed to sales@ukaht.org at least two days ahead of delivery.

Prior to dispatching any consignment to Despatch4U it must be booked in by email to office@despatch4u.co.uk confirming date of delivery. A shipping document must be attached to the booking email which must include:

- Antarctic Heritage Trust’s name;
- suppliers name and address
- accurate description and quantity contained in each box
- total number of boxes in delivery.

All merchandise should be delivered, to arrive on a **Wednesday** to our warehouse at:

**For the attention of:**
Antarctic Heritage Limited  
C/O Despatch4U  
Unit 39c Lancaster Way Business Park  
Ely  
Cambs  
CB6 3NW  
Tel: 08452 696492

**IF IN DOUBT – ASK!**