

# FLOOR READY

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## ***Pre-ticketing***

Vendors are responsible to review their purchase order to verify if pre-ticketing is required. If the PO is marked incorrectly for pre-ticketing, please reach out to your buyer to have the order updated. It is the vendor's responsibility to ensure that changes are made to the PO accordingly. Chargebacks will be issued for non-compliance with pre-ticketing.

Tickets and standard shipping are available at no cost to the vendor through Fineline Technologies Inc, our 3<sup>rd</sup> party ticketing provider. In the event that additional or expedited tickets are needed due to a vendor error, they may be reordered at the vendor's expense by contacting FineLine directly. Burlington Stores only accept ticket made by FineLine.

We require that vendors attach tickets to their merchandise prior to shipment. Ticket "seeding" (putting tickets in the box without attaching them) is an unacceptable practice. Non-compliance of these pre-ticketing requirements will result in chargebacks.

After the purchase order has been approved, ticket information will be transmitted to FineLine, and vendors will be notified via email when their tickets are available for order. It is important for vendors to check for any PO changes prior to ordering tickets. Once ordered, tickets will ship within 48 hours.

To order FineLine tickets, please log into <https://www.finelineglobal.com/FastTrak>. If you do not have a login, please contact 1-800-500-8687 with your Burlington vendor and ISA numbers.

For questions regarding ordering tickets, please contact:

FineLine Technologies

US Support: [support@finelinetech.com](mailto:support@finelinetech.com) 1-800-500-8687

Locations: Atlanta, GA

HK Support: [support@finelinetech.com.hk](mailto:support@finelinetech.com.hk) 852-2156-9788

Locations: Canada, Hong Kong, Shenzhen, China

For all other questions please contact:

[Vendor.Relations@burlingtonstores.com](mailto:Vendor.Relations@burlingtonstores.com)

609-387-7800 x73318



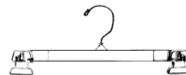





## Ticket Attachments

Vendors are responsible for supplying their own ticket attachments. Burlington Stores requests that vendors use the standard 2" clear swift tag or 5" clear loop lock when attaching price tickets to their merchandise.

## Hangers

- All goods must be shipped on a Burlington Stores approved hanger.
- It is acceptable to re-use quality hangers that meet Burlington Stores standards.
- Do not deface the hangers in any way such as affixing your logo or any other items.

BURLINGTON STORES APPROVED HANGER CHART

| Department   | Hanger Description                               | Color | VICS Model # | Hanger Style  |
|--|--|-------|--------------|---|
| Children and Youth tops, dresses<br>Children and Youth coats and outerwear                     | 12" Top Hanger                                   | Black | 498          |    |
| Ladies' and Men's tops, dresses<br>Ladies' and Men's plus size tops                            | 17" Top Hanger<br>19" Top Hanger                 | Black | 484<br>479   |    |
| Children and Youth bottoms   | 10" Bottom Hanger                                | Black | 6010         |    |
| Ladies' and Men's bottoms<br>Ladies' and Men's plus size bottoms                               | 12" Bottom Hanger<br>14" Bottom Hanger           | Black | 6012<br>6014 |   |
| Ladies' Intimate Apparel   | Bra and panty Hanger                             | Clear | 2403         |  |
| Infant and Toddler   | 10" Frame Hanger<br>12" Frame Hanger             | White | 951<br>959   |  |
| Men's outerwear and Ladies' coats<br>Plus-size Ladies' coats and big & tall<br>Men's outerwear | 17" Hanger, 5.25" hook<br>19" Hanger, 5.25" hook | Black | 3937<br>3969 |  |
| <b>Uniplast Model #'s</b>  |  |       |              |   |
| Men's Suits  | 19" Broad Shoulder<br>Euro Suit                  | Black | 611          |  |

If your merchandise type is not listed in the above chart, please use the hanger that best displays the garment.

## ***Hanger Suppliers***

Burlington Stores has nominated preferred hanger suppliers, offering our vendors hangers at competitive prices. Please note, Burlington Stores does not require their vendors to use one of the preferred suppliers, but rather suggests these suppliers as an option.

Burlington Stores' preferred hanger suppliers include:

- Capco Wai Shing, LLC (CWS): <http://www.cwshanger.com> 212-268-1976
- Uniplast Industries: <http://www.uniplastindustries.com>

## ***Size-markers***

Currently, size-markers only apply to ladies' sportswear, ladies' coats, men's apparel, and men's outerwear. Burlington Stores' preferred size-marker supplier is Capco Wai Shing, LLC. (CWS): <http://www.cwshanger.com>

- Please see CWS Hangers' T2 Size Ring order form for color and size correlation.
  - [Ladies' and Men's Size Marker Order Form](#)
  - [Men's Suits Size Marker Order Form](#)
- All completed order forms are to be emailed to [bcsc@cwshanger.com](mailto:bcsc@cwshanger.com)

## ***Scarf Rings***

Vendors shipping scarves are asked to display each individual scarf on a 3" clear plastic scarf ring.

Burlington Stores' suggested scarf ring supplier includes:

- National Hanger Company (NAHANCO): <http://www.nahanco.com/>

Please refer to Burlington's [pre-ticketing guides](#) for ticket placement