

## Random House, Inc. Point of Sale (Displays) Manufacturers Kit Summary Westminster, MD

The following summary is intended for your convenience as a quick reference only. It is not intended to cover all of our specifications, however, we feel it is helpful to vendors who are already familiar with our requirements.

### Pallets: (Please call RH for exceptions)

- Block Pallets will not be accepted. Use of block pallets may result in charge backs.
- Size: 48" x 40" (121.9 cm x 101.6 cm)
- Maximum weight: 2500 lbs. (1134 kg)
- Maximum height from floor to top of pallet: 51" (129.5 cm) if using RH pallet, 46" (116.8 cm) if using non-RH pallet
- Replenishment phone: 1-410-386-7240
- Note: display shipper, when set up, must fit on outgoing pallet size: 48" x 40"

### Cartons:

- Standard Case packs will be multiples of 12 unless stated differently on the purchase order.
- Initials 100% cartoned unless otherwise specified
- Use 2" tape to seal top of cartons
- Stenciling 3/8" minimum size
- Stencil one long side panel and one end panel (or two side panels) with:

Title	Full ISBN (SKU)
Quantity (books per carton)	Gross Weight
Retail price (U.S. and Canadian)	Version Code
Imprint/Publisher	On Sale Date (initials only when required)
Print Country (mandatory if not USA)	
- Maximum Size: 15" height, 22" length, 11.5" width (381 mm x 558.8 mm x 292.1 mm)
- Minimum Size: 4" height, 9" length, 6" width (101.6 mm x 228.6 mm x 152.4 mm)
- Maximum Weight: 35 lbs. (15.88 kg)
- Burst test minimum 200 LB test 'C' flute single wall, or ECT 32 equivalent with same side impact protection

### Shipping:

- Follow the Purchase Order for shipping address information
- Ship prepaid, third party billing to: Random House 400 Hahn Rd. Westminster, MD 21157
- Call transportation at 1-410-386-7704 for routing on all loads over 10,000 lbs.
- A copy of the packing list or bill of lading **MUST** be faxed to 1-410-386-7716 (attn. Linda Johnson) before the shipment arrives, listing ISBN, Description/title, Random House purchase order #, POS numbers, number of POS items, number of POS items per carton, and total # of POS items shipped by POS number
- Double stacking is permissible, but only with prior approval
- Don't use UPS Ground for Westminster shipments
- Consolidate multiple shipments same day
- Specify on Bill of Lading "Call for Delivery Appointment 24 hrs in advance" for all shipments in excess of 10 pallets

**All initials and reprints done  
prior to the on sale date go to:**

Random House, Inc.  
400 Hahn Road  
Westminster, MD 21157  
Receiving Phone: 1-410-386-7732

**All reprints done after the on  
sale date go to:**

Random House, Inc.  
400 Bennett Cerf Drive  
Westminster, MD 21157  
Receiving Phone: 1-410-386-7782

- If you send a mixed load (initials and reprints) on one trailer, we would prefer to have the reprints loaded first and initials loaded last so that the initials are unloaded first. You **MUST** have separate BOLs for each delivery address.
- If you are sending multiple items, please place only one title per pallet.

### Chargebacks:

- We reserve the right to return all shipments to you for correction at your expense if they are not in accordance with our specifications, or to correct the shipment ourselves and bill you for the correction. Minimum chargeback is \$200 per billing.

For information or help interpreting these instructions please send your questions via e-mail to [Pharmon@randomhouse.com](mailto:Pharmon@randomhouse.com) and [Wwalters@randomhouse.com](mailto:Wwalters@randomhouse.com) or contact Pam at 410-386-7081 or Wendy at 410-386-7482.