

Section – 6a (Retail) Transportation Routing Guide

Overview

The Transportation Routing Guide (TRG) provides information for merchandise and non-merchandise items destined to all Party City/Party America locations. Destinations include corporate and franchise stores, unless the PO specifies otherwise. Effective transportation management is a vital component in successfully managing our mutual supply chain. Our goal is to manage product flow, ensuring your merchandise reaches our customers while managing transportation transit times and operating at the lowest possible cost. The use of this Routing Guide (TRG) results in a streamlined method of moving products through our mutual supply chain contributing to our goal of providing excellent value and superior customer service.

Our goal is to ensure the most effective and efficient transportation modes are used for every shipment. This includes optimization of store inventory service level requirements, minimum transit days, and transportation/handling expenses.

Contacts for Amscan/Party City Logistics Team: Routing@partycity.com/routing@amscan.com

Jaime Perez
Tel: 973.453.8600
Fax: 973.983.6012
Email: jperez2@amscan.com

Jamie Wohlrabe
Tel: 973.453.8600
Fax: 973.983.4971
Email: jwohlrabe@amscan.com



Note: Failure to follow the instructions outlined in this TRG will serve as your agreement to absorb freight expenses as per the Reimbursement and Waiver Policy, Section 8.

SHIPPING LOCATIONS

The following is a list of Amscan / Party City shipping methods. There is a Party City Store locations file (Ship-to-Bill-to) or (S2B2) which is distributed to vendors usually during the first week of each month detailing store ship location addresses and contact information.

Direct Store Delivery (DSD)

Vendor sends all freight directly to the store assigned on the PO. Vendor must follow all guidelines listed in the DSD Shipping Instructions section of this TRG. This can be collect or prepaid based on the VPA terms.

Distribution Center (DC)

Vendor sends all freight directly to the Distribution Center assigned on the PO. Vendor must follow all guidelines listed in the DC Shipments section of this TRG. This can be collect or prepaid based on the VPA terms.

DSD SHIPPING INSTRUCTIONS **(Party City/Party America locations)**

The following shipping instructions are to be used for all direct to store shipments to Party City.

Freight Prepaid

The cost of transportation/freight is included in the cost of goods. As the vendor is responsible for 100% of freight charges, vendor determines carrier selection.

Party City/Party America will not accept pre-paid and add to invoice, unless approved by the Amscan / Party City Logistics Team.

If a shipment does not meet vendor minimums as defined in Section 1, Merchandise Information, vendor must ship the order as Freight Collect using the appropriate carrier as per this TRG.

Freight Collect

Party City/Party America is responsible for 100% of the freight charges and for specifying which carrier to use. Our preferred carrier partner will bill Party City separately. Vendors shipping Freight Collect must adhere to the Routing Matrix found on page 7 through 9 of this TRG.

Third Party Freight Invoices (Common Carrier)

Every corporate freight invoice for freight collect shipments must include the PO number, the store number, a copy of the BOL, and Delivery Receipt. Freight invoices for company owned stores must be sent to:

Party City Corporation
c/o Logistic Concepts, Inc.
PO Box 362
Cuyahoga Falls, OH 44222-0362

Invoices for all freight collect shipments for franchisee owned stores must be sent separately to the Bill-to-Address listed in the Party City Ship-to-Bill-to (S2B2) file. The S2B2 file is sent each month to the store order contact. If you do not have the information available, follow instructions as listed previously.

Vendors must place billing information for freight collect shipments on the BOL accordingly.

Air/Express Shipments

Air/Express refers to shipments that must be expedited from a vendor to any Party City location. Each vendor must use Amscan / Party City's preferred carrier partner. For corporate shipments, you must be in receipt of a valid PO requesting express shipping; otherwise, the vendor must call the Party City Logistics Team to obtain approval. Franchisees will request service on POs or provide separately in writing; otherwise vendor must call the Franchisee to obtain prior approval. Refer to the Reimbursement Policy section (8), for information on failure to obtain prior approval.

10 cartons or less (1-10 cartons) or 200 lbs. or less (1-200 lbs.)

Carrier	Customer Service Phone #	Web Site
FedEx Express	800.GO-FEDEX	www.fedex.com

You will need to contact Amscan / Party City's Logistics Team in advance to obtain appropriate account information to utilize FedEx Express.

Greater than 10 cartons (11 cartons +) or greater than 200 lbs. (201 lbs. +)

Carrier	Customer Service Phone #	Web Site
Advantage Global	800.635.0430	www.AdvantageGlobal.net

All BOL requirements as outlined previously apply to Air Bills for Advantage Global shipments.

Parcel Shipments

Applies to shipments weighing less than 350 lbs. (1-349 pounds) AND 25 cartons or less (1-25 cartons)

Shipments must be routed utilizing FedEx Ground Collect. Individual cartons cannot exceed 130 inches in girth with a maximum of 108 inches in length per package. The maximum weight of any single carton to a Party City/Party America location should not exceed 45 lbs.

Freight Collect parcel shipments must be sent FedEx Ground Collect. Do not add freight charges or handling charges to the invoice. FedEx Ground Collect barcode labels and shipping supplies can be obtained from FedEx Ground by calling 800 GO-FEDEX (800.463.3339). FedEx Ground Collect is NOT THIRD PARTY BILLING so please do not ask for any Amscan / Party City account number to bill shipments. See FedEx Ground contact information below if problems or questions arise.

For FedEx Ground Collect Shipments (Do not use UPS, DHL-Airborne, or USPS):

1. You must use one of the automated FedEx shipping systems.
2. FedEx Ground Collect will bill Party City directly for transportation charges. DO NOT invoice Party City/Party America for these charges.
3. Affix a FedEx Ground Collect barcode on the package(s) next to the package address label if no package processing automation is available. Use of shipping automation is highly recommended. By using www.fedex.com homepage and the Ship Manager program a one piece-shipping label complete with FedEx Ground Collect barcode and shipment reference data can be entered and printed on-line with FedEx Ship Manager. If package volume is substantial, request a FedEx provided automation solution to help streamline your shipping process. Contact your local FedEx Sales Representative at 800 GO-FEDEX (800.463.3339) for further information.
4. Allow 24 hours for pickup if you are not a regular FedEx Ground customer. Call 800.GO-FEDEX (800.463.3339) to request a pickup or go online to www.fedex.com. Just provide **your** FedEx account number.
5. FedEx contacts regarding the Amscan / Party City account:

Michael Fox, Tel: 201.410.8026

Note: If you determine your Freight Collect shipment should be routed via parcel carrier, contact FedEx to arrange for pickup. You can find information about FedEx on their website, www.fedex.com, or by calling FedEx Customer Service at 800.GO-FEDEX (800.463.3339).

Note: For Freight Collect parcel shipping, all packages are automatically covered (insured) for up to \$100 per package. Packages shipped via FedEx Ground Collect valued over \$100 must be insured according to the small package declared value regulations at the vendor's expense. All industry standard weekly pickup charges and liability for loss (claims) are the vendors' responsibility.

Note: Non-compliance will result in reimbursement to Amscan/Party City as described in the Reimbursement and Waiver Policy section 8.

Less Than Truckload (LTL) Shipments

Applies to shipments weighing between 350 and 5,000 lbs. OR 26 cartons or greater (26 cartons or more +)

For Freight Collect shipments vendor must use Amscan / Party City's **LTL Carrier Routing Matrix** section to determine which LTL carrier to utilize. From the **LTL Carrier Routing Matrix** (see page 7 thru 9 of this section), use the State of Origin and State of Destination to select the carrier and ensure the designated carrier services the pickup and delivery locations as direct points. If carrier does not service your location as a direct point, contact Amscan / Party City's Logistics Team for assistance.

Note: All LTL shipments are **REQUIRED** to have delivery appointments.

Carrier	Customer Service Phone #	Web Site
Daylight Transport	800.468.9999	www.dylt.com
Old Dominion Freight Lines	800.432.6335	www.odfl.com
New England Motor Freight	800.847.2728	www.nemf.com
Yellow Transportation	800.610.6500	www.myyellow.com

Delivery Appointment Scheduling

In order to better plan receiving functions at each store, all common carrier and vendor fleet shipments must be shipped with a Bill of Lading (BOL) clearly stating an appointment is required for delivery. We recommend the following verbiage:

“Appointment required for delivery. Call for appointment”

The store contact number is available in your Ship-to-Bill-to (S2B2) information. Updated S2B2 information is distributed to the store order contacts usually during the first week of each month. If you do not have the information available, verify that Party City/Party America has the correct store order contact on file. It is the responsibility of each vendor to ensure all information contained in the Party City/Party America vendor database is accurate by completing the Vendor Participation Agreement (VPA). If you have any questions regarding the contents of the S2B2 file, contact Amscan / Party City's Logistics Team.

Our stores generally have three (3) business days to schedule an appointment from the time a call for appointment is received. It is your responsibility (and your carrier's responsibility) to provide adequate time to

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schedule an appointment for seasonal shipments to arrive within the seasonal shipping window. A call for an appointment within the last two days of the seasonal receiving window could cause your shipment to be late.

LTL Documentation Requirements

The following elements must be included on each Bill of Lading (BOL), as applicable:

REQUIRED FOR MERCHANDISE BOL

1. The Purchase Order (PO) number for every PO on the shipment
2. Accurate carton and pallet count for the shipment
3. Accurate total shipment weight
4. Correct NMFC freight class for each item on the PO
5. Address and telephone number of shipping location
6. Address of recipient location and store number
7. Freight terms (prepaid or collect), NEVER COD
8. Third party billing address, if shipment is collect, as listed:

Party City Corporation
c/o Logistic Concepts, Inc.
PO Box 362
Cuyahoga Falls, OH 44222-0362

9. Pick-up date/ Ship date (date shipment leaves vendor dock)
10. Carrier's PRO or tracking number
11. Carrier name
12. The statement, "**delivery appointment is required**" or date and time of advance appointment

Accessorial Charges

Party City will charge for services required by vendors, or not requested by Party City, which are not standard transportation services and are billed to Party City.

Examples of additional services are:

- Driver and equipment are required to wait more than two hours past the scheduled appointment time to be loaded.
- Inside pick up or Delivery
- Lift gate
- Truck ordered not loaded

Shipping New Store Orders:

- For Freight Collect- FOB Destination shipments, all new store POs from a specific shipping location must be consolidated to a maximum one shipment, the initial shipment, per new store location to minimize freight costs. Order must be shipped utilizing carrier information as outlined in Transportation Routing Guide (TRG) and Distribution Centers (DC), Section 5.
- **All back orders on new store POs must be shipped as freight Prepaid, regardless of freight terms, or order minimums on file in VPA.**
- A packing slip must be inside, or attached to the lead carton (1 of X) for parcel deliveries or last carton (X of X). If inside, carton must be marked on the outside with the words **"Packing Slip Enclosed"**.
- If shipping via common carrier or a vendor fleet, deliveries can have a packing slip inside, or attached to the lead carton (1 of X) or end carton (X of X). If inside, carton must be marked on the outside with the words **"Packing Slip Enclosed"**.
- If shipping via common carrier or a vendor fleet, the Bill of Lading (BOL) must clearly state, **"Delivery Appointment Required – Call for Appointment"**. Each PO has a contact name and phone number, which can be found on the cover sheet sent with the PO. You must use the contact person and phone number for all delivery appointments.
- Carrier or vendor must call for appointment no later than the day the shipment leaves the vendor's dock, with a minimum of three business days in advance of store receipt, allowing maximum time for store to fit into receiving calendar.
- Lift gate delivery services are required on all common carrier shipments or vendor fleet shipments of 3 pallets or greater.
- All shipments must meet requirements (labeling, packaging etc.) as outlined in Packaging and Packing Instructions, section 3. Deviations require a written waiver **in advance** from Amscan/Party City's Logistics Department as described in Reimbursement and Waiver Policy, section 8.
- Re-delivery, storage and other accessorial fees will be charged back to vendor if deviations from new store shipping/delivery requirements occur.
- Problems in transit, or deviations from original shipping information submitted to Amscan / Party City, must be immediately brought to the attention of Party City's New Store Merchandise Coordinator.

Contact the New Store Merchandise Coordinator regarding our new store opening procedures.

LTL Carrier Matrix		
Origin	Destination	Carrier
Alabama	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Arkansas	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Arizona	ALL STATES	Old Dominion Freight Lines
California	Southern CA (LA, SD)	Gilbert West
	AZ, CO, ID, KS, MT, ND, NE, NM, NV, SD, UT, WY	Yellow Transportation
	Northern CA, OTHER STATES	Daylight Transport
Colorado	ALL STATES	Yellow Transportation
Connecticut	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VA	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	AR, AZ, CA, CO, FL, ID, LA, NM, NV, OK, OR, TX, UT, WA	Daylight Transport
	OTHER STATES	Yellow Transportation
Delaware	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	AR, AZ, CA, CO, FL, ID, LA, NM, NV, OK, OR, TX, UT, WA	Daylight Transport
	OTHER STATES	Yellow Transportation
District of Columbia	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	OTHER STATES	Yellow Transportation
Florida	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Georgia	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Idaho	ALL STATES	Yellow Transportation
Illinois	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Indiana	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Iowa	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Kansas	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Kentucky	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation

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LTL Carrier Matrix		
Origin	Destination	Carrier
Louisiana	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Maine	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	OTHER STATES	Yellow Transportation
Maryland	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	AR, AZ, CA, CO, FL, ID, LA, NM, NV, OK, OR, TX, UT, WA	Daylight Transport
	OTHER STATES	Yellow Transportation
Massachusetts	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	AZ, CA, NV, OR, WA	Daylight Transport
	OTHER STATES	Yellow Transportation
Michigan	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Minnesota	ALL STATES	Yellow Transportation
Mississippi	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Missouri	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Montana	ALL STATES	Yellow Transportation
Nebraska	ALL STATES	Old Dominion Freight Lines
Nevada	ALL STATES	Yellow Transportation
New Hampshire	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	OTHER STATES	Yellow Transportation
New Jersey	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	AR, AZ, CA, CO, FL, ID, LA, NM, NV, OK, OR, TX, UT, WA	Daylight Transport
	AL, GA, IA, IL, IN, KS, KY, MI, MN, MO, MS, NC, ND, OH, SC, SD, TN, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
New York	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	AR, AZ, CA, CO, FL, ID, LA, NM, NV, OK, OR, TX, UT, WA	Daylight Transport (Lower NY State ONLY)
	AL, GA, IA, IL, IN, KS, KY, MI, MN, MO, MS, NC, ND, OH, SC, SD, TN, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
New Mexico	ALL STATES	Yellow Transportation
North Carolina	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation

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LTL Carrier Matrix		
Origin	Destination	Carrier
North Dakota	ALL STATES	Yellow Transportation
Ohio	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Oklahoma	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Oregon	ALL STATES	Yellow Transportation
Pennsylvania	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	AR, AZ, CA, CO, FL, ID, LA, NM, NV, OK, OR, TX, UT, WA	Daylight Transport
	AL, GA, IA, IL, IN, KS, KY, MI, MN, MO, MS, NC, ND, OH, SC, SD, TN, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Rhode Island	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	OTHER STATES	Yellow Transportation
South Carolina	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
South Dakota	ALL STATES	Yellow Transportation
Tennessee	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Texas	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Utah	ALL STATES	Yellow Transportation
Vermont	CT, DE, DC, ME, MA, MD, NH, NJ, NY, PA, RI, VT	New England Motor Freight
	VA Zips 22001-22399	New England Motor Freight
	OTHER STATES	Yellow Transportation
Virginia	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	VA Zips 22001-22399	New England Motor Freight
	OTHER STATES	Yellow Transportation
Washington	ALL STATES	Yellow Transportation
West Virginia	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Wisconsin	AL, AR, FL, GA, IA, IL, IN, KS, KY, LA, MI, MN, MO, MS, NC, ND, OH, OK, SC, SD, TN, TX, VA, WI, WV	Old Dominion Freight Lines
	OTHER STATES	Yellow Transportation
Wyoming	ALL STATES	Yellow Transportation

DISTRIBUTION CENTER SHIPPING INSTRUCTIONS

The section of the Transportation Routing Guide (TRG) provides information for merchandise and non-merchandise items destined to all Amscan Distribution Centers. In order to plan receiving functions at each Distribution Center, all shipment pick-ups must be requested utilizing the "Pickup Request – Freight Collect Vendors" form. The form is available electronically and can be e-mailed. The form is also available in hard copy form for faxing. Sample of the form is included in the Appendix of this VSM.

Freight Collect

Amscan / Party City is responsible for 100% of the freight charges and for specifying which carrier to use. Our preferred carrier partner will bill Amscan / Party City separately.

Freight Collect Vendors must utilize the "Pickup Request – Freight Collect Vendors" form to advise Amscan / Party City Logistics Department that a freight collect shipment is ready for pick-up. Amscan / Party City Logistics Department will send the "Pickup Request – Freight Collect Vendors" form back to the vendor with the carrier information. The selected carrier will call to make a pick up appointment with the vendor. The vendor will be responsible to e-mail or fax the packing list as soon as possible but no later than the actual pick up. "Pickup Request – Freight Collect Vendors" forms must be sent to:

E-mail pickup request to:

Routing@Partycity.com or routing@amscan.com

Email is preferred.

If you do not have e-mail ability you may fax to:

973.983.4767

If you have any questions regarding the "Pickup Request – Freight Collect Vendors" form, contact Jaime Perez at Amscan / Party City at jperez2@amscan.com or 973.453.8718 or Jamie Wohlrabe jwohlrabe@amscan.com or 973.453.8786. Business hours of the Amscan / Party City Logistics Department are Monday-Friday 8:00 AM – 5:30 PM Eastern Standard Time.

Shipments destined for the east coast DC must be filed on a separate "Pickup Request – Freight Collect Vendors" form from west coast DC shipments.

Note: For all vendor locations for freight collect shipments assumed to operate in a SLC (shipper load and count) environment, vendor must provide seal & documentation.

Note: Vendors must accurately and comprehensively complete the forms, as Amscan / Party City will assign carriers, capacity, time and labor based on the shipment details (Date, cube, weight, pallets, etc.) provided on the form. In an event that any of the information is entered incorrectly and results in additional charges the vendor will receive a chargeback.

Amscan will provide pick-up information within three (3) business days of receiving a "Pickup/Delivery Request" form (carrier, pick up date, etc). It is your responsibility (and the carrier's responsibility) to provide adequate time to schedule an appointment. Vendors are encouraged to contact Amscan/Party City Logistics as far in advance as possible to avoid delays and/or congestion on your dock.

Shipment Documentation Requirements

The following elements must be included on each Bill of Lading (BOL), as applicable:

REQUIRED FOR MERCHANDISE BOL:

1. The Purchase Order (PO) number for every PO on the shipment
2. Accurate carton and pallet count for the shipment
3. Accurate total shipment weight
4. Correct NMFC freight class for each item on the PO
5. Address and telephone number of shipping location
6. Address of actual recipient DC location as follows:

East Coast DC (EDC):

Amscan
47 Elizabeth Drive
Chester, NY 10918

845.469.9116 (Scheduling)

West Coast DC (WDC):

Amscan
c/o Exel, Inc.
10746 Commerce Way
Fontana, CA 92337-8213
909.429.9915 ext 200

7. Freight terms (prepaid or collect), NEVER COD
8. If shipment is freight collect, as follows:

Amscan c/o Party City Corporation
25 Green Pond Road, Suite 1
Rockaway, NJ 07866
Attn: Logistics Department

9. Pick-up date/ Ship date (date shipment leaves vendor dock)
10. Carrier's PRO or tracking number
11. Carrier name
12. The delivery appointment date and time of advance appointment provided by Amscan.
13. Amscan/Party Logistics Routing #

Accessorial Charges

Amscan will charge for services required by vendors, or not requested by Amscan / Party City, which are not standard transportation services and are billed to Amscan.

Examples of additional services are:

- Driver and equipment are required to wait more than two hours past the scheduled appointment time to be loaded.
- Inside pick up or Delivery
- Lift gate
- Truck ordered not loaded

Freight Prepaid

The cost of transportation/freight is included in the cost of goods. As the vendor is responsible for 100% of freight charges, vendor determines carrier selection.

Amscan will not accept pre-paid and add to invoice, unless approved by the Amscan / Party City Logistics Department.

If a shipment does not meet vendor minimums as defined in Section 1, Merchandise Information, vendor must ship the order as Freight Collect using the appropriate carrier as per this TRG.

Freight Prepaid vendors must fax or e-mail the packing list before the merchandise ships from the vendor's dock. Failure to submit packing list of shipped product will result in a vendor chargeback. On Freight Prepaid orders it is the vendor or vendor's carrier responsibility to secure an appointment with Amscan scheduling.

Freight Prepaid Shipments to EDC – Must call for appointments:

Scheduling Desk: Margaret Ferris
Tel: 845.4699116
Fax: 845.572.2120

If you have any questions regarding a prepaid shipment to the East Coast DC, contact Jaime Perez at Amscan / Party City at jperez2@amscan.com or 973.453.8718 or Jamie Wohlrabe at jwohlrabe@amscan.com or 973.453.8786.

Due to limited appointments per day carriers will need to call to schedule an appointment as soon as possible.

Business hours for delivery appointments are Monday through Friday from 7:00 AM – 3:30 PM EST.

Receiving hours are Monday through Friday from 7:00 AM – 10:00 PM EST.

Prepaid Shipments to WDC - Must call for appointments:

Scheduling Desk: Liz Martinez
Tel: 909.429.9915 ext. 200
Fax: 909.429.9924

If you have any questions regarding a prepaid shipment to the West Coast DC, contact Jaime Perez at Amscan / Party City at jperez2@amscan.com or 973.453.8718 or Jamie Wohlrabe at jwohlrabe@amscan.com or 973.453.8786.

Due to limited appointments per day carriers will need to call to schedule an appointment as soon as possible.

Business hours are Monday through Friday from 8:00 AM – 3:30 PM PST.

Receiving hours are Monday through Friday from 8:00 AM – 3:30 PM PST.

Note: Vendors must accurately and comprehensively fax the packing list, as Amscan will base their receiving documents on the shipment details (Date, cube, weight, pallets, etc.) provided on the packing list. Failure to provide packing list before delivery will result in a vendor chargeback.