



Lowe's Canada

Planogram Facility Vendor Guide

Standard Practice

It is Lowe's standard practice to provide a facility for merchants and vendors to review product, displays, and signage. Merchandising teams will conduct line reviews at the Lowe's Canada Planogram Facility. The facility is expected to provide a clean, neat, and safe environment for merchants and vendors. Operational expectations include but are not limited to the following:

Hours of Operation

- Meeting rooms and warehouse
8:00am-5:00pm, Monday-Friday
Closed on Lowe's corporately observed holidays
- Shipping and Receiving
8:00am-5:00pm, Monday - Friday. By Appointment
Closed on Lowe's corporately observed holidays

Leasing fees

- ½ bay or less: \$115 per month*
- Full Bay (8' Bay): \$230 per month*
- 10'x10' open space grid : \$230 per month*

*Debit memo Vendors will be billed in their standard currency (CAD or USD). Vendors paying by cheque may pay in either CAD or USD

Security

- Facility will maintain security including motion sensors and contacts on all exterior doors
- No photography will be allowed in the facility without a Lowe's merchant present or a planogram staff member present that has permission from the Lowe's merchant. Anyone taking photos outside these guidelines will be asked to delete the data and leave the premises
- Vendors are not permitted in the building unless accompanied by an authorized Lowe's employee
- A Lowe's employee will be on site Monday to Friday during normal operating hours
- Access to building is at the North West Entrance. There is a bell at the door to alert staff for access.

Product Disposition

- Facility staff is responsible for ensuring proper product disposition as per vendor or merchant directive within the predetermined timeframe
- NO product will be removed without merchant authorization
- Vendor is responsible for set-up, tear-down and packaging of all products regardless of disposition. This includes moving of steel.
- Any product remaining 30 days after the specified timeframe will become property of Lowe's Canada, ULC.

Receiving

- Consolidated receiving and shipping will be manned and remain secure during normal business operating hours. All shipments will be staged for easy access by vendor and/or merchant
- Vendors to obtain appointments minimum of 48 hours in advance for all shipping and receiving requirements

Equipment

- Facility will provide all necessary steel for set up and modifications as well as any Lowe's standard fixture accessories
- Facility will provide and maintain all facility equipment
- Electrical power as required by set or project
- Limited tools will be available. Be prepared to handle and set-up requirement for your bay
- If a pegboard is required, it is to be supplied by the Vendor
- If peghooks are required, it is to be supplied by the vendor

Directions and Operating Procedures for Lowe's Canada Planogram Facility

This document contains shipping address, guidelines, rack plan layout, and map for Lowe's Canada Planogram Facility in Milton, ON. This document also includes a listing of nearby hotels.

Our shipping address:

Lowe's Canada Planogram Facility (Assured Logistics)
2750 Peddie Road
Milton, ON L9T 6Y9



North East Corner of building

Shipping labels must accompany all products and include Aisle/Bay assignment

All customs clearance must be arranged by Vendor

We do not receive "Collect Shipments"

**** If you are shipping in "Prototypes", please inform your Merchandising Manager for return purposes!**

OPERATIONAL HOURS:

Monday thru Friday 8am – 5:00pm

SHIPPING and RECEIVING HOURS:

8 a.m. to 5:00 p.m. Monday to Friday

*Appointments required 48 hours in advance

Help us help you make the setting and showing products here at Lowe's Canada Facility the simplest and easiest it can be.

The Facility Staff is responsible for the operation of the facility. This includes receiving, securing and shipping product. They are the only authorized personnel to operate any motorized equipment and schedule set-up and teardown dates with Lowe's Merchandising teams. It is NOT their job to set steel beams, move wire decking, set-up or tear-down products displays. If you need assistance in setting or moving fixtures (beams, decks, displays, etc.) it is your responsibility to arrange support. No assistance is available at or through the facility.



ATTENTION:

IF YOU LEAVE YOUR PRODUCT IN THE AISLE AFTER
5 PM IT WILL BE DISPOSED OF BY THE WAREHOUSE STAFF

ALL PRODUCTS MUST BE CLEARED FROM AISLES
YOU MUST GET THE FACILITY STAFF PERSON TO CHECK
YOU'RE AISLE BEFORE LEAVING THE FACILITY

PLANOGRAM FACILITY OPERATING RULES

1. YOU MUST REQUEST AND COMPLETE A POG FACILITY REQUEST FORM WHICH CAN BE OBTAINED FROM YOUR MERCHANDISING MANAGER OR MERCHANDISING ASSISTANT
2. ALL AISLES MUST BE COMPLETELY OPEN BY 5:00 PM EACH DAY
3. NO PRODUCT IS TO BE LEFT IN THE AISLES
4. FOLDING CHAIRS AND FOLDING TABLES (IF AVAILABLE) MAY BE USED FOR PRESENTATIONS BUT CANNOT BE LEFT IN THE AISLES OVERNIGHT
5. THE PERSON(S) RESPONSIBLE FOR THE SET IS ALSO RESPONSIBLE FOR REMOVING ALL GARBAGE AND RECYCLING MATERIAL GENERATED WHEN COMPLETING THE SET. GARBAGE AND RECYCLING MATERIAL MUST BE PLACED IN THE LARGE BINS MARKED FOR THIS USE
6. SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE IS REQUIRED EACH DAY YOU ARE HERE.
7. VENDOR PHOTOGRAPHY OF ANY TYPE IS NOT PERMITTED UNLESS PRIOR APPROVAL IS OBTAINED FROM A LOWE'S MERCHANDISING REPRESENTATIVE OR PLANOGRAM SPECIALIST. ALL PHOTOGRAPHY MUST BE DONE IN THE PRESENCE OF THE APPROPRIATE LOWE'S MERCHANDISING REPRESENTATIVE OR PLANOGRAM SPECIALIST
8. SETUP IS RESTRICTED TO ASSIGNED LOCATION ONLY
9. **SAFETY SHOES ARE REQUIRED IN ALL WAREHOUSE AREAS – NO ADMITTANCE TO WAREHOUSE AREA IF CSA APPROVED FOOTWEAR IS NOT WORN**
10. NO FOOD OR DRINK (EXCLUDING WATER) ALLOWED IN WAREHOUSE AREAS. PLEASE CONSUME IN OFFICE AREA OR MEETING ROOMS

Milton Local Area Hotels

Holiday Inn Express Hotel & Suites

2750 High Point Drive, NE Quadrant
Milton, ON L9T 5G5 Canada
Front Desk: 905-876-4955

Best Western

161 Chisolm Drive
Milton, ON L9T 4A6, Canada
Front Desk: 905-875-3818

Directions To Planogram Facility

From Lowe's Canada Customer Support Centre (5160 Yonge Street, North York):

South on Yonge Street to Hwy 401 West ramp
Merge onto Hwy 401 West
Take the RR-25 N. exit (Exit 320) towards Halton Hills / Acton
Turn Right on Route 25 (north)
Turn right on Campbellville Road
Campbellville road becomes Peddie Road
Follow to 2750 Peddie Road, entrance is first driveway on right.
POG Facility entrance is the NW side of the building

From Lester B. Pearson International Airport:

Merge onto Hwy 427 South
Take the Hwy 401 West exit
Take the RR-25 N. exit (Exit 320) towards Halton Hills / Acton
Turn Right on Route 25 (north)
Turn right on Campbellville Road
Campbellville road becomes Peddie Road
Follow to 2750 Peddie Road, entrance is first driveway on right.
POG Facility entrance is the NW side of the building



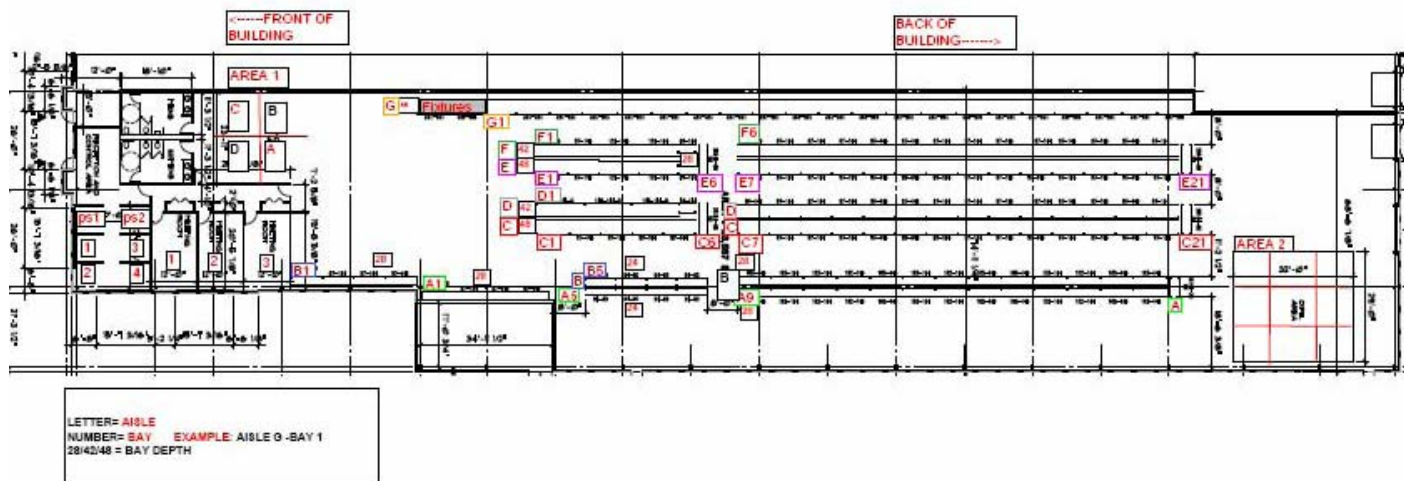
Lowe's Canada Planogram Facility Contact List

Department	Name	Phone	Cell	Fax
Lowe's Planogram Specialist (On-site)		416-744-4400 Ext 4461		
Transportation & Freight Appointments	Vishnu Ramnarine	416-744-4400 Ext 4411		905-864-0815
Security	Main Desk	416-744-4400 Ext 4403		
Maintenance	Tony Hyland	416-744-4400 Ext 4498	416-347-9087	905-864-0815
Shipping & Receiving	David Harmer	416-744-4400 Ext 4405		
Operations & General Site Inquiries	Brent Forsyth	416-744-4400 Ext 4498	416-347-9087	905-864-0815
Billing Inquiries	Michael Leong	416-730-7436		

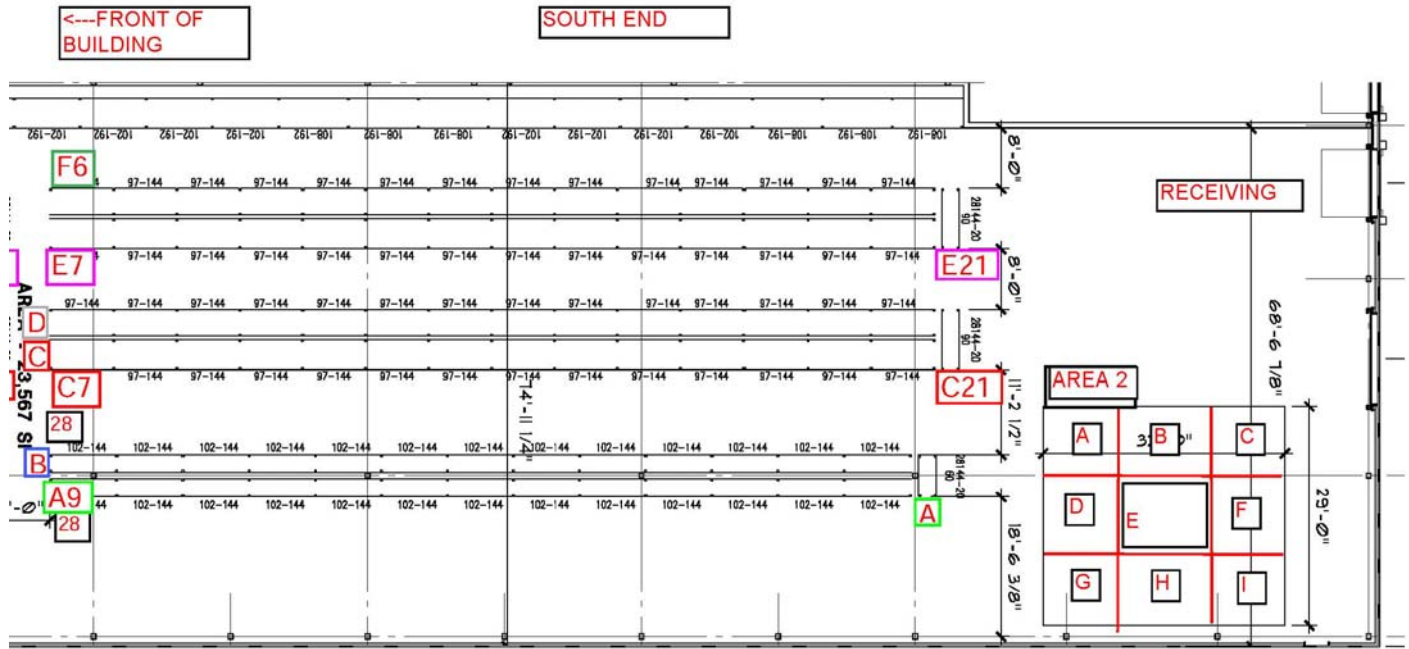
*All other inquires should be directed to your Merchandising contacts



Lowe's Canada Planogram Facility



Planogram Department



Lowe's Canada Planogram Facility Frequently Asked Questions

Q. How do I obtain information regarding the requested WSIB Forms?

A. Visit the Workplace Safety and Insurance Board Website at www.wsib.on.ca

Q. Does Lowe's accept collect shipments?

A. Lowe's does not accept collect shipments. Any product shipped pre-paid will be refused.

Q. Can you recommend a customs broker?

A. For liability purposes Lowe's does not recommend any particular customs broker. A search on the internet should provide you with numerous options. It is recommended you set this up 1 -2 weeks prior to avoid delays.

Q. Who do I contact if I have any additional questions?

A. There is a contact page included in your package that contains all the numbers you will require in regards to the Planogram Facility. All other questions should be directed to your Lowe's merchandising team.

Q. I see that Shipping and Receiving is limited to Thursdays and Fridays, I am bringing in small samples, do I need to have them arrive on these days?

A. If you are able to carry your sample in through the front entrance without the assistance of equipment you may arrange a time with your Merchandising Manager to deliver your product.

Q. I see your operating hours are between 8 am and 5 pm. Is it possible to be in the facility outside of these times?

A. If you require access to the facility outside the posted operating hours you may arrange this access through your Merchandising Manager. Please note you are not permitted to be on the premises without an authorized Lowe's Employee.

Q. The documentation states that I require safety shoes to work in the facility, are these provide?

A. Safety shoes are the sole responsibility of the Vendor. We do not have safety shoes or toe caps on the premises. Please note safety shoes are required in the warehouse area only. Meeting rooms and office areas do not require you to wear safety shoes.

Q. What type of equipment / tools are available for setting up my display area?

A. There is a very limited selection of tools that will be provided to assist with set-up. It is Lowe's recommendation that you arrange to have your own tools and support on premises to complete your entire set-up. Lowe's will provide access to pump trucks, rolling ladders, folding tables and folding chairs. The use of a motorized forklift is available but will be operated by authorized warehouse staff only.



NAME:

RETURN ADDRESS:

SHIP TO:



LOWE'S CANADA PLANOGRAM FACILITY

2750 PEDDIE ROAD

MILTON, ONT

CANADA

L9T 6Y9

BAY DESIGNATION

AISLE:

BAY(S):



Lowe's Canada Planogram Facility Space Request Form

Completed forms and required documents must be returned to the Planogram Department for processing

Submission Checklist:

Request Form (this form)	(all vendors)	<input type="checkbox"/>
Worker's Compensation or valid clearance certificate	(all vendors)	<input type="checkbox"/>
Certificate of Insurance	(all vendors)	<input type="checkbox"/>
Cheque attached (USD or CAD)	(new or seasonal vendors)	<input type="checkbox"/>
MSDS Sheets included (if applicable)	(all vendors)	<input type="checkbox"/>

Merchandising Information

Requestor (Merchandising Manager): _____
 Product Line: _____

Vendor Information

Vendor Name: _____
 Vendor Contact: _____
 Remit VBU# (Existing Vendors Only) _____
 Contact Phone: _____
 Email: _____

Reservation Date (Space is available in 30 day blocks)

Start Date: _____ (mm/dd/yy)
 Duration (1 block = 30 days) _____ Block(s)

Bay Information

Number of 1/2 Bays	_____	x \$115.00	=	\$0.00
Number of Full Bays	_____	x \$230.00	=	\$0.00
10 x10 Floor Space	_____	x \$230.00	=	\$0.00
GST	_____	x 5%	=	\$0.00
Total Amount			=	\$0.00

Requested Bay Size: _____ **Width:** _____ **Depth:** _____

Payment Method (mark selection with an "x")

Existing Vendors Debit Memo _____
 Seasonal and New Vendors Cheque _____ USD CAD

*Cheques must be made payable to: Lowe's Companies Canada, ULC

Product Disposition (mark selection with an "x")

Return to Vendor _____
 Property of Lowe's Companies Canada, ULC _____

*Vendor is responsible for set-up, tear-down and packaging of all product regardless of disposition.
 **Product remaining 30 days after specified timeframe will become property of Lowe's Companies Canada, ULC.

Liability

Vendor shall be required to maintain commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. The commercial general liability policy shall include Lowe's Companies Inc. and all subsidiaries as a

Authorized Vendor Representative: _____

Merchandising Representative: _____