

Section 6

PRODUCT AND UPC LABELING

General Instructions on Product Labeling

- Each individual item must include a **label or hang tag** containing our UPC. Refer to PO.
- Labels must be always used on all products.
- **Products packaged in gift boxes require the UPC label with the description of the item to be applied on the bottom of the gift box.**
- For picture frames the UPC label must be applied to the back of the frame... DO NOT apply any label to the front surface of a frame.
- All purchase orders sent to our suppliers will specify the description of the artwork to be used for the UPC Code label or hang tag.
- **When using UPC hangtag the string must be fixed properly so it cannot be removed from the item.**
- **UPC label or hangtag or candle holder warning label with country of origin must appear on each component of the set item.**
- **All items shipped to us including samples must be labeled with country of origin.**
- Candle holder warning hangtag is only acceptable, if there is no surface for label and the hangtag is not removable than it is acceptable.

UPC Labeling

All products must have the following information printed on the UPC label or hang tag:

1. Giftcraft 6-digit item number. **Must be non-reflective black bars with a white background.**
2. UPC bar code in "A" format
3. The name Giftcraft Inc. and the address zip code
4. Country of origin in English and French. Please see Section 1 page 8 for items made in HK.
5. **The regular UPC label size is 2" W x 2" H.** The size of the label can be reduced to properly fit the product surface, but **must not be smaller than 1.25" W x 1.25" H.**
6. Label must be applied to either the bottom or the back of the product.
7. If there is no flat surface on the bottom or on the back of the product, use a string tag (see Sample #2). **When using UPC hangtag the string must be fixed properly so it cannot be removed from the item.**
8. **UPC label, hangtag, or candle holder warning label with country of origin must appear on each component of the set item.** Candle holder warning hangtag is only acceptable, if there is no surface for label and the hangtag is not removable.

1. UPC Label – Sample # 1

Version A – Giftcraft Generic UPC Label

- **Used for all Garden and General Product-**
- **Regular size**

general UPC label (2" wide)



All is printed as 80% Black

UPC and Item Number are 100% Black

Item Number Font: Helvetica

- Smaller size Giftcraft Generic UPC Label

small UPC label (1.25" wide)



All is printed as 80% Black

UPC and Item Number are 100% Black

Item Number Font: Helvetica

Version B - Maison UPC label

- Used for all Décor Products

UPC label (1.25" wide, 1.5" tall)

■ Pantone Black



Font: FUTURA LIGHT
Size 6 pt.

Version C – Gift Gallery UPC Label

Gift Gallery UPC label (1.125" x 1.25")



All is printed as 100% Black

Version C1 – Gift Gallery UPC Label with warning: Choking Hazard (1.25" X 1.25")



Version C2 – Gift Gallery UPC Label with warning: Hand wash only (1.25” X 1.25”)



Version D – Giftcraft Jewelry UPC Label

1.375”x0.875”



Version E – Giftcraft Seasonal UPC Label

- **Used for all Seasonal: Christmas, Harvest, Halloween, Valentine, St. Patrick's Day and Easter - Regular size**

Seasonal UPC label - 2”

general UPC label (2” wide)



All is printed as 80% Black

UPC and Item Description are 100% Black

Item Description Font: Helvetica

- **Smaller size Seasonal Giftcraft Generic UPC Label**

Seasonal UPC label -1.5"

(1.25" wide, 1.5" tall)



All is printed as 80% Black

UPC and Item Description are 100% Black

Item Description Font: Helvetica

2. Hang Tag Label - Sample # 2

- The hang tag format of the UPC label is used when the product does not have a flat surface to add our regular UPC label. The hang tag label has the Giftcraft name and logo on the front the UPC code to the back. Please use each version based on the proper category of product and/or as requested on the purchase order. **Please use a string (thread) to hang the UPC Hang tag to the product. The string of UPC hangtag must be fixed properly so it cannot be removed from the item.**

Version A – Giftcraft Generic UPC Hangtag

UPC hangtag front and back (2" x 2" - double sided)



All is printed as 80% Black

UPC and Item Number are 100% Black

Item Number Font: Helvetica

Version B - Maison UPC hangtag

- Used for all Décor Products

■ Pantone Black

FRONT

BACK

1.75"



1.75"



Font: FUTURA LIGHT
Size 6 pt.

Version C – Gift Gallery UPC Hangtag

- **Square version**

Gift Gallery Hangtag (1.125" x 1.125")



- **Round version**

Gift Gallery Hangtag (1.125" x 1.125")



Version C1 – Gift Gallery UPC Hangtag with warning: Choking hazard

- **Square version**

Gift Gallery Hangtag (1.125" x 1.125")



- **Round version**

Gift Gallery Hangtag (1.125" x 1.125")



Version C2 – Gift Gallery UPC Hangtag with warning: Hand wash only

- Square version



- Round version



Version D – Giftcraft Jewelry UPC Hangtag (1.375" x 0.875")

front



back



Version E - Giftcraft Seasonal UPC Hangtag

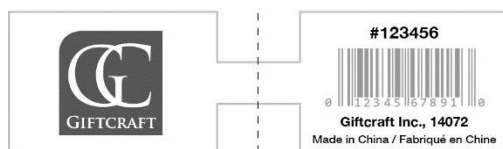
-Used for all Seasonal: Christmas, Harvest, Halloween, Valentine, St. Patrick's Day and Easter

Seasonal Hangtag
(2" x 2" - double sided)



3.Folding Tag Label – Sample # 3

Version A – Giftcraft Generic UPC Folding Tag (W 0.85" x H 1.5")

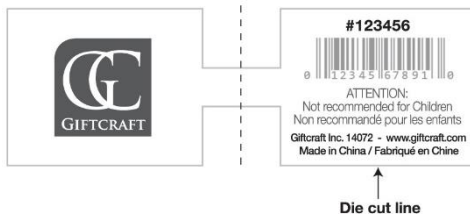


Version B – (W 1" x H 1.5")

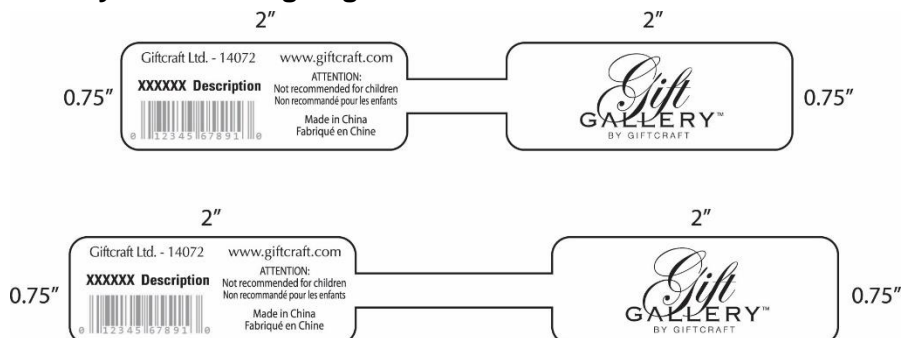
-Used for all
Halloween, Valentine, St. Patrick's Day and Easter

Giftcraft Seasonal UPC Folding Tag

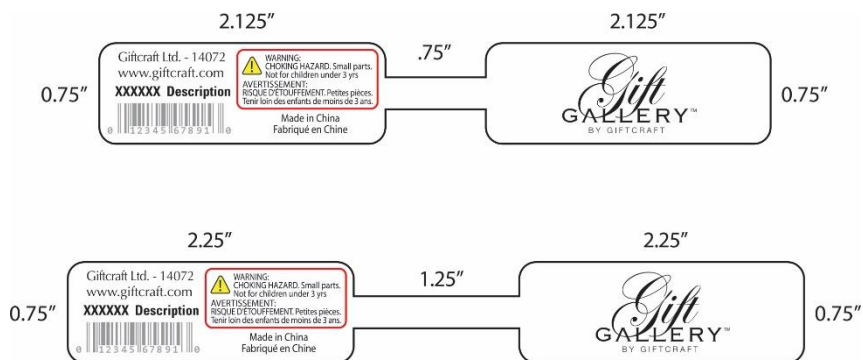
Seasonal: Christmas, Harvest,



Version C – Gift Gallery UPC Folding Tag



Version C1 – Gift Gallery UPC Folding Tag/ Butterfly tag with warning



Other Types of Labeling

➤ Photo Frame Face Paper

All photo frames and ornaments frames (unless otherwise advised) must have the Giftcraft face paper shown below.

face paper sample (place in center and label for appropriate size)
font is helvetica neue light

Warning:

This label is only an example.
When printing the face paper for different photo sizes, print the appropriate size on the face paper artwork.



Life Well Styled.

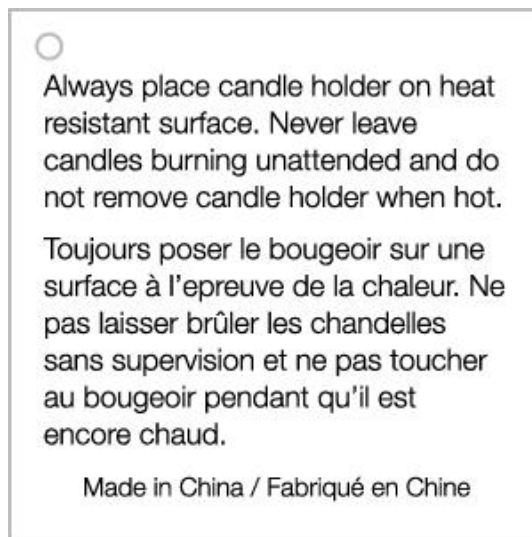
4"x 6"

➤ **Label for Candle holders, Votive holders, Tea light holders**

Fire regulations require that products that hold candles must have the following label on the bottom of each component of an assorted or set item. The actual size of the label depends on the surface available on the bottom of the product, but the information must be large enough for reading (minimum 1.25" diameter). The information on the label must be typed in English and French.

Candle holder warning hangtag is only acceptable, if there is no surface for label and the hangtag is not removable.

The candle holder warning label must be applied on the bottom of each component of the set item.



6. Label for Candles – Burning instructions

All candle products must have the following burning instruction label on the bottom of the candle. The actual size of the label depends on the surface available on the bottom of the product, but the information must be large enough for reading.

Special Note: The only exception where the burning information is not on the bottom of the candle is when candles are being sold as a SET and packaged in a gift box. In this case apply label to the bottom of the package. The information on the label must be typed in English and French.



7. Example of candle holder warning and UPC Label for bottom small surface

Giftcraft Generic UPC/ Candle Holder Warning Label

UPC label for candle holders (2" wide)



All is printed as 80% Black

UPC and Item Number are 100% Black

Item Number Font: Helvetica

8. “Decorative Use Only” Label

Any glass / ceramic item that is not FDA approved must be labeled with a “Decorative Use Only” label (as below). The label must be visible at retail and needs to be applied directly onto the item itself to ensure that it cannot be easily removed. If necessary, it can be use a hand tag but they will have to make sure that it is securely fastened and cannot be easily removed.

H 0.5" x W 2" All printed Black

**DECORATIVE USE ONLY
USAGE DÉCORATIF SEULEMENT**

9. Bottom stamp – ceramics/ resin

If ceramics, porcelain or resin products require in our order: Bottom stamp shown as below:

Bottom stamp - Ceramic

Dia. 0.875"



Bottom stamp - Resin

Dia. 0.875"



10. Stuffed Articles Label – Example

All stuffed articles must have a sewn label as the example shown below. The minimum size for this label is 7 cm wide by 2.5 cm high (this size does not include sewing edges and contents). Suppliers must add their license registration number and must accurately declare the percent (%) content of the materials used in the manufacturing of the product.

It has been decided that the Canadian stuffed article sewn in label will not be required.

Website: <http://www.tssa.org/regulated/upholstered/labels/default.asp>

Form 1
Used for Bedding and Furniture

6.4 CM

OPTIONAL

CARE LABELLING AND/OR
SUPPLEMENTARY LABELLING
ÉTIQUETAGE D'ENTRETIEN ET/OU
ÉTIQUETAGE SUPPLÉMENTAIRE

9 CM

Not to be removed until
delivered to the consumer
Ne pas enlever avant la
livraison au consommateur

This article contains
**NEW MATERIAL
ONLY**
Cet article contient des
MATÉRIAUX NEUFS SEULEMENT

This label is affixed in compliance
with Provincial Law
Cette étiquette est apposée
conformément à la loi de la province

Made by
Reg. No.

Fabriqué par
N° de permis :

Content

Contenu

Federal Requirement/Exigence fédérale

OPTIONAL

SUPPLEMENTARY AND/OR OTHER
JURISDICTIONS INFORMATION
INFORMATIONS SUPPLÉMENTAIRES
ET/OU D'AUTRES AUTORITÉS

U.S. FORMAT

| | | |
|-------|---|----------------------------|
| (1) | → | |
| (2) | → | UNDER PENALTY OF LAW |
| (3) | → | THIS TAG NOT TO BE REMOVED |
| | | EXCEPT BY THE CONSUMER |
| (4) | → | ALL NEW MATERIAL |
| (5) | → | consisting of |
| (6) | → | |
| (7) | → | |

- 1.) This space is for stitching label to article. Exclusive of the portion required to affix the label to the article, the minimum size of the label shall be not be less than 2" x 3" but may be larger as the need demands. The law label shall be securely affixed in a location which is visible to consumers.
- 2.) Printing in this area shall be in black ink, using capital letters with minimum size of 1/8" in height (excluding the words "consisting of." All imprinting will be in English, on white vellum cloth or a material of comparable quality, which shall not flake out when abraded.
- 3.) Printing in this area shall be in black ink, using capital letters with minimum size of 1/8" in height. The filling materials description shall be the true generic name, grade, term or definitions of the filling material as accepted and approved by the states. When more than one kind of filling material is used in an article, the percent by weight of each shall be listed in order of their predominance. The name of the filling material shall be listed first followed by the percentage.

EXAMPLE:

POLYESTER FIBER50%
POLYURETHANE FOAM40%
COTTON BATTING10%

When an article consists of a body and loose seat or back cushions each part must be listed separately on the law label. Example: list "Body" and all filling materials in the body, next list "Seat Cushions" and all filling materials in the cushion, last list the "Back Cushion" and all filling materials in that cushion.

The number of cushions shall be listed in parentheses. Example: Seat Cushion (3). If pillows are also included with the article, then list "Pillows" and the number of pillows shall be listed in parentheses, followed by the description of the filling material. For Example: Pillows (2).

EXAMPLE: BODY:

POLYURETHANE FOAM60%
RESIN TREATED POLYESTER FIBER BATTING20%
BLENDED COTTON BATTING20%
SEAT CUSHIONS (3)
POLYURETHANE FOAM80%
POLYESTER FIBER BATTING20%
BACK CUSHIONS (3)
POLYURETHANE FOAM100%
PILLOWS (2)
POLYESTER FIBER100%

NOTE: Some states may also require a sterilization statement in this area when filling material is from animal or fowl.

EXAMPLE: CONTENTS STERILIZED

Contact the states where products will be sold to ascertain state requirements.

The registration number issued by the state shall be printed in this area. (No type size requirement except must be clearly legible.)

NOTE: Some states may also require a Sterilization Permit Number in this area if the filling material is from animal or fowl.

EXAMPLE: REG. NO. PERMIT NO.

Contact the states where products will be sold to ascertain state requirements.

- 4.) The certification statement shall be printed in this area. IABFLO approved the removal of the stamp block in 1998. (No type size requirement except must be clearly legible.)
- 5.) The complete name and address of the manufacturer, importer, distributor or vendor shall be listed in this area. (No type size requirement except must be clearly legible.) The below title must be listed above the name and address.

EXAMPLE: Made By, Made For, Imported By, Distributed By or Sold By.

- 6.) Other information and all federal requirements or reference thereto, shall be placed at the bottom of the law label. IABFLO approved the order in which this "Other Information" shall be listed at the bottom of the law label. (No type size requirement except must be clearly legible.)

A.) Date of delivery: _____ (Some states require, followed by a line for the date.)

B.) Finished size: (Must be listed in inches as in. or inches.)

C.) Net Weight of Filling Material: (Must be listed in pounds and ounces)

D.) Federal RN# number. (Optional)

E.) Country of Origin must be listed at the bottom of the label.

Example: **MADE IN CHINA**

SPECIAL NOTE: There will be no printing on the back of the law label. No dual language law labels are allowed. No washing instructions are allowed on label. All imprinting will be in English only. Please contact the states where products will be sold to ascertain individual state requirements before printing labels.

Example of Stuffed article labels Canada/ USA format

Canada

6.4 CM

| | |
|---|---|
| Not to be removed until delivered to the consumer Ne pas enlever avant la livraison au consommateur | |
| This article contains NEW MATERIAL ONLY | |
| cet article contient des MATÉRIAUX NEUFS SEULEMENT | |
| This label is affixed in compliance with Provincial Law Cette étiquette est apposée conformément à la loi de la province | |
| Made by Reg.No.05T-0134702 | Fabriqué par No.de permis:05T-0134702 |
| 100% Polyester Fibers Made In China | 100% Fibres de Polyester Fabriqué En Chine |

8 CM

USA

| |
|---|
| UNDER PENALTY OF LAW THIS TAG NOT TO BE REMOVED EXCEPT BY THE CONSUMER ALL NEW MATERIAL consisting of 100% POLYESTER FIBERS REG. NO. NA-017983 IMPORTED BY GIFTCRAFT LTD. 8550 AIRPORT ROAD BRAMPTON, ONTARIO, L6T 5A3, CANADA SIZE: 18 INCHES WEIGHT: 80G MADE IN CHINA |
|---|

Optional

Note: Text printed in RED has to be your info.

Form 2

Used for Clothing and Miscellaneous Articles

| | |
|---|--|
| 7 CM | |
| Not to be removed until delivered to the consumer | |
| Ne pas enlever avant la livraison au consommateur | |
| This label is affixed in compliance with Provincial Law | Cette étiquette est apposée conformément à la loi de la province |
| This article contains NEW MATERIAL ONLY | Cet article contient des MATÉRIAUX NEUFS SEULEMENT |
| Made by Reg. No. | Fabriqué par N° de permis : |
| Content | Contenu |

2.5 CM

PLEASE NOTE:

- Minimum size does not include sewing edges or contents to be declared.
- Labels must be non-paper, made of a white durable fabric or synthetic material such as tyvek, mylar, linen or a material equivalent in strength to those materials and detail to be in black only.
- Labels must be securely affixed in a conspicuous area of the article.

CANADA FORMAT

FORM 3

Used for Toys and Smaller Articles

| | |
|--|--|
| 5.5 CM | |
| NEW MATERIAL ONLY REG. NO. CONTENT | MATÉRIAUX NEUFS SEULEMENT N° DE PERMIS CONTENU |

1.3 CM

PLEASE NOTE:

- Minimum size does not include sewing edges or contents to be declared.
- Labels must be non-paper, made of a white durable fabric or synthetic material such as tyvek, mylar, linen or a material equivalent in strength to those materials, and detail to be in black only.
- Labels must be securely affixed in a conspicuous area of the article.

THIS IS THE REQUIRED INFORMATION FOR A TOY LABEL:

ALL NEW MATERIAL
(List of hidden filling materials)
Registration Number
Country of Origin

EXAMPLE:

ALL NEW MATERIAL
(Listing of Hidden Filling Material)
REG. NO. XXXXXX
MADE IN (Country)

USA FORMAT

You may also list optional information such as:
Company Name & Address
Age Limits
Washing Instructions, etc.

EXAMPLE:

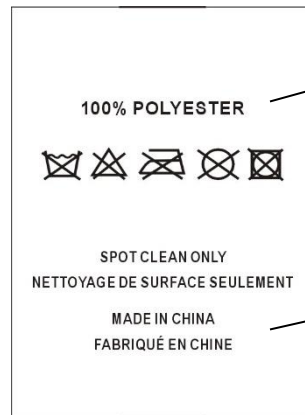
BACK SIDE

Company Name
Company Address
Other Optional Info

11. Care Content Labels - Example

All textiles must have a **Care/Content** label as the sample shown below. The size of the label is left to the discretion of the manufacturer, but the text must be legible and the percent (%) content of the materials used in the manufacturing of the product must be accurate. The label must be in English and French. Care text can be used instead of care symbols.

Warning: This label is only an example



Use the correct materials and percentages.

Type correct country of origin:
English & French language

4x6cm

Example of correct sewn positions of Stuffed article and care content labels



12. Polybag Suffocation Warnings

The suffocation warning that must appear on all polybags with an opening circumference greater than 5", in both English and French. The minimum font size is 0.15 inch.

English / French

"WARNING. PLASTIC BAGS CAN BE DANGEROUS. TO AVOID SUFFOCATION, KEEP THIS BAG AWAY FROM BABIES AND CHILDREN."

"AVERTISSEMENT. POUR EVITER LE DANGER DE SUFFOCATION, GARDEZ CE SAC HORS DE LA PORTEE DES BEBES ET DES ENFANTS."

13. Moisture Absorbent Products Warnings

It is a Giftcraft requirement that moisture absorbent products These materials must be EPA approved such as silica gel be added to all products which may be exposed to humidity causing damage to the product or its packaging. All silica gel packs must have the following message in both French and English. Only the following wording will be acceptable:

English / French

"SILICA GEL. THROW AWAY. DO NOT EAT."

"GEL DE SILICE. METTRE AU REBUT. NE PAS INGERER."

14. "TSCA Title VI Compliant" / TTL6 label

In accordance with U.S. Environmental Protection Agency (EPA), there are national formaldehyde emissions standards and third-party certification requirements for regulated composite wood products (hardwood plywood, medium-density fiberboard and particle board) being imported into United States. Vendors must label their products.

Therefore, all composite wood used in the production of items being purchased by Giftcraft must be certified as being "TSCA Title VI Compliant" by an EPA approved 3rd party lab.

The product label (sticker or hangtag) is required on each item with the following information:

English Version

TSCA Title VI Certified

Manufacturer: Giftcraft

Fabricators Name:

Date Produced (month/year):

Certifier Number (3rd party EPA certified lab #):

French Version

Certifié conforme TSCA Titre VI

Manufacturier: Giftcraft

Nom du Fabricant:

Date de Production (mois/année):

Numéro de Certification (Laboratoire EPA certifié # sous-traitant):

TTL6 label must be applied in both English and French. Please use the example below as a guide line.

Example of TTL6 label:

TSCA Title VI Certified

Manufacturer: Giftcraft

Fabricators Name: Fengkai Weilibang Wooding CO., Ltd

Date Produced (month/year): 06/2019

Certifier Number (3rd party EPA certified lab #): HK/EPA/2017/09/1013

All supporting test documentation must be submitted to Giftcraft before shipping.

15. Country of origin label

Please use one of example below:

3.2X1 CM

MADE IN CHINA/
FABRIQUÉ EN CHINE

Made in China
Fabriqué en Chine

16. Marking Requirements for Pens, Pencils, Pen and Pencil Sets

- All pens/pencils must be marked with the country of origin marking, whether packaged individually or in a set. The marking must be legible and at least 5 points in size. Generally, pens are engraved, stamped or printed indelibly with country of origin marking on the barrel or on the clip.
- If the pen/pencil cannot be marked, then a hang tag, label or butterfly label must be attached to it. The hang tag must be attached to the individual pen/pencil so that it will remain with the pen/pencil until the customer purchases it at retail sale. That is, it cannot fall off on its own or be easily removed.
- If the pen/pencil cannot be marked or a hang tag, label or butterfly label cannot be attached, then a sleeve/container must be used, which will hold the pen/pencil until it is purchased by the customer at retail sale. The sleeve/container must be designed to ensure that it will accompany the pen/pencil or set at the time of retail sale. The country of origin must be marked on the sleeve/packaging.
- If the pen/pencil is incapable of being marked as described above then a marking ruling must be obtained from US Customs.


17. Marking Requirements for Eyewear glasses

- Each eyewear glasses item needs a label or hangtag with manufacturer's name and address on it.
- US FDA requires Drop Ball Test Certification for each shipment. Factory must submit valid Drop Ball Test Certificate for every shipment based on testing conducted statistically significant sampling of lenses from each production batch

18. Home Decorations including holidays items

- The label All home decorations including holidays items Giftcraft requires "FOR DECORATIVE USE ONLY. THIS IS NOT A TOY KEEP AWAY FROM CHILDREN" "POUR USAGE DÉCORATIF SEULEMENT. CE N'EST PAS UN JOUET. VEUILLEZ TENIR LOIN DES ENFANTS" in English and French tag

19. Button or coin cell batteries

- Item that required button cell or coin batteries must have warning label on packaging, instruction manual and on item if practicable please consult Marina Saez MSaez@giftcraft.com for its testing
-  **WARNING:** Contains button or coin cell battery. **DEATH** or serious injury can occur if ingested.
- A swallowed button cell or coin battery can cause **Internal Chemical Burns** in as little as **2 hours**
- **Seek emergency medical attention immediately if ingested**
- Keep new and used batteries **OUT OF REACH OF CHILDREN**
- Battery compartment must pass child-resistant closures that is difficult for children to open preferably required tool to open and any fastener to the compartment must be captive. The button batteries must be secured and not release the batteries during normal and foreseeable use and abuse conditions

20.All fur-bearing articles of containing faux fur

- The label should clearly state that it is “FAUX FUR FAUSSE FOURRURE” and provide the actual material content in English and French.

21. Green Dot

- The Green Dot on packaging indicate brand owner has fulfilled its financial obligations to recover packaging waste under EU Packaging Directive. In North American The Green Dot is simply a registered trademark. Hence must pay a fee to obtain a valid license. Hence shall not using this symbol on any packaging sold to Giftcraft. Vendors will be responsible for all cost associated with removing and returning illegal packaging.

22. Cosmetics

Cosmetics are classified as items intended to be used for enhancing and promoting beauty and attractiveness. Examples include perfumes/fragrances, make up, lip balms, skin lotions, etc. Cosmetics must include the following:

- Facility that engages in the manufacturing of cosmetic product for distribution in US to register each facility with US FDA
- Items must not contain any harmful or prohibited ingredients.
- A copy of the Ingredients List with #CAS numbers and breakdown must be submitted
- The ingredients must be listed on the permanent labels (in English and French)
- Colouring agents needs to be listed as CI numbers, or colour names (formerly “FD&C” names). For example: Blue 1 Lake must be changed to CI 42090.
- LOT numbers must be on the product and updated by batch run
- Shelf life or expiry date must be labelled on the product
- Labelling/artwork and the Ingredients List must be reviewed and will be registered with Cosmetics Notifications once approved
- Please consult Product Compliance Analyst Marina Saez MSaez@giftcraft.com for additional information

23. Carpet and Rugs

- For small carpets and rugs that have dimensions that are less than 6 ft and area of less than 24 sq.ft must comply to 16 CFR Part 1631 -Surface Flammability of small Carpets and Rugs and 16 CFR 1630 that have length of over 6 ft and surface area of over 24 sq.ft.
- Disclose the fiber content on labeling products under 16 CFR 303- Textile Fiber Products Identification Act
- Please consult Product Compliance Analyst Marina Saez MSaez@giftcraft.com for its testing and labelling requirements if applicable.