



PACKAGING AND SHIPPING GUIDE

PART 18 — WINDOWS AND WINDOW PANES

NOTICE

Information contained in this document will in no way render the maritime transportation company responsible nor liable.

PACKAGING

Windows and window panes are crated in closed-type crates, which are especially made to include certain features and precautions to protect this extremely fragile cargo.

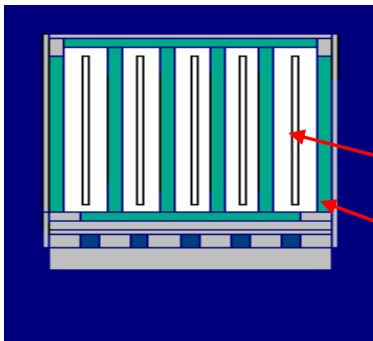


ILLUSTRATION # 1

WINDOWS

- 1) Windows must be set-up and crated in a vertical position and protected with foam chips filling all void volumes inside the crate, or with rigid insulating material between units (ILLUSTRATION #1);
- 2) The crate must be clearly identified with the «FRAGILE» symbol, with the indication to be maintained in the vertical position;
- 3) A packing slip, with the type and quantity of content, is enclosed in a plastic envelope, and stuck on the front wall of the crate.

WINDOW PANES

- 1) Window pane packaging is similar to window packaging, with the inclusion of foam chips...;
- 2) The minimal depth of the closed crate shall be of 3 feet or more, all depending on its height, to maintain it in its vertical position. This may require the bracing of content, in case it includes only a small quantity of window panes. (ILLUSTRATION #2).

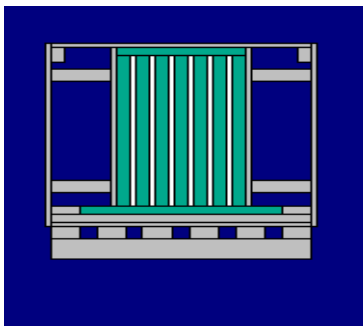


ILLUSTRATION # 2

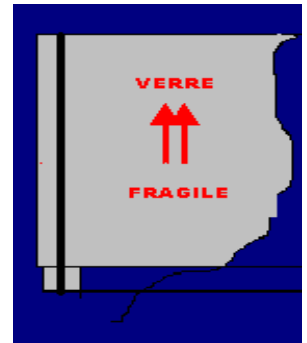


ILLUSTRATION # 3

SPECIAL ATTENTION MUST BE GIVEN TO THE INCLUSION OF INDICATIONS AND RECOGNIZED SYMBOLS, WHICH ARE TO BE STENCILED ON THE CRATE WALLS WITH WIDE RED LETTERING. (ILLUSTRATION #3).

LABELLING AND SHIPPING

DESTINATION: _____
CONSIGNEE: _____
WEIGHT: _____ Kg
VOLUME: _____ M³
PROJECT: _____

ILLUSTRATION # 4

- 1) Self-adhesive shipping labels, or stencilling in dark ink on sized plywood surfaces, are applied on the front and back sides of each package, listing the following information: destination, name of consignee, weight in kilograms, volume in cubic meters and name of project. (See ILLUSTRATION 2).
- 2) The timely delivery to the docks is important for operations planning and the ship-loading processes. Therefore, the Carrier cut-off dates must be respected at all times by shippers. A 24-hour advanced notice is required for the receipt of shipments at the Carrier's terminal facilities.
- 3) All shipments to designated maritime shipping terminals must include a shipping notice, per destination and per consignee. Shipping Notice forms are available under our web site: www.arcticsealift.com