

POG Facility Request Form

Effective Date: May 27, 2012

Revised: May 24, 2013



It is Lowe's standard practice to provide a facility for merchants and vendors to review product, displays, and signage. All facilities are expected to provide a clean, neat, and safe environment for merchants and vendors. Operational expectations include but are not limited to the following:

How do my vendor's or I reserve space at the Planogram Facility?

Process: Merchant or Vendor makes reservation via Planogram Scheduling Mailbox @ Planogram.Scheduling@Lowes.com with the following information.

Requested Information	If you are a Lowe's Employee requesting space for multiple vendors, please fill out detailed information needed below.
Requester Name	Vendor Name/Tele #/E-Address/# of Bays Needed
Requester Phone #	Vendor Name/Tele #/E-Address/# of Bays Needed
Requester Company	Vendor Name/Tele #/E-Address/# of Bays Needed
Lowe's Merchandise Director	Vendor Name/Tele #/E-Address/# of Bays Needed
Merchandise Division	Vendor Name/Tele #/E-Address/# of Bays Needed
POG Specialist	Vendor Name/Tele #/E-Address/# of Bays Needed
POG Use (US, CA, or Both)	Vendor Name/Tele #/E-Address/# of Bays Needed
Start Date	Vendor Name/Tele #/E-Address/# of Bays Needed
End Date	Vendor Name/Tele #/E-Address/# of Bays Needed
Product	Vendor Name/Tele #/E-Address/# of Bays Needed
Standard Bay Sizes Available: Wth 84", 97", 102" x Dph 28", 34", 42" x Hght 12ft or 16 ft Please specify size desired :	Vendor Name/Tele #/E-Address/# of Bays Needed
Other if not listed:	
Total # of Bays Needed	Vendor Name/Tele #/E-Address/# of Bays Needed
Endcap (Yes/No and Width)	Vendor Name/Tele #/E-Address/# of Bays Needed
Product Disposal after Review	Vendor Name/Tele #/E-Address/# of Bays Needed

FAQ'S

Is there a Facility charge?

There is no charge for utilizing the Troutman Planogram facility

What are the Facilities Hours of Operation?

Meeting rooms and warehouse

7:30 a.m. – 6:30 p.m., Monday - Thursday; 7:30 a.m. – 5:30 p.m., Friday

Closed on Lowe's corporately observed holidays

Can I work evenings and weekends?

- No, the facility is closed to Lowe's Merchants and Vendors after the hours of operation!

Will my sets be secure?

- The facility will maintain security cameras, motion sensors, and alarms on all exterior doors.
- Each secured racked display room will be wrapped in a 9' tarp to prohibit any one from seeing what is set inside a specific room. Within a room you will have the ability to block off specific bays inside an aisle if requested by the Merchandise team.
- Vendors will be required to provide picture identification, business card and merchant approval before being allowed to work in the facility. You will be given a **key card in exchange** to allow you into an assigned 'Section' of the building. Each section will be individually secured with a security card monitored system. Vendors will only be authorized access to the racked room that they have an active set in and may only obtain access to one room at a time.
- ALL NON-LOWE'S EMPLOYEE'S **MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE EACH DAY DURING THEIR VISIT TO THE FACILITY.** If the merchant escorts a vendor through the facility; the vendor **MUST** have an appropriate lanyard that correlates with the appropriate zone they are being escorted to, (EX. Purple Zone – Purple Lanyards).
- No cameras for photography will be allowed in the facility without a Lowe's merchant present, or a Planogram staff member present that has received permission from the Lowe's merchant. Anyone taking photos outside these guidelines will be asked to delete the data and leave the premises.
- No cell phones, I-Pods or other electronic devices are allowed in the Lowe's Planogram Facility. These items are to be left in the vendor's vehicle for the duration of the visit.

What happens to the product after the review?

- The 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.
- Products donated to Lowe's will be sold through the Planogram Department's on-going On-Line Auction Sale to benefit the LCEF or donated to Habitat for Humanity.

What are the receiving hours?

- Consolidated receiving and shipping will be manned and remain secure during normal business operating hours. All shipments will be labeled and staged for easy access by vendor and/or merchant.

Receiving

8:00 a.m. - 4:30 p.m., Monday - Friday

Closed on Lowe's corporately observed holidays

Address

Lowe's Planogram Building
286 Houston Road
Troutman, NC 28166

(704) 528-2860 office
(704) 528-2990 fax (front office)
(704) 528-2992 fax (shipping dept.)

Will I have all of the bay steel for setting the planograms?

- Facility has been designed to accommodate all current merchandising executions.
- Facility will provide all necessary steel for set up and modifications
- Facility will provide and maintain all facility power equipment
- Facility will provide electrical power as required by set or project

Will there be staffing at the facilities?

- Front Lobby area will be covered during normal business operating hours, including lunch
- Facility staff will not provide services for a fee
- Facility staff will provide contacts for additional resources for temp labor to assist in setting bays or displays

Will there be offices at the facility?

- 15 Hotel cubes are available for Lowes Merchants
- 1 Printer and 1 Multifunction Printer are available

Additional Points:

- 24 Conference rooms will be available to be scheduled through Outlook
- The Planogram Facility is wireless and supports both the Guest and Lowes Networks similarly to the CSC
- Limited break room available
- Vendors are responsible for preparing all out bound shipments

PLEASE NOTE:

**ALL NON-LOWE'S EMPLOYEES; CELLPHONES, BLACKBERRIES and CAMERAS
WILL NOT BE ALLOWED INSIDE OF THE FACILITY!!!
NO EXCEPTIONS.**