



Vendor Partnership Guide

Updated November 2009



A Guide to Sport Chalet
Vendor Compliance Standards
www.sportchalet.com (“about us” section)

Table of Contents

4

Topic	Last Update	Page(s)
• Partnership Letter	February 2008	3
• Monthly Open Vendor Day	November 2009	4
• Vendor Requirements		
○ Insurance	September 2005	5
○ Terms and Conditions	April 2009	6-8
• Purchase Orders		
○ Overview	June 2004	9
○ PO Cost and Terms	June 2004	9
○ PO Delivery Dates	June 2004	9
○ Back Orders	June 2004	9
○ EDI	November 2008	10
○ POS Reporting Services	May 2008	11
• Floor Ready Merchandise Initiatives		
○ Pre-Ticketing Program		
▪ Instructions for pre ticketing options	May 2008	12
▪ Sources for price tickets	May 2008	13
▪ Price ticket information	May 2008	13
▪ Ticket order form	May 2008	14
▪ Ticket sample formats	May 2008	15
▪ Ticket location guide	May 2008	16-18
○ Hanger Program		
▪ Overview and instructions	June 2004	18
▪ A&E Hanger Company Contact Information	June 2004	18
▪ Hanger and Hanging Guidelines	June 2004	19,20
▪ A&E Hanger Order Form	June 2004	21
○ Security Source Tagging Program		
▪ Overview	June 2004	22
▪ Benefits	June 2004	22
▪ EAS System	June 2004	22
▪ 6 Steps to Source Tagging	June 2004	22
▪ How to Get Started	June 2004	22
▪ Sport Chalet Contact Information	September 2006	22
○ Defective Merchandise Allowance	June 2004	23
• Merchandise Packing Guidelines		
○ General guidelines	June 2004	24
○ Carton Markings	June 2004	24
○ Packing Slips	September 2005	24
• Shipping Guidelines		
○ Transportation	June 2004	25
▪ UPS and FOCUS Logistics	April 2009	25
○ Sport Chalet Distribution Center Address	June 2004	25
○ Sample Request for Routing Form	April 2009	26
○ Appointment Guidelines	April 2009	27
○ Request for Appointment Form	April 2009	28
• Special Shipping Instructions		
○ Team sales orders, special orders & customer repairs	January 2005	29
○ Defectives or Damaged Merchandise	June 2004	29
• Shipment Terms and Conditions		
○ Right of Refusal Policy	June 2004	30
○ Expense Offset Policy	April 2009	31
• Accounts Payable		
○ General information	June 2004	32
○ General Sport Chalet Invoice, statements and inquiries	February 2008	32
○ Teams sales invoice, statements and inquiries	September 2006	32
• Sport Chalet Store Locations	November 2008	33-36
• Sport Chalet Contact Information	April 2009	37
• Energy Conservation Information	September 2006	38

Dear Sport Chalet Vendor:

We're pleased you have chosen to partner with Sport Chalet, the *Experts* in specialty retailing in California, Nevada, Arizona and Utah.

Sport Chalet is committed to better serving our customers through the superior use of technology and information. We need our vendors to be equally committed to the prevailing retail technology standards. These standards will allow us to reduce and eliminate paperwork and repetitive tasks. Merchandise will be able to move through our Distribution Center more quickly and drive sales, as long as the merchandise is properly ticketed and prepared by our vendors.

The following pages outline our requirements regarding floor-ready standards, packaging, transportation, accounts payable and returns. They also detail our expense offset policy and future compliance initiatives. Please take the time to carefully review these standards prior to processing and shipping any orders to Sport Chalet. Forward this information to those individuals in your organization who are responsible for complying with these standards. Acceptance of a purchase order and shipment of that merchandise constitutes acceptance of each and every term contained in this guide. Please direct any questions to the individuals noted on our Sport Chalet contacts page.

Failure to adhere to any or all of our compliance initiatives may result in an invoice deduction as a result of a charge back that is issued by our Distribution Center.

A copy of this guide can be found at www.sportchalet.com in the "about us" section. You are encouraged to review this website frequently, as all future updates or changes will be posted here.

Our goal continues to be getting our merchandise to the selling floor in floor-ready condition, with a minimal amount of handling and in an expedited manner. Adherence to these guidelines ensures that your product reaches our customers at the right time and at the right price. The loyal support of our valued vendors is critical to our mutual success. Please let us know how we can assist you in these efforts.

Thank you in advance for your support and cooperation.

Craig Levra
Chairman and CEO



MONTHLY OPEN VENDOR DAYS



QUARTERLY OPEN VENDOR DAYS AT SPORT CHALET

Sport Chalet offers Open Vendor Day once a quarter on the **third** Wednesday and Thursday. This is an opportunity for you to present new merchandise and services to our buyers. (See schedule below for dates)

Location: Sport Chalet Corporate
One Sport Chalet Drive
La Canada, CA 91011
(818) 949-5300

Hours: 9:00 a.m. to 12:00 p.m.
1:00 p.m. to 4:30 p.m.

- Do not call to make an appointment.
- Vendors are seen on a first come first serve basis.
- All appointments are 20 minutes in length.

Wednesday Categories

Winter Sports equipment
Water Sports equipment
Skateboard equipment
Fitness equipment
Cycling equipment
Golf equipment and apparel
Sunglasses
Watches, binoculars, and knives
Team Sports equipment
Racquet Sports equipment
SCUBA
Camping, climbing, and fishing
Licensed Toys & Sporting Equipment

Thursday categories

Ski, Snowboard, and Mountain apparel
Men's Activewear
Men's Sportswear
Women's Activewear
Women's Sportswear
Men's and Women's apparel
Kids Sportswear
Kids Activewear
Footwear
Inline skates/roller skates
Licensed apparel/footwear
Licensed accessories (home, auto, or office)

Dates:

February 17, 2010
May 19, 2010
August 18, 2010
November 17, 2010

Dates:

February 18, 2010
May 20, 2010
August 19, 2010
November 18, 2010

Please note new 2010 dates

Vendor Requirements

Insurance

Sport Chalet requires a Certificate of Liability Insurance from all of its vendors. The requirements are as follows:

- Limits of Liability required:
 - \$1,000,000 Bodily Injury
 - \$1,000,000 Property Damage or \$1,000,000 Combined
 - Single Limit per Occurrence.
- Provide 30-day notice of cancellation.
- Limited Form Vendors with Sport Chalet, Inc. as an additional insured, (including a Vendor's Endorsement attached to the General Liability Certificate).
- Insuring company must have a Best rating of B+ or greater.

Send certificates to:
Risk Management
One Sport Chalet Drive
La Canada, CA 91011
Fax: (818)-949-5301

Terms and Conditions

Sport Chalet requires each new vendor to fill out and sign a terms and conditions sheet (see form on page 6). Once completed the terms and condition sheet is to be sent to the respective Sport Chalet buyer (see contact list).



MERCHANDISE VENDOR INFORMATION, TERMS AND CONDITIONS

Date: _____

Requested By: _____

Vendor #:	_____
Date Entered in SAP:	_____
Entered By:	_____

Check all applicable:

- New Vendor
- Rental Vendor
- Binding Rental Vendor
- Change Vendor

**If change only enter information that is changing*

Vendor Number: _____

Company Code: 1000
Purchasing Organization: PO01

Account Group: SC03, SC04, SC06

MAIN ADDRESS / CONTACT INFORMATION

Company Name:	_____	Vendor Search Term:	_____
Street Number:	_____	Street:	_____
City:	_____	State:	_____
Zip Code:	_____	Country:	_____
Main Telephone Number:	_____	Mobile Number:	_____
Fax Number:	_____	Email Address:	_____

ORDER TO ADDRESS / CONTACT INFORMATION

If same as Main Address / Contact Information leave blank

Company Name:	_____	Vendor Search Term:	_____
Street Number:	_____	Street:	_____
City:	_____	State:	_____
Zip Code:	_____	Country:	_____
Main Telephone Number:	_____	Mobile Number:	_____
Fax Number:	_____	Email Address:	_____

REMIT TO ADDRESS / CONTACT INFORMATION

If same as Main Address / Contact Information leave blank

Company Name:	_____	Vendor Search Term:	_____
Street Number:	_____	Street:	_____
City:	_____	State:	_____
Zip Code:	_____	Country:	_____
Main Telephone Number:	_____	Mobile Number:	_____
Fax Number:	_____	Email Address:	_____

CONTROL AND PAYMENT TRANSACTION INFORMATION

Bank ABA Number	_____	Bank Account Number:	_____
Tax ID Number:	1		

VENDOR CONTACT INFORMATION #1

First Name:	_____	Last Name:	_____
Contact Type:	_____	Main Telephone Number:	_____
Mobile Number	_____	Fax Number:	_____
Email Address:	_____		
Street Number:	_____	Street:	_____
City:	_____	State:	_____
Zip Code:	_____	Country:	_____

VENDOR CONTACT INFORMATION #2 (OPTIONAL)

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Contact Type:	<input type="text"/>	Main Telephone Number:	<input type="text"/>
Mobile Number:	<input type="text"/>	Fax Number:	<input type="text"/>
Email Address:	<input type="text"/>		
Street Number:	<input type="text"/>	Street:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Country:	<input type="text"/>

VENDOR CONTACT INFORMATION #3 (OPTIONAL)

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Contact Type:	<input type="text"/>	Main Telephone Number:	<input type="text"/>
Mobile Number:	<input type="text"/>	Fax Number:	<input type="text"/>
Email Address:	<input type="text"/>		
Street Number:	<input type="text"/>	Street:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
Zip Code:	<input type="text"/>	Country:	<input type="text"/>

ACCOUNTING INFORMATION

Recon Account: 211000

PAYMENT TRANSACTIONS

Payment Terms:	<input type="text"/>	Payment Methods:	M & O
Tolerance Group 1:	AP1	Tolerance Group 2:	1000
Chk Double Inv:	<input checked="" type="checkbox"/>		

PURCHASING DATA INFORMATION

Order Currency:	USD	Schema Group Vendor:	SC
Terms of Payment:	<input type="text"/>	Account with Vendor:	<input type="text"/>
Incoterms:	<input type="text"/>	Purchasing Group:	<input type="text"/>
Point of Transfer of Ownership:	<input type="text"/>	Plan Delivery Lead Time Days:	<input type="text"/>
Minimum Order Value:	<input type="text"/>		

VENDOR PRICING CONDITIONS

Freight ZFRT:	<input type="text" value="2%"/>	PreSeason Discount ZPSD:	<input style="width: 50px;" type="text" value="%"/>
2% Freight unless noted differently:	<input type="text"/>		
DFA Discount ZDFA:	<input style="width: 50px;" type="text" value="%"/>	Payment Discount ZPMD:	<input style="width: 50px;" type="text" value="%"/>
Reorder Discount ZROD:	<input style="width: 50px;" type="text" value="%"/>	Co-op Discount ZCOP:	<input style="width: 50px;" type="text" value="%"/>
New Store Discount ZNSD:	<input style="width: 50px;" type="text" value="%"/>	Volume Discount ZVOD:	<input style="width: 50px;" type="text" value="%"/>

OTHER**PreTicketing:**Yes No Cost: **Hanger Insertion:**Yes No Cost: **Product Liability Ins. Provider:****Rebate Incentive Program:**Yes No Purchase Level: Rebate % / Rebate \$ Check/Credit/Free Goods: Time Period **EDI:**Yes No Cost: EDI Number:

Price Protection: Vendor will protect cost increases against invoices from / / through / / . At that time, if there is an increase in cost, vendor will give days notice and allow re-orders at the old cost.

Return Authorization:

Permanent RA #:

Return Freight:

Collect

Prepay and Chargeback

Vendor is responsible for inbound and outbound freight on mis-shipments and over shipping

RTV Agreement:

Vendor agrees that within (time period), if Sport Chalet does not achieve a (n) % sell through, Sport Chalet is pre-approved to return the product(s) related to this agreement.

Other Information:

Vendor Approval:

Signature:
Print Name:
Title:
Date:

Sport Chalet Approval:

Buyer:
V.P. / GMM:
Effective Date:

Purchase Orders

General Overview

As Sport Chalet continues to grow and invests in systems to become more efficient it becomes vital that our computer records are kept 100% accurate. Our software creates the most economical orders for replenishment items and we are continuing to implement EDI through our relationship with SPS Commerce. In order to make the most of these investments for both our companies and to continue to prosper there can be **no discrepancies between our purchase order and your invoice and orders must be delivered on time.**

PO Costs & Terms

- **It is imperative that the purchase order cost, terms, freight and discounts are 100% accurate. If there is any discrepancy notify the appropriate buyer immediately and do not ship until you receive a corrected purchase order.**
- **Sport Chalet will take the most favorable terms (to Sport Chalet) for all invoice/PO discrepancies.**

PO Delivery Date

- A very important aspect of our merchandise procurement process is the timeliness of delivery. Orders delivered past the desired Sport Chalet delivery date can result in lost sales for both Sport Chalet and you.
- A Sport Chalet purchase order will indicate two dates. It is essential that you understand what these dates mean to Sport Chalet.
 - **PO TO ARRIVE ON** – this is the date we want the purchase order to arrive inside our Distribution Center in Ontario, California
 - **CANCEL IF NOT RECEIVED BY** – this is the date the purchase order will automatically cancel in the Sport Chalet system. Orders delivered to our Distribution Center past this date will be refused and automatically returned to the vendor at the vendor's expense.

Back Orders

Back orders produce inefficiencies in our supply chain and increase processing and freight expenses. We encourage vendors to ship complete and allow **only one back order per PO without a chargeback.**

EDI

In keeping with our strategic initiative to improve operating efficiency, thus fostering future growth, Sport Chalet is implementing Electronic Data Interchange (EDI). It is important for you to know that EDI is a top priority for us and it is in both of our best interests to convert from the manual processing of purchase orders and invoices to the electronic transmission of these documents. Electronic trading will reduce the potential for lost or inaccurate orders by offering us improved and more visible tracking of data flow. Through our partnership with SPS Commerce we are able to offer a number of EDI solutions that fit the business and financial needs of our vendor partners.

Sport Chalet currently utilizes the following documents:

- Invoice (810)
 - **Please note that hard copies of invoices need to be sent to the corporate offices for prompt payment as we are currently not able to process payments from 810 transmissions.**
- Purchase Order (850)
- Product Activity Data (852)
- Advance Ship Notice (856)
- UCC 128 Bar Code Label
- Purchase Order Change (860)

EDI Options

The following is only a few of the many options available to you to become EDI compliant.

EDI

This options allow you to validate your existing EDI solution with Sport Chalet's EDI guidelines for a one-time fee of \$300 or \$500, depending on the type of testing chosen.

WebForms

This no-software, low-priced option offers an intelligent, browser-based data entry interface for organizations to easily and efficiently exchange business documents electronically. Through SPS, you can begin trading electronically with an easy to use solution in a matter of hours. These on-line forms are individually created based on our EDI specifications and start as low as \$49 per month.

File Integration

With this solution, you can directly integrate your back-end ERP system (e.g. Great Plains, Macola, Sage, Quicken, etc.) to your trading partner's EDI systems, thereby eliminating any additional manual processes or errors. SPS Commerce has pre-built adapters for most of the popular ERP applications, which make the integration seamless, and eliminating the need to have EDI infrastructure at your site.

Getting Started

After initial contact is made with a SPS Commerce representative, a start up package will be sent to you from SPS Commerce. Depending on the solution you choose, you will be EDI compliant within 30 - 45 days. During this time, you will be in constant communication with SPS Commerce to complete your testing and certification phase.

After testing and certification has been completed, we will receive a production notification from SPS. Our EDI department will then contact you within 5 business days to initiate electronic trading.

Questions?

If you have any further questions or would like more details about this program, please contact our EDI department at edi@sportchalet.com or you can visit the Sport Chalet/SPS Commerce website at:

www.spscommerce.net

User ID: spchaletvendor

Password: spscommerce

Click on the Sport Chalet logo

Mapping specifications for all our EDI transactions can be found at www.spscommerce.net using the above user ID and password.

To begin the implementation processes for EDI, please contact SPS Commerce Client Services at clientservices@spscommerce.com or via telephone at (866) 245-8100.

Help Us Manage Our Business POS Reporting Services

Sport Chalet offers two formats in which you can obtain Product Activity on a weekly basis. This information is transmitted weekly and includes sales and inventory for the previous week on a per door basis at the style/color/size SKU level. With this information we can effectively share ideas for improving assortments, optimizing inventory through purchasing more of what is selling and removing slow sellers and determining plans for upcoming seasons. All of which are designed to drive sales, profitability and efficiencies for both companies. The improvement in planning and forecasting will ultimately improve the customer experience.

Vendors who have joined us typically see a significant impact to comp sales with corresponding impact on turn and gross margin. The vendor increasingly owns more floor space and open-to-buy dollars because the business is being managed properly.

Edifice: Edifice is an information services company specializing in the collection, analysis and distribution of point-of-sale data used by retailers and suppliers to improve their supply chain efficiencies. They provide POS Reporting based on information provided by Sport Chalet. Using their services, we can work from a common data set to quickly identify opportunities for increasing sales, lowering inventory and reducing costs.

Edifice Contact Information:

Eric Engstrom
Director - Business Development
510-816-4736
EEngstrom@edificeinfo.com

Todd Paulus
Business Intelligence Manager
973-616-6134
tpaulus@edificeinfo.com

852 Product Activity Data: This transaction set is used within the context of an EDI environment. Vendors would have to be a certified EDI vendor with Sport Chalet to receive and utilize this transaction.

Floor Ready Merchandise Initiatives

Pre-Ticketing

Sport Chalet requires our vendors to pre-ticket. This means a scannable, bar coded price ticket, which captures the 12-digit Sport Chalet UPC, displays our article number, our retail price in human readable format and must be affixed to each item on the purchase order (as required).

Instructions for Pre-Ticketing Options

Option #1

Printing your own tickets

1. Obtain a Purchase Order from your Sport Chalet buyer.
2. Refer to the required ticket stock format (see page 10) to make sure tags/labels are printed according to Sport Chalet specifications.
3. Make sure labels have the required security slits, four on the small label and 14 on the standard labels, and ultra aggressive adhesive.
4. Sport Chalet tags must be made using special synthetic 8PT Polyolefin material, which is tear resistant.
5. Apply tags/labels to merchandise according to the Ticket Location Guide on pages 14-16

Option #2

Purchase tickets from Pacific Barcode

1. Obtain a Purchase Order from your Sport Chalet buyer to determine the type of tags/labels that need to be printed.
2. Go to www.pacificbarcode.com and click "Account Activation" to set up account or call 1-800-508-2535 or (951) 587-8717.
3. Complete an on-line form or fax or e-mail your company information, Sport Chalet PO number and the shipping service level (next day air, second day, ground, etc.) according to when the tags/labels will be needed..
4. All orders will be processed within 24 hours of receipt or by the end to the next business day. Orders received by 11:00 A.M. PST are usually processed and shipped the same day.
5. Once tags/labels are received, apply according to the Ticket Location Guide on pages 14-16.

Option #3

Purchase tickets from Sport Chalet

1. Obtain a Purchase Order from your Sport Chalet buyer.
2. Complete one (1) Vendor Ticket Request Form for each Purchase Order (see page 11) and e-mail to vendorsupport@sportchalet.com.
3. Be sure to include any special instructions or requirements.
4. Please make sure the address on the Ticket Request Form is the address where the tags/labels will be applied, not a general Corporate address.
5. Make sure to indicate the shipping service level according to when the tags/labels will be needed.
6. All orders will be processed within 24 hours of receipt or by the end to the next business day. Orders received by 11:00 A.M. PST are usually processed and shipped the same day.
7. Once tags/labels are received, place them on the merchandise according to the Ticket Location Guide on pages 14-16.
8. All charges for vendor ticket requests, including freight, will be deducted directly from the corresponding invoice.

Vendor Supply Resources

1. Tag/Label printing packages can be purchased directly from Pacific Barcode.
2. Blank ticket stock can be purchased from Pacific Barcode (800) 508-2535.
3. Tag fasteners and attachers can be ordered through Avery Dennison Fasteners at (800) 225-5913.

Sources for Price Tickets

Some of our vendors have the ability to print these tickets through their own printers. The following pages detail the formats you will need to follow to meet our requirements. Others may need assistance in getting tickets made. In addition to being able to obtain tickets directly from Sport Chalet, we have also partnered with Pacific Barcode, a leading producer and supplier of bar code solutions, to assist you in these efforts. The following pages provide information on how to activate your account and place orders for these tickets through Sport Chalet and the Pacific Barcode web site (www.pacificbarcode.com).

Price Ticket Information

Our purchase order notes all of the information that our tickets need to show. This can be provided to Pacific Barcode for ticket making purposes, or used to print tickets using your own internal printers. In either case, the ticket formats noted must be followed.

Bar Code Format (for vendors making their own tickets)

Vendors choosing to make their own tickets have two options pertaining to the bar code format. You can use either the product 12 digit UPC or the Sport Chalet UPC number.

In either event please confirm with your Sport Chalet buyer that your product UPC is loaded into the Sport Chalet system. Failure to have the product UPC properly loaded in the Sport Chalet system may result in an issuance of a vendor violation.

The desired font is Arial and the font size/clarity should be large enough to be easily readable. Please refer to page 13 of this guide for samples and formats.

NOTE: Sport Chalet does not assume ownership of merchandise that is pre-ticketed by vendor, prior to shipment

Ticket Samples and Formats

#1 Standard Hard Tag



#4 Small Adhesive Label



#2 Standard Adhesive Label



Ticket Location Guide

Department Name	Category	Ticket Location
Bicycles	All Bicycles	Top right corner of box on side with most detail
Bicycles	Bicycle Helmets	Front of box in top right corner
Bicycles	Pegged Accessories	Front of package in top right corner
Clothing	Caps & Hats	Place on hang tag near vendor UPC
Clothing	Cycling Apparel	Place on hang tag near vendor UPC
Clothing	License Wear	Place on hang tag near vendor UPC
Clothing	Mountain Clothing	Place on hang tag near vendor UPC
Clothing	Pants, Shorts & Skirts	Place on hang tag near vendor UPC
Clothing	Parkas & Jackets	Place on hang tag near vendor UPC
Clothing	Parkas & Jackets	Place on hang tag near vendor UPC
Clothing	Shirts (Long Sleeve)	Place on hang tag near vendor UPC
Clothing	Shirts (Short Sleeve)	Place on hang tag near vendor UPC
Clothing	Ski Gloves	Place on hang tag near vendor UPC
Clothing	Sweaters	Place on hang tag near vendor UPC
Clothing	Tank Tops & Jerseys	Place on hang tag near vendor UPC
Clothing	T-Shirts	Place on hang tag near vendor UPC
Clothing	Warm-Up Suits	Place on hang tag near vendor UPC
Fishing	Fishing Reels	Front of package in top right corner
Fishing	Fishing Rods	Place on hang tag near vendor UPC
Fishing	Fishing Vests	Place on hang tag near vendor UPC
Fishing	Tackle	Front of header card, top right corner
Footwear	All Footwear	End of Box w/info – near vendor UPC
Footwear	All Insoles	Front of package in top right corner
Footwear	Socks	Front of package in top right corner
Footwear	Wheels & Access.	Front of package in top right corner
General Athletics	Baseball Accessories	Front of package in top right corner
General Athletics	Baseball Clothing	Place on hang tag near vendor UPC
General Athletics	Baseball Gloves	Place on hang tag near vendor UPC
General Athletics	Baseball Protective Gear	Place on hang tag near vendor UPC
General Athletics	Bats	Place on plastic wrapping on barrel
General Athletics	Batting Gloves	Front of package in top right corner
General Athletics	Darts	Front of package in top right corner
General Athletics	Golf Gloves	Front of package in top right corner
General Athletics	Hockey Gloves	Place on hang tag near vendor UPC
General Athletics	Hockey Sticks	Place on top of handle
General Athletics	Ping Pong Paddles	Front of package in top right corner
General Athletics	Skateboard Wheels & Access.	Front of package in top right corner
General Athletics	Weight Lifting Gloves	Front of package in top right corner
Gift Center	2-Way Radios	Front of package in the top right corner
Gift Center	Binocular, Monocular & Telescope	Front of package in the top right corner
Gift Center	Camera / Film	Front of package in the top right corner
Gift Center	Electronics & Accessories	Front of package in the top right corner
Gift Center	Knives	Front of package in the top right corner
Gift Center	Pedometers / Stopwatches	Front of package in the top right corner
Gift Center	Sunscreen	No tag needed. We use Vendor UPC only
Gift Center	Walkman & Headphones	Front of package in top right corner
Gift Center	Wallets	Wallets (Boxed & Loose w/card) - Inside wallet
Gift Center	Key chains	Key chains - see buyer
Gift Center	Watches	On bottom of display base, if no display base then on box by vendor UPC
Golf	Golf bags	On hang tag by vendor UPC
Golf	Golf Balls	Front of package in the top right corner
Golf	Junior Sets	Sets - End of box near vendor UPC
Golf	Single Clubs	On shaft near grip
Golf	Men's Sets	End of box near vendor UPC

Ticket Location Guide

Department Name	Category	Ticket Location
Golf	Putters	On shaft near grip
Golf	Utility Clubs	On shaft near grip
Golf	Women's Sets	End of box near vendor UPC
Golf	Woods	On shaft near grip
Miscellaneous	Accessories, bags, purses	Front of package in top right corner
Mountain Shop	1st Aid Kits	Front of package in top right corner
Mountain Shop	Backpacking Accessories	Front of package in top right corner
Mountain Shop	Backpacking Stoves	Front of package in top right corner
Mountain Shop	Chairs (packaged)	Front of header card, top right corner
Mountain Shop	Chairs (unpackaged)	Place on hang tag near vendor UPC
Mountain Shop	Child Carriers	Place on hang tag near vendor UPC
Mountain Shop	Climbing Rope	Front of hang tag in upper right corner
Mountain Shop	Coolers (hard)	Front of cooler, top right corner
Mountain Shop	Coolers (soft)	Front of hang tag in upper right corner
Mountain Shop	Daypacks	Place on hang tag near vendor UPC
Mountain Shop	Duffle Bags (packaged)	Front of header card, top right corner
Mountain Shop	Duffle Bags (unpackaged)	Place on hang tag near vendor UPC
Mountain Shop	External Frame Packs	Place on hang tag near vendor UPC
Mountain Shop	Fanny Packs (boxed)	Front of package in top right corner
Mountain Shop	Fanny Packs (unboxed)	Place on hang tag near vendor UPC
Mountain Shop	Flashlights	Front of package in top right corner
Mountain Shop	General Camping Accessories	Front of header card, top right corner
Mountain Shop	Harnesses	Front of hang tag in upper right corner
Mountain Shop	Headlamps	Front of package in top right corner
Mountain Shop	Hydration Packs	Place on hang tag near vendor UPC
Mountain Shop	Internal Frame Packs	Place on hang tag near vendor UPC
Mountain Shop	Lanterns	Front of package in top right corner
Mountain Shop	Sleeping Bags (boxed)	Front of package in top right corner
Mountain Shop	Sleeping Bags (unboxed)	Place on hang tag near vendor UPC
Mountain Shop	Tents (boxed)	Front of package in top right corner
Mountain Shop	Tents (unboxed)	Place on hang tag near vendor UPC
Mountain Shop	Travel Packs	Place on hang tag near vendor UPC
Mountain Shop	Water Filters	Front of package in top right corner
Scuba	Boots, Hoods & Gloves	Front of package in top right corner
Scuba	Computers	Front of box in top right corner
Scuba	Fins	Front of package in top right corner
Scuba	Hooks, Buckles & Straps	Front of package in top right corner
Scuba	Knives	Front of box in top right corner
Scuba	Lights	Front of box in top right corner
Scuba	Lycra Suits	Place on hang tag near vendor UPC
Scuba	Masks & Snorkels	Front of package in top right corner
Scuba	Regulators	Front of box in top right corner
Scuba	Spear Gun Tips	Front of package in top right corner
Scuba	Tanks	Side of box with most detail
Scuba	Wetsuits	Place on hang tag near vendor UPC
Ski Hardware	Boots	End of box where size is printed
Ski Hardware	Ski Goggles	Front of package in top right corner
Ski Hardware	Snow Skis	Top front face of ski
Ski Hardware	Snowboards	Top front face of board
Sunglasses	Premium Sunglasses	End of box near Vendor UPC
Sunglasses	Rack Sunglasses	No tag needed - We use Vendor UPC # only
Sunglasses	Sunglass Accessories	No tag needed - We use Vendor UPC # only
Swimwear	1 piece suits	Place on hang tag near vendor UPC
Swimwear	2 piece suits	Place on hang tag near vendor UPC
Swimwear	Volley's, Boardshorts & Cover-ups	Place on hang tag near vendor UPC
Tennis	All Racquets	Place on neck of racquet
Tennis	Grips, Strings & Accessories	Front of package in top right corner

Ticket Location Guide

Department Name	Category	Ticket Location
Tennis	Grips, Strings & Accessories	Front of package in top right corner
Tennis	Racquetball Gloves	Front of package in top right corner
Watersports	Boats	Nose of the boat
Watersports	Kneeboards	Top front face of board (center)
Watersports	Wakeboards	Top front face of board (center)
Watersports	Water Ski Gloves	Front of package in top right corner
Watersports	Water Ski Vests	Place on hang tag near vendor UPC
Watersports	Water Skis	Top front face of ski

Hanger Program

Program Overview

In an effort to achieve more consistency in store merchandising, improve sell-through and speed merchandise through our Distribution Center, we have implemented a new hanger program.

After careful consideration and evaluation, A&E Products Group has been selected as the Preferred Hanger supplier for Sport Chalet.

All Sport Chalet garments are to be hung with VICS hangers in accordance with Sport Chalet hanger program document on the following page of the Sport Chalet vendor partnership guide.

Instructions for Hanger Program

1. Obtain a Purchase Order from your Sport Chalet buyer.
2. Order hangers from A&E (see order form on page 27 of the Sport Chalet vendor partnership guide)
 - Domestic orders will be processed (order to ship) within 5 days and international order within 14 days.
3. Once hangers are received, hang garments according to the hanger program guide on the following page of the Sport Chalet vendor partnership guide.

Contact information for A&E hangers:








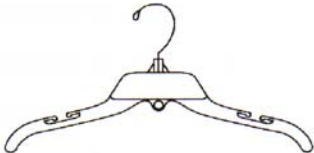
www.aehangers.com

800-655-0214 - East Coast


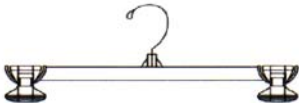

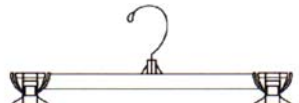

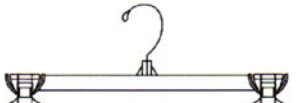

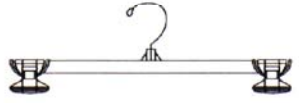
800-462-3843 - West Coast

888-997-7575 - Fax

Sport Chalet- Hanger Program & Hanging Guidelines

Merchandise Description	Hanger Type	Color	Material	Style#
<p>Men's & Women's Outerwear Ski and Snowboard Jackets, One Piece Ski Suits, Dive Jackets, Water ski vests</p> <p>Hanging Guideline - see photo</p>	3319K Coat	19" Clear	K-resin	3319
				
<p>Men's & Women's Tops Shirts, Blouses, Fleece, Lightweight Jackets, Fishing Vests, Rash Guards</p> <p>Hanging Guideline - see photo</p>	484K Top	17" Clear	K-resin	484
				
<p>Youth Tops and Women's 1 Piece Swim suits <u>Girls:</u> 4-6X, 7-14, S-XL <u>Boys:</u> 4-7, 8-18, S-XL <u>Women's:</u> 1 piece swim suits</p> <p>Hanging Guideline - see photo</p>	485K Top	15" Clear	K-resin	485
				
<p>Infant/Toddler Tops 2T-4T</p> <p>Hanging Guideline - see photo</p>	498K Top	12" Clear	K-resin	498
				

Sport Chalet- Hanger Program & Hanging Guidelines

Merchandise Description	Hanger Type	Color	Material	Style#
<p>Men's & Women's Bottoms Lightweight Pants and Shorts</p> <p>Hanging Guidelines Tuck front of pant and clip inside garment. Keep the back of pant straight and tight and clip on the back side so the clip is not showing from the front of fixture. Always side hang. See photo.</p>	6012K 12" Bottom	Clear	K-resin	6012
				
<p>Youth Bottoms <u>Girls:</u> 4-6X, 7-16 <u>Boys:</u> 4-7, 8-20</p> <p>Hanging Guideline Tuck front of pant and clip inside garment. Keep the back of pant straight and tight and clip on the back side so the clip is not showing from the front of fixture. Always side hang. See photo.</p>	6010K 10" Bottom	Clear	K-resin	6010
				
<p>Women's Swimwear/ Delicate Fabrics</p> <p>Hanging Guideline Clip on the garments so that no visible clips are exposed to the front of fixture. Hang bottom behind top and hang flat. See photo.</p>	6210K 12" (soft pad) Bottom	Clear	K-resin	6210
				
<p>Men's & Women's Outerwear Pants Insulated Pants, Heavyweight Pants and Shorts</p> <p>Hanging Guideline Tuck front of pant and clip inside garment. Keep the back of pant straight and tight and clip on the back side so the clip is not showing from the front of fixture. Always side hang. See photo.</p>	7012K 12" Bottom	Clear	K-resin	7012
				

Security Source Tagging

Overview

Source Tagging is the process in which Electronic Article Surveillance (EAS) anti-theft labels are affixed to packaging at the point of manufacture, packaging or distribution. Source tagging eliminates the need for Store or Distribution level tagging and guarantees thorough, consistent tagging compliance. This improves merchandising opportunities and results in increased sales for both the retailer and the vendor.

Program Benefits

Sport Chalet will have the improved ability to increase product sales and profitability through open merchandising and better product exposure. Empty store shelves frustrate customers, which impacts brand loyalty and results in lost sales. Source tagging enables manufacturers to protect their products and provide floor-ready merchandise to Sport Chalet.

Participating manufacturers and suppliers reap the following rewards:

- **Increased sales** by openly merchandising high theft products, **Reduced Out-Of-Stocks** caused by theft, **Increased Shelf Space** and larger market share, **Product Availability** for our valued customers, **Competitive Advantage** by providing a value-added service, **Floor-Ready Merchandise** - eliminate tagging delays at our Distribution Center, **Enhance New Product Introductions** and **Better Sales History and Turns**.

What EAS System Does Sport Chalet Use?

Sport Chalet has committed to Sensormatic's 58 KHz technology for our electronic article surveillance. All of Sport Chalet's stores are equipped with the Ultra●Max® EAS technology. Sensormatic's Ultra●Max® technology and its new, small, wafer-thin Ultra●Strip™ III label, enables Sport Chalet and its manufacturers to universally protect general merchandise, apparel, footwear, and seasonal merchandise.

The Six Steps to Source Tagging....

1. Sport Chalet determines product to be source tagged and manufacturers begin tagging by a specific date.
2. Manufacturers call Sensormatic at 800-368-7262 or visit their web site at www.sensormatic.com for information regarding source tagging and the product certification process.
3. Manufacturers send sample products to: Sensormatic Source Tagging Innovation Center at 951 Yamato Road, Boca Raton, FL 33431
4. Products are evaluated for detection, deactivation/activation and any affect of shipping and handling on both the product and the EAS label.
5. Official certification and original products are returned to each manufacturer with proper tagging guidelines.
6. Manufacturers begin tagging merchandise and shipping to the retailer.

How to get a Source Tagging Program Started...

Contact your Sport Chalet Buyer:

- To determine which items have been identified for source tagging.
- To learn about opportunities for source tagging on new products.
- To discuss enhanced display locations for source tagged product.
- To create timelines for shipping source tagged product.

Contact Sensormatic:

- To learn more about Sensormatic and Ultra●Max® EAS technology.
- To place an order for EAS tags.
- To seek assistance and consultation on tag application techniques.
- To identify correct tag placement for your products through Sensormatic's Source Tagging Innovation Center.

If you need additional details or have questions your buyer cannot answer, call....

Sport Chalet (Corporate Contact)

One Sport Chalet Drive, La Canada, CA 91011

Telephone: (818) 949-5300 - Fax: (818) 949-5301

Corporate Loss Prevention Department

To find out more information on [Vendor Source Tagging click here](#)

Defective Merchandise Allowance

Processing customer returns has long been an expensive and time consuming task for both the retailer and vendor. As a result shipping, handling and accounting costs all continuing to escalate. At Sport Chalet, we continually examine avenues to improve efficiencies and profitability with our business partners. Because of the proven success of Damage/Defective Allowance programs throughout the industry, Sport Chalet is requiring each of our vendors to partner with us as we implement our Defective Allowance program.

Vendors that have partnered with us are no longer requested to send return labels or call tags to return damaged or defective goods. The handling of damaged items and the costs that are associated to them are also eliminated. Instead, we deduct a damage allowance percentage from each merchandise invoice that is received. This deduction is taken on individual items, as opposed to a general deduction from the entire amount of the invoice. This allows for more accurate tracking of "problem" merchandise. The initial target allowance will be based upon last fiscal year's damage return and/or mark out of stock data, instead of using a non-historical flat percentage. Once this damage allowance has been implemented, Sport Chalet will review our invoice deductions against actual damage/defective mark outs on a regular basis and revise the percentage accordingly.

Merchandise Packing Guidelines

General Guidelines

In order to efficiently process product through our Distribution Center, the following packaging guidelines must be followed:

1. Pack one (1) Purchase Order per carton.
2. Individual cartons should not weigh more than 50 pounds, unless the actual product weighs more than 50 pounds.
3. Merchandise should not be tied together or bundled together unless authorized in advance.
4. Seal cartons with appropriate packing tape.
5. Do not use loose fill.
6. Pack merchandise in new, sturdy corrugated cartons.
7. Pack one (1) item per case whenever possible.

Carton Markings

On the outside of each carton shipped, you must include the following information:

1. Vendor name and shipping address.
2. Appropriate Sport Chalet location address.
3. Purchase Order number.
4. Carton number (1 of 3, 2 of 3, etc.).

Packing Slips

One of the simplest requirements Sport Chalet has, and one of the most frequent violations our vendor-partners make, is the application of a detailed packing slip with each shipment. This step is critical to the timely processing of your merchandise and invoice payment. The packing slip must be inside the lead carton.

Packing slips must include the following:

1. Ship to address.
2. Vendors return address.
3. Purchase Order number.
4. Sport Chalet customer number (issued by vendor)
5. Vendor number (as issued by Sport Chalet)
6. Bill to address.
7. Quantities by size, color and product description.
8. Vendor style number.
9. Shipper's name and address.
10. Weight and number of cartons.

Shipping Guidelines

Transportation

Sport Chalet operates on a *freight collect basis*, unless our Divisional Merchandise Manager has granted an exception in writing, *prior* to shipment of a Purchase Order.

All Purchase Orders, regardless of the shipping terms and allowances that have been negotiated (NOFA, FFA, PPD, etc.), must be shipped according to the following guidelines:

UPS - Shipments 100 pounds and under:

Ship via UPS (our preferred small package carrier) third party billing. Shipments via UPS cannot exceed **10 cartons**, regardless of weight. **This includes approved prepaid shipments.**

FOCUS Logistics - Shipments over 100 pounds:

Contact Sport Chalet Load Control Center at:

614-792-6220

Focus Logistics Solution

5970 Wilcox Place, Suite B

Dublin, OH 43016

The Load Control Center will schedule a pickup at your facility. A sample of a **Request for Routing Information** form is shown on the next page. Please contact Focus and they will provide a Request Form that will need to be completed and emailed to the Load Control Center at:

sportchalet@focus-solutions.com

Please note **3-hour** time difference between the Sport Chalet Load Control Center and Sport Chalet Distribution Center.

Prepaid invoices that contain freight charges that have not received prior written approval will be paid net of freight to the vendor. All Air freight shipments must have prior approval from our Buying office before shipment is tendered. C.O.D. (Cash on Delivery) shipments are not authorized by Sport Chalet. Any such shipments will be refused.

All merchandise, with the exception of Team Sales, Repairs and Special Orders, is to be shipped to:

Sport Chalet Distribution Center

2285 South Ponderosa Avenue

Ontario, CA 91761

909-923-8207

909-923-8996 (FAX)

vendorsupport@sportchalet.com

Sport Chalet Request For Routing

Sport Chalet Contact Info

Focus Logistics Solutions
 Phone: (614) 792-6220 x 405

Bill of Lading Instructions

3rd Party Bill To:
 Sport Chalet c/o I
 2 Corporate Drive
 Palm Coast, FL 32

PLEASE SUBMIT REQUESTS TO

sportchalet@focus-solutions.com

Shipper Information (P/U Location)

Shipper Name
 Address
 City, State Zip
 Shipping Hours
 Contact Name / 2nd Contact
 Phone / 2nd Phone
 Fax
 Email / 2nd Email

Date Ready:

Information needed PER PO#

PO#
 Delivery Date
 Cancel Date
 Description
 Freight Class
 Order Qty (units)
 Ship Qty (units)
 Cartons
 Weight (lbs)

	1	2	3	4	5	6	TO

IF PALLETIZED

of skids
 # skids @ LxWxH
 Stackable? (Y/N)

IF FLOOR LOADED

Cubic Ft.
 Special p/u Instructions



Appointment Guidelines

All inbound deliveries, whether collect or prepaid, to the Sport Chalet Distribution Center in Ontario, California must have an appointment. Small package carriers (UPS, FedEx, RPS, etc.) do not need an appointment as they generally have pre-arranged delivery times. Appointments are made **only** through the Sport Chalet Load Control Center. (LCC) Appointments are to be requested via email or fax using the Request for Appointment form on the following page to:

sportchalet@focus-solutions.com

Fax: (614)792-6220

The Sport Chalet Load Control Center will contact the carrier with an exact delivery date and time. Most appointments will be made for the next day if they are received in the LCC by 1:00 p.m. EST, depending on volume. Appointment requests cannot be accepted if made by phone or if made directly to the Sport Chalet Distribution Center, either by phone or fax. **All requests must be made through the Sport Chalet Load Control Center.**

Carriers are expected to meet all delivery appointments. Late or cancelled deliveries must be communicated to the LCC as soon as possible. Late deliveries are subject to refusal and/or significant delays and/or freight bill deductions. All deliveries are unloaded in the order scheduled. Drivers must follow the staging directions given to them by yard or supervisory personnel. Driveways or entryways must remain clear at all times. Sport Chalet is not responsible for delays in unloading caused by inaccurate ASN information, such as freight that is floor-loaded vs. palletized.

Administration or handling fees charged by carriers for requiring an appointment or other such procedures are not acceptable and will result in a vendor invoice deduction (prepaid freight).

Delivery issues should be addressed to the Sport Chalet Load Control Center at 614-792-6220.

If Shipping “Collect,” All shipper B/L’s must indicate:

**“Third Party Bill to”
Sport Chalet
C/o ITT-TDS
2 Corporate Dr
Palm Coast, FL 32137**

For Focus Logistic Use Only
High Jump:
Delivery Planning:

Request for Appointment

Carrier Name	
Contact	
Phone Number	
Fax Number	
Email	

Requested Delivery Date & Time	
--------------------------------	--

Information needed PER PO#

	1	2	3	4	TOTAL
Vendor Name					
PO#					
Pro#					
Pre-paid or Collect					
Skids					
Description					
Cartons					
Weight					

For Focus Logistics Use Only					
Delivery Date					
Cancel Date					
Appointment Time / Date					

Appointment requests must be received by 1pm Eastern Standard time in order to be considered for delivery the following day. Requests received after this time may not be processed until the following business day.

Focus Logistics	Phone: (614)792-6220
	sportchalet@focus-solutions.com



Special Shipping Instructions

Team Sales Orders

Team Sales Orders are to be shipped directly to our team sales facility at 7541 Woodman Place, Van Nuys, California 91405, unless you are given specific instruction to do otherwise.

Do not ship Team Sales Orders to the Sport Chalet Distribution Center or Sport Chalet store locations unless you have been given specific instructions to do so.

Team Sales Back Orders

Back orders on team sales purchase orders must be brought to the attention of the team sales buyer immediately upon receipt of our purchase order. It is at the sole discretion of the team sales buyer to accept partial purchase orders.

Special Orders

Special Orders are to be shipped directly to the store that placed the order. Special orders are designated by an "SP", the Store number of the requesting store, and the subsequent 5-digit purchase order number. For example, if Store #13 were to place a Special Order, it would read SP1398432. A complete listing of our Store locations and addresses can be found on pages 31 through 33 of the Vendor Partnership Guide.

Do not ship Special Orders to the Sport Chalet Distribution Center.

Customer Repairs

All customer repairs should be returned to the Store or Customer that initiated the repair.

Do not ship repaired merchandise to the Sport Chalet Distribution Center.

A repair tag noting the repair(s) needed and the return address is included with the original return. Please identify all repair shipments with the original repair tag number.

Defective or Damaged Merchandise

Under no circumstances will Sport Chalet accept repaired or replacement merchandise in place of a damage/defective allowance. Damaged or defective merchandise that has been repaired or replaced will be immediately returned and a charge back will be issued. This charge back will include a handling fee, as well as all freight costs that are incurred. Please contact your individual buyer for further information regarding this program. (See the *Contact List* at the back of this guide)

Shipping Terms & Conditions

Right of Refusal

Sport Chalet reserves the right to refuse or return, **without a return authorization**, any merchandise that falls into any of the following categories:

- **Merchandise received prior to the Purchase Order to arrive date.**
- **Merchandise received after the Purchase Order cancel if not received by date.**
- **Merchandise that does not have a valid Purchase Order.**
- **Merchandise that does not meet Purchase Order specifications of style, color, size, quantity and/or quality.**

As requested, vendors are required to provide Sport Chalet with a Return Authorization number or call tags, **within 72 hours of Sport Chalet's initial request**. If a Return Authorization is not received within 72 hours of the request, all merchandise will be shipped to the "Returns Address" that is currently on file in our vendor database. All freight charges (inbound freight, as well as return freight) will be deducted from the vendor invoice. Sport Chalet allocates warehouse space based on buying plans. We do not have the facilities to store merchandise that was shipped to us without authorization or that does not meet the specifications of each Purchase Order. As a result, product will not be permitted to accumulate.

All product **Recalls** will be shipped noting the appropriate Return Authorization number and via the shipping method negotiated with the applicable buyer. All Return Authorization paperwork that is sent by the vendor must clearly indicate, on the exterior of the envelope, "Return Paperwork Enclosed".

Please mail or fax all return paperwork to:

Sport Chalet Distribution Center

Attention: Returns

2285 South Ponderosa Avenue

Ontario, CA 91761

909-923-8207

909-923-5919 (Fax)

email: vendorsupport@sportchalet.com

Expense Offset Policy

Merchandise shipped to Sport Chalet that does not comply with our Floor Ready merchandise standards adds unnecessary costs and delays to our supply chain. It is the intention of Sport Chalet to minimize the costs for our vendors and us, and expedite the merchandise to our selling floor as quickly as possible. When costs rise because our vendors choose not to comply with clearly defined standards, Sport Chalet will take the appropriate deductions (chargeback's) from the vendor invoice. These deductions are intended to recover the costs incurred by Sport Chalet for vendor non-compliance—not to create a profit center that unfairly penalizes our vendors. The standards we have outlined in this guide are prevalent throughout the retail community.

Please be aware that chargeback's will be deducted from invoices for each of the following infractions:

VIOLATION TYPE	CHARGE BACK
A. Shipped to wrong address.	\$100
B. PO Number not printed on the outside of each carton.	\$100
C. Carton count not noted on the outside of each carton.	\$100
D. No packing slip.	\$100
E. Packing slip not inside of the lead carton.	\$100
F. Vendor combined two or more PO's on one packing slip.	\$100
G. Order was shipped early without buyer approval.	\$100
H. Wrong quantities, styles, colors or sizes were shipped.	\$100
I. Order was received after cancellation date.	\$100
J. Improper routing of shipment.	\$100
K. Merchandise was not pre-ticketed or was ticketed incorrectly	
▪ Vendors that fail to pre-ticket, or pre-ticket incorrectly, will be assessed a charge back of \$50.00 per shipment, PLUS \$.10 per unit. The \$50.00 charge will not be applied to shipments that have been split by small package carriers. The \$50.00 will be applied to backorders and shipments that have been split by the vendor.	
L. More than two shipments received for one PO	
• The violation is for three or more shipments on a PO. The third shipment will be a \$100 violation, the fourth shipment a \$200 violation, the fifth shipment a \$300 violation and so on. All back orders must be received within our delivery / cancel window.	
M. Merchandise was not pre-hung or hung with the incorrect hanger.	
• Vendors that fail to pre-hang, or pre-hang incorrectly, will be assessed a charge back of \$25.00 per shipment, PLUS \$.25 per unit. See "Hanger Program" on page 24 for additional information.	

Questions related to specific **vendor chargeback's** should be directed to:

Inventory Control Manager

Sport Chalet, Inc.
2285 S. Ponderosa
Ontario, CA 91761
909-923-8207 ext. 221
909-923-8996 (Fax)
mmiles@sportchalet.com

Questions regarding **statement information** should be directed to:

Accounts Payable

Sport Chalet, Inc.
One Sport Chalet Drive
La Canada, CA 91011
818-949-5300
818-790-0016 (Fax)
accountspayable@sportchalet.com

Accounts Payable

General Information

Sport Chalet is dedicated to paying all merchandise and expense invoices within established payment terms. In order to meet this commitment, please adhere to the following guidelines:

1. Always receive a valid approved, written or electronic PO from Sport Chalet.
2. Verify the accuracy of all PO details, including item price, payment terms and routing directions. Correct any discrepancies prior to shipping of merchandise.
3. Each invoice must contain:
 - a. Sport Chalet PO number.
 - b. Sport Chalet SKU's and vendor style number for each item.
 - c. Vendor name and "remit to" address.
 - d. Payment terms.
 - e. Unit cost.
 - f. Quantities by size, color and product description.
 - g. Vendor number (as assigned by Sport Chalet.)

All vendor correspondence must include your Sport Chalet assigned vendor number, which is located on the purchase order. Correspondence must include appropriate supporting documentation. Inquiries are processed in the order received, whether by fax or mail.

All marketing/sales literature should be mailed to the appropriate buyer at the address listed below. This includes order confirmation notices, invoices, etc. Literature that is mailed to the Distribution Center will not be forwarded and, as a result, could cause a delay in payment processing.

Invoices, statements and inquiries should be mailed to:

Sport Chalet Accounts Payable

Sport Chalet, Inc
One Sport Chalet Drive
La Canada, CA 91011
818-949-5300
818-790-0016 (Fax)
accountspayable@sportchalet.com

All Team Sales invoices, statements and inquiries should be mailed to:

Team Sales Accounts Payable

Sport Chalet, Inc.
One Sport Chalet Drive
La Canada, CA 91011
818-949-5300
818-949-5301 (fax)
teamaccountspayable@sportchalet.com

Store Number and Address List

- | | | | |
|------------|--|------------|---|
| #2 | La Canada, CA
La Canada Flintridge Town Center
Two Sport Chalet Dr.
La Canada, CA 91011
(818) 790-9800
(818) 790-1051 (Fax) | #3 | Huntington Beach, CA
16242 Beach Blvd.
Huntington Beach, CA 92647
(714) 848-0988
(714) 848-0922 (Fax) |
| #4 | Laguna Niguel, CA
The Marketplace
27080 Alicia Pkwy.
Laguna Niguel, CA 92656
(949) 362-0342
(949) 362-9194 (Fax) | #5 | Point Loma, CA
Point Loma Plaza
3695 Midway Drive
San Diego, CA 92110
(619) 224-6777
(619) 225-0521 (Fax) |
| #6 | La Jolla, CA
University Town Center
4525 La Jolla Village Dr. Ste. D19
San Diego, CA 92122
(858) 453-5656
(858) 453-8846 (Fax) | #7 | Burbank, CA
Burbank Town Center
201 East Magnolia Ste. 145
Burbank, CA 91502
(818) 558-3500
(818) 567-2020 (Fax) |
| #8 | Mission Viejo, CA

27551 Puerta Real
Mission Viejo, CA 92691
(949) 582-3363
(949) 582-7594 (Fax) | #10 | Valencia, CA
Valencia Marketplace
25560 The Old Road
Valencia, CA 91381
(661) 253-3883
(661) 254-0361(Fax) |
| #11 | Marina Del Rey, CA
Via Marina Marketplace
13455 Maxella Avenue
Marina Del Rey, CA 90292
(310) 821-9400
(310) 823-0485 (Fax) | #12 | Los Angeles, CA
Beverly Connection
100 North La Cienega Blvd.
Los Angeles, CA 90048
(310) 657-3210
(310) 657-2201 (Fax) |
| #13 | Brea, CA
Imperial Center East
2500 East Imperial Hwy. Ste. 150
Brea, CA 92821
(714) 255-0132
(714) 255-0843 (Fax) | #14 | Oxnard, CA
The Marketplace
1885 Ventura Blvd.
Oxnard, CA 93030
(805) 485-5222
(805) 988-4242 (Fax) |
| #15 | West Hills, CA
Fallbrook Center
6701 Fallbrook
West Hills, CA 91307
(818) 710-0999
(818) 992-8131 (Fax) | #16 | Rancho Cucamonga, CA
Foothill Marketplace
12449 Foothill Blvd.
Rancho Cucamonga, CA 91739
(909) 987-4321
(909) 899-8238 (Fax) |

#17 Glendora, CA
940 South Grand Ave.
Glendora, CA 91740
(626) 335-3344
(626) 335-9397 (Fax)

#19 Irvine, CA
Park Place
2983 Michelson Drive
Irvine, CA 92612
(949) 476-9555
(949) 476-9557 (Fax)

#21 Porter Ranch, CA
Porter Ranch Town Center
19817 Rinaldi Street
Porter Ranch, CA 91326
(818) 831-9520
(818) 368-4631 (Fax)

#23 Chino Hills, CA
Crossroads Marketplace
13041 Peyton Drive
Chino Hills, CA 91709
(909) 627-8996
(909) 627-4727 (Fax)

#25 Henderson, NV
Sunmark Plaza
701 Marks Street
Henderson, NV 89014
(702) 451-1211
(702) 451-5504 (Fax)

#27 Costa Mesa, CA
South Coast Plaza
3333 Bear Street #340
Costa Mesa, CA 92626
(714) 424-9255
(714) 424-9295 (Fax)

#29 Riverside, CA
3700 Tyler St., #12
Riverside, CA 92503
(909) 688-8047
(909) 688-2730 (Fax)

#18 Torrance, CA
Village Del Amo
21305 Hawthorne Blvd. Ste. 205
Torrance, CA 90503
(310) 316-6634
(310) 316-7248 (Fax)

#20 Mission Valley, CA
Westfield Mission Valley
1640 Camino Del Rio North Ste. 110
San Diego, CA 92108
(619) 718-7070
(619) 718-7080 (Fax)

#22 Temecula, CA
The Commons of Temecula
40432 Winchester Road
Temecula, CA 92591
(909) 296-0031
(909) 296-0020 (Fax)

#24 Long Beach, CA
Long Beach Town Center
7440 Carson Street
Long Beach, CA 90808
(562) 429-9560
(562) 429-8530 (Fax)

#26 Palmdale, CA
Palmdale Marketplace
39180 10th Street West
Palmdale, CA 93551
(661) 266-3232
(661) 267-0252 (Fax)

#28 Summerlin, NV
Crossroads Common
8825 W. Charleston Blvd.
Las Vegas, NV 89117
(702) 255-7570
(702) 341-9450 (Fax)

#30 Antioch, CA
Slatten Ranch
5839 Lone Tree Way
Antioch, CA 94531
(925) 777-2030
(925) 777-0340 (Fax)

#31 Redlands, CA
Citrus Plaza
27550 Lugonia Ave.
Redlands, CA 92374
(909) 335-3800
(909) 335-3810 (Fax)

#32 Sacramento, CA
Country Club Plaza
2401 Butano Drive
Sacramento, CA 95825
(916) 977-1730
(916) 977-1745 (Fax)

#33 Roseville, CA
Highland Reserve Marketplace
10349 Fairway Dr.
Roseville, CA 95678
(916) 773-6828
(916) 773-6848 (Fax)

#34 Elk Grove, CA
Elk Grove Marketplace
8511 Bond Rd.
Elk Grove, CA 95624
(916) 714-5740
(916) 714-5751 (Fax)

#35 Arcadia, CA
Westfield Santa Anita
400 S. Baldwin Ave., Suite 910-L
Arcadia, CA 91007
(626) 446-8955
(626) 466-5904 (Fax)

#36 Pleasanton, CA
Metro 580 Shopping Center
4555 Rosewood Dr.
Pleasanton, CA 95825
(925) 225-0708
(925) 225-0720 (Fax)

#37 Visalia, CA
Packwood Creek West Shopping Ct
4145 S. Mooney Blvd.
Visalia, CA 93277
(559) 625-3434
(559) 625-4010 (Fax)

#38 Foothill Ranch, CA
Foothill Ranch Towne Center
26532 Town Centre Drive
Foothill Ranch, CA 92612
(949) 588-6044
(949) 588-6785 (Fax)

#39 Thousand Oaks, CA
Conejo Valley Plaza
1350 North Moorpark Road
Thousand Oaks, CA 91360
(805) 494-4058
(805) 496-7948 (Fax)

#44 Team Sales - Van Nuys, CA
7541 Woodman Place
Van Nuys, CA 91405
(818) 781-4000
(818) 780-1954 (Fax)

#60 Happy Valley, AZ
Happy Valley Towne Center
2501 W. Happy Valley Road, Suite 30
Phoenix, AZ 85027
(623) 869-6593
(623) 869-6805 (Fax)

#61 Chandler, AZ
Crossroads Towne Center
2650 E. Germann Road
Chandler, AZ 85249
(480) 899-9881
(480) 899-4160 (Fax)

#62 Scottsdale, AZ
The Scottsdale Shops
8690 E. Raintree Drive
Scottsdale, AZ 85260
(480) 544-1013
(480) 948-3570 (Fax)

#63 Tempe, AZ
Tempe Marketplace
1900 E. Rio Salado Parkway, #130
Tempe, AZ 85281-2237
(480) 966-9139
(480) 829-9070 (Fax)

#64 Vacaville, CA
Nut Tree Village
1621 E. Monte Vista Ave., Unit C
Vacaville, CA 95688
(707) 447-8092
(707) 447-8553 (Fax)

#66 Mira Loma, CA
Eastvale Gateway
12399 Limonite Ave.
Mira Loma, CA 91752
(951) 685-3150
(951) 685-5036 (Fax)

#68 Las Vegas, NV
Arroyo Market Square
7230 Arroyo Crossing Pkwy.
Las Vegas, NV 89113
(702) 263-6756
(702) 614-9469 (Fax)

#70 Bakersfield, CA

5200 Stockdale Highway
Bakersfield, CA 93309
(661) 335-7780
(661) 335-7788 (Fax)

#72 Peoria, AZ
Lake Pleasant
25406 N. Lake Pleasant Pkwy.
Peoria, AZ 85383
(623) 566-0712
(623) 362-1044 (Fax)

#74 Los Angeles, CA
11801 West Olympic Blvd.
Los Angeles, CA 90064
(310) 235-2847
(310) 477-8454 (Fax)

#76 Queen Creek
Queen Creek Marketplace
21566 S. Ellsworth Loop Rd.
Queen Creek, AZ 85242
(480) 987-4681
(480) 888-7732 (Fax)

#65 San Jose, CA
Eastridge Shopping Center
2190 Eastridge Loop, Suite 4008
San Jose, CA 95122
(408) 531-0771
(408) 531-0780 (Fax)

#67 San Marcos, CA
Grand Plaza
177 South Las Posas Dr.
San Marcos, CA 92078
(760) 744-1804
(760) 744-5507 (Fax)

#69 Phoenix, AZ
Metrocenter
9617 Metro Parkway West. #2129
Phoenix, AZ 85051
(602) 870-7483
(602) 870-8803 (Fax)

#71 Goodyear, AZ
Goodyear Centerpointe
15277 W. McDowell Road
Goodyear, AZ 85338
(623) 566-0712
(623) 5361360 (Fax)

#73 West Jordan, UT
Jordan Landing
7682 S. Campus View Dr.
West Jordan, UT 84084
(801) 282-0619
(801) 280-8802 (Fax)

#75 Concord, CA
Sport Chalet Plaza
1280 Willow Pass Road, Suite A
Concord, CA 94520
(925) 521-7009
(925) 521-7040 (Fax)

#77 Menifee, CA
Countryside Marketplace
30054 Haun Road
Menifee, CA 92584
(951) 301-7675
(951) 679-5801 (Fax)

Sport Chalet Contacts

Accounts Payable

Manager..... 818-949-5309
 Team Sales..... 818-949-5437

Corporate EVP of Growth & Development..... 818-949-5387

Buying Dept. - Hardgood Buyers

EVP – Chief Merchandising Officer 818-949-5372
 Baseball, General Athletics & Paintball 818-949-5339
 Bikes, Food & Beverage, Exercise Equipment & Accessories, Books, Videos 818-949-5351
 Fishing, Camping, Backpacks, Climbing & Sleeping Bags 818-949-5353
 Gift Center - Sunglasses, Watches, Knives & Electronics 818-949-5346
 Golf - Equipment, Footwear & Apparel, Racquet Sports..... 818-949-5346
 Multi-Sport Car Racks, Scooter & Maps..... 818-949-5351
 Paddle Sports, Water Sports, Bodyboards, Wakeboards & Waterskis 818-949-5370
 SCUBA & Wet suits 818-949-5370
 Ski Hardware, Winter Accessories, Snowboards & Skateboards 818-949-5370

Buying Dept. - Softgood Buyers

EVP – Chief Merchandising Officer 818-949-5372
 Men's Footwear & Skates 818-949-5332
 Men's Apparel & License Product 818-949-5337
 Women's & Kids Apparel..... 818-949-5330
 Ski Wear, Snowboard & Mountain Clothing 818-949-5343

Buying Dept. – Team Sales..... 818-781-4000 ext. 12

Distribution Center

Director-Warehouse Operations 909-923-8207, x201
 Operations Manager 909-923-8207, x222
 Vendor Compliance Support 909-923-8207, x207
 Team Sales Distribution Center..... 818-781-4000 ext. 20

Fax Numbers

Accounts Payable 818-790-0016
 Corporate..... 818-949-5301
 Distribution Center 909-923-8996
 Merchandising 818-949-5301
 Returns 909-923-5919
 Team Sales..... 818-780-1954

Inventory Analysts (Replenishment)

Bikes, Racks, Skateboards, and Winter Hardgoods.....818-949-5367
Women's Apparel, Junior Sportswear, Mountain Shop, Fishing, Water and Paddle
Sports.....818-949-5366
Golf, Gift Center, Sunglasses, Racquet Sports and Scuba.....818-949-5368
General Athletics, Baseball, Men's Apparel and License Products..... 818-949-5363
Footwear.....818-949-5325
Exercise and Food.....818-949-5364

Loss Prevention

Administrator..... 818-949-5405

SPORT CHALET IS WORKING HARD TO CONSERVE ENERGY



We believe we have a responsibility to save energy and protect our environment by reducing our dependency on non-renewable energy resources. Our entire Company is committed to saving energy and reusing materials wherever we can.

Some examples include:

- All distribution center lights are on automatic timers that control the lighting based on time of year and day of the week. During the morning to afternoon time frame the interior lights are switched off because sufficient light is received through the skylights. During the night shift, only specific lights are utilized in order to save energy, and all lights are automatically shut off at close.
- We recycle thousands of pounds of paper, cans and bottles from our stores each year.
- Each month our distribution center recycles approximately 72 tons of cardboard, 4 tons of plastic, and 16 truckloads of broken pallets.
- We recycle discarded metal parts, computer equipment and other non-saleable metal pieces.
- Our employees are encouraged to carpool to work whenever possible. In fact, it's mandatory when attending offsite Company and training meetings.
- We have installed bike racks at the front of all stores to encourage employees and customers to ride their bikes to work and to shop.
- We operate with a mandatory "lights off" directive in our stores, distribution center, and corporate offices. If no one is using a room, the lights are turned off.
- We have changed our delivery schedule to our stores, shipping multiple store orders on one truck. We also deliver at night during off-peak traffic hours to avoid clogging the freeways and creating wasteful idling in traffic.
- We encourage our offshore vendors to use shippers who practice "cold ironing." This process reduces diesel emissions by allowing ships to run their engines with ship-to-shore clean electricity while in port instead of running on-board diesel engines.
- Our Annual Report is printed on recycled paper.
- Our prototype store format specifies the installation of a minimum of eight skylights, to take advantage of the natural light and save electricity.
- We encourage all of our vendor partners to ship our retail goods through the Ports of Los Angeles and Long Beach in support of these ports' aggressive air pollution control plan that focuses on making them the cleanest ports in the world.
- Through our freight management company, we strive to maximize cargo loads by consolidating freight shipped to our distribution center from various cities throughout the United States. Freight consolidation helps ensure truckloads are maximized, using the most amount of space available, thus reducing the number of truck deliveries required to fulfill our order requirements and thereby saving fuel.

