

## **Direct Import Vendor – Sample Shipping Instructions**

Direct import vendors shall be responsible for all sample shipments to Hobby Lobby and/or Mardel corporate offices in the United States. Vendor responsibilities to include, but not limited to, all documentation necessary for US import clearance and costs including freight, duties (DDP), taxes and customs clearance formalities associated with the delivery of the sample to the final destination.

By shipping samples to the Hobby Lobby and/or Mardel corporate offices in the United States, vendor acknowledges and agrees to comply with all applicable US Customs and Border Protection (CBP) regulations and other relevant US government agency requirements concerning the import of samples. Any non-compliance resulting in fines, penalties, or delays will be the responsibility of the vendor. Any cost(s) associated with penalties that Hobby Lobby and/or Mardel incurs due to vendor's failure to comply will result in a chargeback to the vendor.

Unsolicited shipment of samples will not be accepted; therefore, samples must be requested by a Hobby Lobby or Mardel Buyer in order to be shipped.

### **Corporate Delivery Addresses**

<b>Hobby Lobby</b>	<b>Mardel</b>
ATTN: Buyer First and Last Name, Buyer Number 3701 S MacArthur Blvd Oklahoma City, OK 73179	ATTN: Buyer First and Last Name, Buyer Number 7727 SW 44 <sup>th</sup> Street Oklahoma City, OK 73179