

REFERENCE GUIDE

HOW TO ORDER TABLE SKIRTING

1. SELECT A FABRIC/PATTERN

Choose from the vast selection of fabrics and patterns featured in this catalog: DuraLast™ 100% Polyester Weaves, SoftWeave™ Spun Filament Polyester Weaves, TruFinish™ 100% Polyester Weaves

NOTE: Be sure to include item number of each fabric and/or pattern selected.

2. SELECT A COLOR

Set the mood you desire with color. Soft pastels create a quiet, relaxing setting; bold jewel tones generate excitement. Table skirting can be color coordinated to match your existing decor or provide drama by using contrast colors and prints. DuraLast™ and SoftWeave™ are dyed to match, letting you mix and match fabrics for added texture.

NOTE: Be sure to include color number of each item selected.

3. SELECT A PLEAT STYLE

Our selection includes standard pleat styles: Shirred Pleat (S), Box Pleat (B), and Accordion Pleat (A) and optional pleat styles: Continuous Accordion (CA) and Continuous Box (CB).



Shirred Pleat



Box Pleat



Accordion Pleat






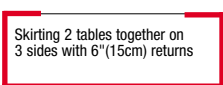

Continuous Box Pleat



Continuous Accordion Pleat

4. DETERMINE THE SIZE YOU NEED

Marko® By Carlisle recommends a standard 29" (74cm) drop for a 30" (76cm) high table. To determine the appropriate skirt length, measure the perimeter of the table and order skirting by the running foot. See examples below:

Buffet Table To skirt all four sides, simply measure and add all four sides of the table.	 Skirting on 4 sides	30" x 72" (76cm x 183cm) 17 Feet (5.18m)	36" x 72" (91cm x 183cm) 18 Feet (5.48m)	30" x 96" (76cm x 244cm) 21 Feet (6.4m)	36" x 96" (91cm x 244cm) 22 Feet (6.7m)
Head Table To skirt three sides, simply measure and add all three sides of the table.	 Skirting on 3 sides	30" x 72" (76cm x 183cm) 11 Feet (3.4m)	36" x 72" (91cm x 183cm) 12 Feet (3.66m)	30" x 96" (76cm x 244cm) 13 Feet (3.96m)	36" x 96" (91cm x 244cm) 14 Feet (4.27m)
Head Table with Return Measure the three sides you want skirted and add two 6" (15cm) returns for the non-visible side.	 Skirting on 3 sides with 6" (15cm) returns	30" x 72" (76cm x 183cm) 12 Feet (3.66m)	36" x 72" (91cm x 183cm) 13 Feet (3.96m)	30" x 96" (76cm x 244cm) 14 Feet (4.27m)	36" x 96" (91cm x 244cm) 15 Feet (4.57m)
Two Head Tables with Return Measure the three sides of the two head tables together you want skirted and add two 6" (15cm) returns for the non-visible side.	 Skirting 2 tables together on 3 sides with 6" (15cm) returns	2 tables: 30" x 72" (76cm x 183cm) 18 Feet (5.49m)	2 tables: 36" x 72" (91cm x 183cm) 19 Feet (5.79m)	2 tables: 30" x 96" (76cm x 244cm) 22 Feet (6.71m)	2 tables: 36" x 96" (91cm x 244cm) 23 Feet (7.01m)
Round Table Measure the perimeter of the table.	 Skirting all around table	48" Diameter (122cm) 13 Feet (3.96m)	60" Diameter (152cm) 16 Feet (4.88m)	66" Diameter (168cm) 17 1/2 Feet (5.33m)	72" Diameter (183cm) 19 Feet (5.79m)

NOTE: If your requirements differ, please specify exact sizes on your order.

5. SELECT A SKIRT HEADER

Table skirting is available with either standard slotted webbing or a velcro header. Since clips are attached directly to the webbing, standard slotted webbing provides a snug fit around any corner or table shape, i.e., serpentine tables. For quick set ups and tear downs, consider the velcro header.

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6. SELECT AN ATTACHMENT SYSTEM

Marko® By Carlisle has five different attachment systems to choose from. The thickness of the table edge and type of header will help determine which attachment system to use. Our selection of clear-top, Spring-On™, stainless steel, unbreakable clips accommodates standard slotted webbing and velcro headers, fitting table edges 3/8" to 2-1/2" (10mm to 64mm). The plastic velcro clips have openings that range from 3/8" to 5" (10mm to 127mm) and work only with velcro headers. Velcro Stripping and Velcro Patches can accommodate any size table edge, but only work with velcro headers. T-pins can accommodate any table edge size and header. For additional information refer to our clip sizing guide on page 43.

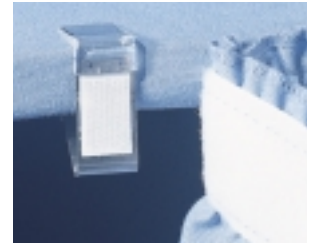
CLEAR-TOP SPRING-ON™, STAINLESS STEEL, UNBREAKABLE CLIPS



Standard Slotted Webbing (photo A):
5112MP - for table edge 3/8" to 1-1/4" (10mm to 32mm)
5117MP - for table edge 1-1/4" to 2-1/4" (38mm to 57mm)

velcro header (photo B):
5118MP - for table edge 3/8" to 1-1/4" (10mm to 32mm)
5120MP - for table edge 1-1/4" to 2-1/4" (38mm to 57mm)

NOTE: All clips above are 3/4" (19mm) wide; 550PC can be interchanged with 5118MP clips.



Shown: 5112MP with Standard Slotted Webbing

Shown: 5118MP with velcro Header

PLASTIC VELCRO CLIPS



550PC

- fits table edges 3/8" to 1" (10mm to 25mm)



555PC (OVERLAP/VALANCE CLIP)

- flat clip is designed to hold excess skirting in place
- 1/2" (13mm) opening



5200PC

- fits table edges 3/8" to 3/4" (10mm to 19mm)

5CCLIP (for bull-nosed table edges)

- 3/4" to 1-1/2" (19mm to 38mm) opening

new!

5LCLIP

- fits extra large table edges up to 5" (127cm)

ADDITIONAL ATTACHMENT SYSTEMS



521C VELCRO STRIPPING

- use with velcro header only
- 5/8" (16mm) wide



522C VELCRO PATCHES

- use with velcro header only
- 5/8" (16mm) wide x 1" (25mm) long



5TPINS

- use with standard webbing or velcro header
- 1-3/4" (45mm) long

7. INSTALL TABLE SKIRTING

Standard Slotted Webbing Clips (5112MP, 5117MP): First slip clips into the slotted webbing every 7" (18cm) [every third slot]; then attach the clips to table edge, slipping them over the table topper

Velcro Clips (5118MP, 5120MP, 550PC, 5200PC, 5CCLIP), **521C Velcro Stripping**, **522C Velcro Patches**: Attach velcro clips, stripping, or patches to the table edge first; then press the velcro header onto the clips, stripping, or patches

5TPINS: Pin skirt header to the table topper

8. INSTALL OVERLAP/VALANCE

555PC Velcro Clip: Slip the clip between the skirting already installed on the table and the table edge; then press the velcro header onto the velcro on the clip

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HOW TO ORDER STANDARD TABLECLOTHS, TABLE TOPPERS, OVERLAYS, RUNNERS AND FITTED TABLECLOTHS

1. SELECT A FABRIC/PATTERN

Choose from the vast selection of fabrics and patterns featured in this catalog:

- DuraLast™ 100% Polyester Weaves
- SoftWeave™ Spun Filament Polyester Weaves
- TruFinish™ 100% Polyester Weaves
- Vinyl: Expressions™ Series, Designer™ Series, Fashion™ Series, Classic™ Series
- Textile Design Collection™

2. SELECT A COLOR

Color creates the mood. Choose soft pastels for a quiet, relaxing setting or bold jewel tones to generate excitement. Table coverings can be color coordinated to match your existing decor and tableware and accessories. For a more dramatic approach, choose colors and patterns that provide an interesting contrast. DuraLast™ and SoftWeave™ fabrics are dyed to match, letting you mix and match weaves for added texture.

NOTE: Be sure to include color number of each item selected.

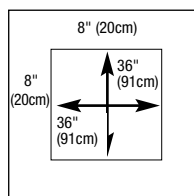
3. DETERMINE THE SIZE YOU NEED

A. TABLECLOTHS – STANDARD 8" (20cm) DROP

Marko® By Carlisle recommends an 8" (20cm) drop on all four sides. For rectangular or square tables, simply add 16" (41cm) to the length and width of the table top to determine the appropriate size. For round tables, add 16" (41cm) to the diameter of the table. For booth tables, add 16" (41cm) to the width and 8" (20cm) to the length. See examples below:

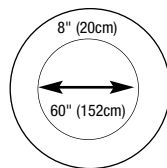
Rectangular or Square Tables

Example: 36" x 36" (91cm x 91cm) table
 36" x 36" table (91cm x 91cm)
 +16" +16" drop (+41cm +41cm)
 52" x 52" tablecloth (132cm x 132cm)



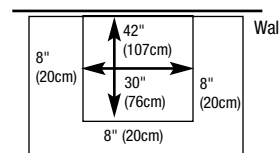
Round Tables

Example: 60" (152cm) table
 60" table (152cm)
 +16" drop (+41cm)
 76" tablecloth (193cm)



Booth Tables

Example: 30" x 42" (76cm x 107cm) table
 30" x 42" table (76cm x 107cm)
 +16" + 8" drop (+41cm +20cm)
 46" x 50" tablecloth (117cm x 127cm)
 [Wall side is 46" (117cm)]



Square and Rectangular Tables

Standard Table Size	Recommended Tablecloth Size	Standard Table Size	Recommended Tablecloth Size
24" x 24" (61cm x 61cm)	40" x 40" (102cm x 102cm)	24" (61cm)	40" (102cm)
24" x 30" (61cm x 76cm)	40" x 46" (102cm x 117cm)	30" (76cm)	46" (117cm)
30" x 30" (76cm x 76cm)	46" x 46" (117cm x 117cm)	36" (91cm)	52" (132cm)
30" x 36" (76cm x 91cm)	46" x 52" (117cm x 132cm)	42" (107cm)	58" (147cm)
30" x 42" (76cm x 107cm)	46" x 58" (117cm x 147cm)	48" (122cm)	64" (163cm)
30" x 72" (76cm x 183cm)	46" x 88" (117cm x 224cm)	60" (152cm)	76" (193cm)
36" x 36" (91cm x 91cm)	52" x 52" (132cm x 132cm)	66" (168cm)	82" (208cm)
30" x 48" (76cm x 122cm)	46" x 64" (117cm x 163cm)	70" (178cm)	86" (218cm)
36" x 48" (91cm x 122cm)	52" x 64" (132cm x 163cm)	74" (188cm)	90" (229cm)
36" x 72" (91cm x 183cm)	52" x 88" (132cm x 224cm)	90" (229cm)	106" (269cm)
30" x 84" (76cm x 213cm)	46" x 100" (117cm x 254cm)	92" (234cm)	108" (274cm)
36" x 84" (91cm x 213cm)	52" x 100" (132cm x 254cm)	104" (204cm)	120" (305cm)
30" x 96" (76cm x 244cm)	46" x 112" (117cm x 284cm)	116" (295cm)	132" (335cm)
36" x 96" (91cm x 244cm)	52" x 112" (132cm x 284cm)	—	—

NOTE: If you desire a longer drop than 8" (20cm), add inches accordingly.

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3. DETERMINE THE SIZE YOU NEED (CON'T.)

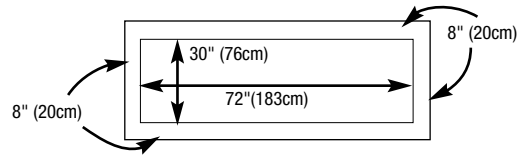
B. TABLE TOPPERS

Table toppers provide the finishing touch to skirted banquet tables. Marko® By Carlisle recommends a 8" (20cm) drop on all four sides. To determine the exact size you need, simply measure the table size and add 16" (41cm) to the width and length. See example below:

30" x 72" (76cm x 183cm) table

30" x 72" table (76cm x 183cm)
 +16" +16" drop (+41cm +41cm)
 46" x 52" tablecloth (117cm x 224cm)

For round tables, add 16" (41cm) to the table's diameter.



C. Overlays

When using an overlay with "pointed corners", Marko® By Carlisle recommends that the point of the overlay corner match the drop of the tablecloth. Overlays used as a second tablecloth (match the shape of the tablecloth) need only a small drop of 3" (7.5cm). See examples below:

Square and Rectangular Tables

Standard Table Size	Standard Tablecloth with 8" (20cm) Drop	Recommended Overlay ("Pointed Corner") Size	Recommended Overlay (Second Tablecloth) Size
24" x 24" (61cm x 61cm)	40" x 40" (102cm x 102cm)	28" x 28" (71cm x 71cm)	30" x 30" (76cm x 76cm)
24" x 30" (61cm x 76cm)	40" x 46" (102cm x 117cm)	32" x 32" (81cm x 81cm)	30" x 36" (76cm x 91cm)
30" x 30" (76cm x 76cm)	46" x 46" (117cm x 117cm)	33" x 33" (84cm x 84cm)	36" x 36" (91cm x 91cm)
30" x 36" (76cm x 91cm)	46" x 52" (117cm x 132cm)	37" x 37" (94cm x 94cm)	36" x 42" (91cm x 107cm)
36" x 36" (91cm x 91cm)	52" x 52" (132cm x 132cm)	37" x 37" (94cm x 94cm)	42" x 42" (107cm x 107cm)
36" x 40" (91cm x 102cm)	52" x 56" (132cm x 142cm)	40" x 40" (102cm x 102cm)	42" x 46" (107cm x 117cm)

Round Tables

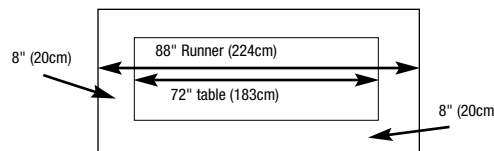
Standard Table Size	Standard Tablecloth with 8" (20cm) Drop	Recommended Overlay ("Pointed Corner") Size	Recommended Overlay (Second Tablecloth) Size
24" (61cm)	40" (102cm)	28" x 28" (71cm x 71cm)	30" (76cm)
30" (76cm)	46" (117cm)	33" x 33" (84cm x 84cm)	36" (91cm)
36" (91cm)	52" (132cm)	37" x 37" (94cm x 94cm)	42" (107cm)
42" (107cm)	58" (147cm)	41" x 41" (104cm x 104cm)	48" (122cm)
48" (122cm)	64" (163cm)	45" x 45" (114cm x 114cm)	54" (137cm)
60" (152cm)	76" (193cm)	54" x 54" (137cm x 137cm)	66" (168cm)
66" (168cm)	82" (208cm)	58" x 58" (147cm x 147cm)	72" (183cm)
70" (178cm)	86" (218cm)	61" x 61" (155cm x 155cm)	76" (193cm)

D. RUNNERS

Marko® By Carlisle recommends a 15" (38cm) width for runners. The length should match the 8" (20cm) drop of the tablecloth. See example below:

30" x 72" (76cm x 183cm) table

72" table length (183cm)
 +16" (+41cm)
 88" runner (224cm)

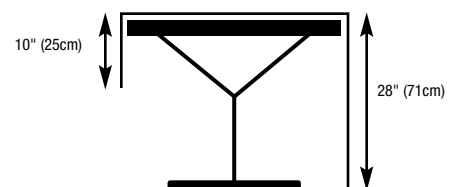


NOTE: If a drop is not preferred, the length of the runner must be less than the length of the table.

E. CONFERENCE CLOTHS

Marko® By Carlisle recommends a 10" (25cm) drop on the seated side of the conference table and a floor length 28" (71cm) drop on the front side of the conference table. See example below:

Standard Conference Table Size	Standard Conference Cloth Size
18" x 60" (46cm x 152cm)	56" x 116" (142cm x 114cm)
18" x 72" (46cm x 183cm)	56" x 128" (142cm x 325cm)
18" x 96" (46cm x 244cm)	56" x 152" (142cm x 385cm)
24" x 60" (61cm x 152cm)	62" x 116" (158cm x 114cm)
24" x 72" (61cm x 183cm)	62" x 128" (158cm x 325cm)
24" x 96" (61cm x 244cm)	62" x 152" (158cm x 385cm)
30" x 60" (76cm x 152cm)	68" x 116" (173cm x 114cm)
30" x 72" (76cm x 183cm)	68" x 128" (173cm x 325cm)
30" x 96" (76cm x 244cm)	68" x 152" (173cm x 385cm)



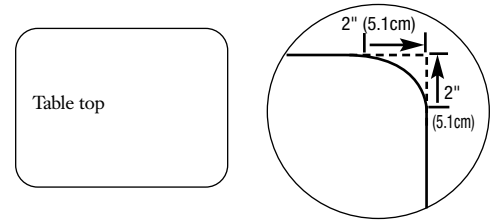
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3. DETERMINE THE SIZE YOU NEED (CON'T.)

F. fitted tablecloths

Tables with radius corners have rounded corners as opposed to the sharp, pointed corners found on most standard foodservice tables. The degree of the curve dictates which type of tablecloth to order: Box Corner or Hat Box. Marko® By Carlisle recommends, if the radius corner is greater than 2" (5.1cm), order a Hat Box Tablecloth. For tables with a radius corner less than or equal to 2" (5.1cm), order a Box Corner Tablecloth. See example at right:

Table with radius corners



HOW TO BUILD THE PERFECT TABLE

The overall dining experience must make an impact! Your patrons expect an upscale, fresh look that is both functional and comfortable.

To create a dynamic tabletop, many elements must be taken into consideration, such as color, texture, and weight. By successfully blending those elements together through the use of table padding, tablecloths, napkins, and tableware, the design and function evolve.

Although you will ultimately make your selections based on menu, budget, and personal preference, strive to meet the expectations of your patrons.

Here are some helpful hints:

1. SELECT TABLE PADDING

To add comfort and cushioning to your table, use table padding. Table padding not only helps to muffle noise, but reduces china and glassware breakage.



2. SELECT TABLECLOTH

The color or design of the tablecloth sets the mood; bold jewel tones add drama, a subtle pastel promotes quiet. Next, determine the best fabric to suit your needs. Vinyl tablecloths are low maintenance - just wipe the surface clean with a soft, damp cloth. Fabrics such as DuraLast™ 100% Polyester, SoftWeave™ Spun Filament Polyester, and TruFinish™ 100% Polyester can be machine washed and dried and offer excellent color, size, and shape retention.



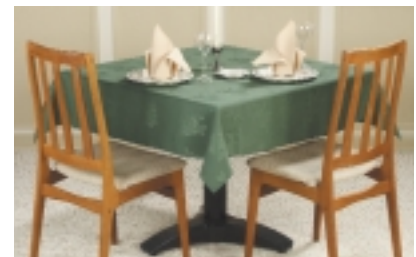
3. SELECT NAPKINS

Napkins add a splash of color to the tabletop or can be color matched to your tablecloth. The fold you select also sets the level of elegance. (See napkin folds on pages 52-53)



4. SELECT TABLEWARE

Your tableware provides the finishing touch to your tabletop. For a complete listing of Carlisle's tableware products, call for your FREE catalog (800) 654-8210 or (405) 475-5600, or visit our website: www.carlislefsp.com



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CARE INSTRUCTIONS

CARE INSTRUCTIONS FOR THE FOLLOWING:

DURALAST™ 100% POLYESTER FABRICS

(tablecloths, napkins, table skirting, runners, overlays, placemats, and table toppers)

Oxford Weave, Momie Weave, Rose Damask Weave, Linen Weave, Plain Check Weave, DuraLast™ Placemats

SOFTWEAVE™ SPUN FILAMENT POLYESTER FABRICS

(tablecloths, napkins, table skirting, runners, overlays, and table toppers)

Satin Band Weave, SoftWeave™, SoftWeave™ Leaf Damask

TRUFINISH™ 100% POLYESTER FLAME RETARDANT FABRICS

(tablecloths, napkins, table skirting, runners, overlays, and table toppers)

Classic™ Twill Weave, Starshine Weave, Velair™ Weave, Lace Weave

Laundering before use is recommended. To wash:

Machine wash at 2/3 of the load capacity with water temperature between 140°-160°F (60°-71°C). Use non-ionic/solvent combination detergent or equivalent. Washing cycle time of 10-20 minutes. To dry, load machine to 1/2 load capacity. Use permanent press cycle. Allow cool down cycle time of at least 3-4 minutes. Remove immediately. Place on flat table, fold and place on hanger.

CARE INSTRUCTIONS FOR THE FOLLOWING:

VINYL PRODUCTS

(tablecloths, runners, overlays, table toppers, aprons, placemats, table padding, and double polished clear vinyl)

Expressions™ Series, Designer™ Series, Fashion™ Series, Classic™ Series, Textile Design Collection™

Wipe down with a soft, damp cloth or sponge and dry. To remove a stain, gently rub with a mild non-abrasive cleaner and wipe down with soft sponge. For stains that have set, apply bleach to a paper towel and place over the stain for two minutes. Wipe down with sponge. If the stain persists, leave the towel on the stain overnight. Vinyl products are NOT machine washable.

CONSULT THE EXPERTS!

The instructions shown above are general guidelines to help you care for your linens. For specific formulations, you should consult your laundry equipment supplier or the supplier of your washing chemicals.

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NAPKIN FOLDS

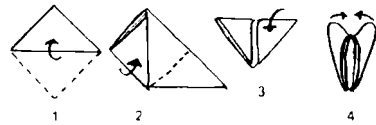
Creative napkin folds add the finishing touch to any table top setting. Our step-by-step directions will have you and your wait staff folding in no time at all! Try a new fold each month! Your customer's will love it!

DuraLast™ and SoftWeave™ fabrics offer the ideal hold for any fold:

- Oxford Weave
- Momie Weave
- Rose Damask Weave
- Linen Weave
- Plain Check Weave
- Satin Band Weave
- SoftWeave™
- SoftWeave™ Leaf Damask

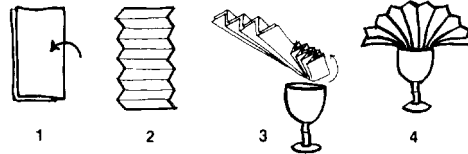


Shown: Bird of Paradise



PYRAMID

Fold napkin in half diagonally (1). Fold corners to meet top point (2) Turn napkin over and fold in half (3). Pick up at center and stand on base of triangle (4).



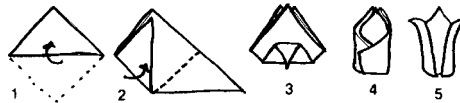
GOBLET FAN

Fold napkin in half (1). Pleat from bottom to top (2). Turn napkin back 1/3 of the way on right (folded) end and place into goblet (3). Spread out pleats at top (4).



BIRD OF PARADISE

Fold napkin in half and in half again (1). Then fold in half diagonally with points on the top and facing up (2). Fold left and right sides down along center line, turning their extended points under (3). Fold in half on long dimension with edges facing out. (4). Pull up points and arrange on a fabric surface.



CARDINAL'S HAT

Fold napkin in half diagonally (1). Fold corners to meet at top point (2). Turn napkin over with points to the top, fold lower corner 2/3 way up (3). Fold back onto itself (4). Bring corners together tucking one into the other. Open base of fold and stand upright (5).



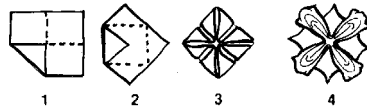
LADY WINDERMERE'S FAN

Fold napkin in half (1). Starting bottom, accordion pleat 2/3 way up (2). Fold in half with pleating on the outside (3). Fold upper right corner diagonally down to folded base of pleats and turn under edge (4). Place on table and release pleats to form fan (5).

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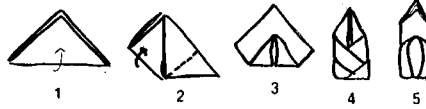
ROSE

Fold all 4 corners of open napkin to center (1). Fold new corners to center (2). Turn napkin over and fold all 4 corners to center (3). Holding center firmly reach under each corner and pull up flaps to form petals. Reach between petals and pull flaps from underneath (4).



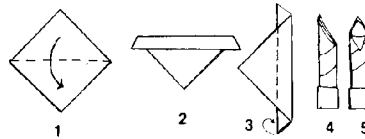
ROSEBUD

Fold napkin in half diagonally (1). Fold corners to meet at top point (2). Turn napkin over and fold bottom 2/3 way up (3). Turn napkin around and bring corners together, tucking one into the other (4). Turn napkin around and stand on base (5).



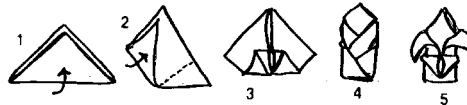
CANDLE

Fold napkin in half diagonally (1). Fold down base 1/3 way (2). Turn napkin over and roll from bottom to top (3). Tuck corners inside cuff at base of fold and stand (4). Turn one layer of point down and set on base (5).



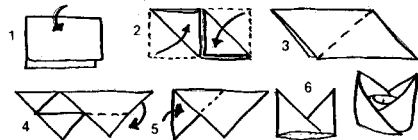
THE CROWN

Fold napkin in half diagonally (1). Fold corners to meet at top point (2). Fold bottom point 2/3 way to top and fold back onto itself (3). Turn napkin over bringing corners together, tucking one into the other (4). Peel two top corners to make crown. Open base of fold and stand upright (5).



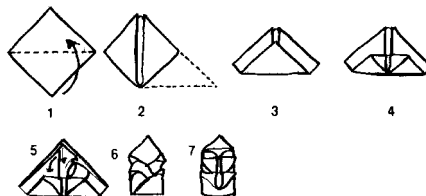
BISHOP'S MITRE

Fold napkin in half diagonally (1). Fold corners to meet at top point (2). Turn napkin over with points to the top, fold lower corner 2/3 way up (3). Fold back onto itself (4). Bring corners together tucking one into the other. Open base of fold and stand upright (5).



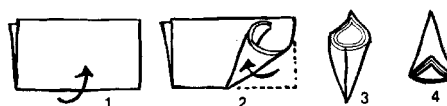
ATRIUM LILY

Fold napkin bringing bottom up to top (1). Fold corners to top (2). Fold bottom point up to 1" below top (3). Fold point back onto itself (4). Fold each of points at top down and tuck under edge of folded-up bottom and fold down one layer of top point and tuck under base fold (5). Turn napkin over and tuck left and right sides into each other (6). Open base and stand (7).



CLOWN'S HAT

Fold napkin in half bringing bottom to top (1). Holding center of bottom with finger, take lower right corner and loosely roll around center (2). matching corners, until cone is formed (3). Turn napkin upside down, then turn hem all around. Turn and stand on base (4).



TERMS & CONDITIONS

CALL TOLL FREE 1-800-654-8210 or 405-475-5600 for more information
or visit us on the web at www.marko.com

1. TERMS AND METHOD OF PAYMENT

- a. All orders are subject to approval and acceptance by SELLER. No order accepted by SELLER shall be subject to cancellation, termination, suspension, change, reduction, cutback, or other modification except with SELLER'S prior written consent.
- b. Unless otherwise specified on the sales order or invoice, terms shall be cash with order, letter of confirmed credit, or sight draft attached to bills of lading or other shipping documents at SELLER'S election. Where SELLER has extended credit to BUYER our standard terms of payment shall be 1/2 of 1% 10 days – net 30 days from invoice date. The amount of terms of credit, if extended, may be changed or credit withdrawn by SELLER at any time. No orders will be shipped on a COD basis.
- c. Prices do not include federal, state or local taxes, duties or other levies, now or hereafter enacted, applicable to the items deliverable under the sales order or invoice (hereinafter called ITEMS), which taxes, duties, or other levies will be added by SELLER to the sales price and will be paid by BUYER unless BUYER provides SELLER with a proper exemption certificate.
- d. Packaging for commercial shipment is included in the contract price. Any special packaging, crating or shipping instructions must be noted on BUYER'S original order and acknowledged by SELLER.

2. TITLE AND DELIVERY

The ITEMS shall be delivered F. O. B., SELLER'S plant, and title thereto shall pass to BUYER, upon SELLER'S delivery of the ITEMS to a common carrier for shipment to BUYER. Any accessorial charges incurred because of a customer request will be the responsibility of the requester. Items back ordered from collect shipments will be forwarded collect.

3. INSPECTION AND ACCEPTANCE

Thoroughly inspect all shipments. Do not accept a damaged or short shipment until exception is noted on the freight bill. **Buyer will be held responsible for all shipments with freight bills signed free and clear.** If concealed damage is discovered, contact the freight company immediately for inspection. Concealed damage must be reported within 7 days of receipt. All damaged goods and shortages that are not properly documented and reported upon receipt become the sole responsibility of the **buyer**.

4. PATENT INDEMNIFICATION

SELLER shall protect and indemnify BUYER and its directors, officers, agents, and employees against all claims for damages or profits, including all reasonable costs incurred by BUYER in connection therewith, arising from infringement of patents, copyrights, trademarks, or misappropriation of designs.

5. RETURNS

No returns will be accepted without an authorization number from Carlisle Customer Service. Authorization may be obtained by calling 800-654-8210 (405-475-5600) and requesting a Return Authorization from Customer Service. All requests for returns must occur within **90 days** of the original shipment of the product. Merchandise returned without authorization will be refused and returned to the customer, freight collect. Any merchandise must be returned freight prepaid, and is subject to a minimum of 15% restocking charge. After 90 days, 25% restocking applies. All returned goods must reference the original invoice and purchase order. Returned goods must be in original standard packs and in unused condition. Special Order Products will not be accepted for exchange or return. This includes any articles custom imprinted or modified by purchaser.

6. GENERAL

- a. All prices are list and subject to change without notice. Orders from authorized accounts will be accepted with the understanding that prices are those in effect at the time of shipment. These prices are exclusive of all sales taxes which may be levied by State, Federal or City governments.
- b. There is no minimum order on Marko By Carlisle products, although all orders less than \$50 (net) individually shipped to one address will carry a \$10.00 service charge. The initial order requirement for a new customer must be accompanied by a tax exemption certificate.
- c. All orders of custom products are subject to shipment of plus or minus 10% of the quantity ordered.
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- e. SELLER hereby certifies that the goods described herein of its manufacture will be produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and all order of the United States Department of Labor issued under Section 14 thereof. SELLER further certifies that it is in compliance with the Equal Employment Opportunity clause in Section 202, paragraphs 1 through 7 of Executive Order 11246, as amended, relative to equal employment opportunity and the implementing Rules and Regulations of the Office of Federal Contract Compliance.
- f. SELLER is not responsible for typographical errors made in any of its publications or for stenographic or clerical errors made in preparation of quotations, sales orders, acknowledgments, or invoices. All such errors are subject to correction.
- g. This agreement shall be governed by the laws of the state of Oklahoma.
- h. SELLER'S "Terms and Conditions" as set forth above shall govern this transaction. Any inconsistent terms of BUYER wherever set forth and whether oral or written, shall not be binding upon SELLER unless agreed to by SELLER in writing. No waiver or exception to any of the hereinabove enumerated conditions or any of the special terms and provisions relating to this order shall be binding upon SELLER unless agreed to in writing by SELLER.
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