

BIC Inc. Canada (BIC) PRODUCTION GUIDELINES

Thank you for choosing BIC Inc. Canada ("BIC") for your logo lighter needs. These guidelines explain essential technical requirements that you must follow to enable us to fulfill your order.

Production-Ready Order

Standard Processing and Production Times

Standard processing and production time: 2 business days for artwork proof and development and up to 8 additional business days for production for orders under 10,000 units. Production starts upon receipt of signed artwork proof by BIC. For orders greater than 10,000 units please contact customer service for estimated processing and production time. An additional 6-8 business days is required for standard ground shipments.

See Production-Ready Art section for requirements.

Production-Ready Art

Please provide artwork files via the logo portal, www.BICLogolighter.ca, or via email to BICLogoCS@bicworld.com. Artwork should not need any additional touch-up, design, colour separation or rearranging for production use.

You are solely responsible for securing any licenses, Authorizations necessary for us to use the artwork you submit in the production of the logo lighters you have ordered. Artwork when submitted is assumed to be in full compliance with laws governing copyrights, trademarks, etc. We are not responsible for typographical errors incorporated into submitted artwork. We reserve the right to make slight alterations in copy and logos to adapt to imprinting processes.

Please Note:

- You may be contacted to confirm that you have the appropriate licenses, authorizations or releases to use your submitted Artwork.
- BIC reserves the right not to print any logo or message that is deemed inappropriate.

Electronic Artwork

Artwork will only be accepted digitally from the following programs:

- Adobe Illustrator® .ai (all fonts converted to outlines)—preferred format
- Photoshop®
- InDesign® files must be sent with the linked file. A linked file may include .eps formats
- CorelDraw® (Use Publish PDF)

Submit a copy of the art layout with the order.

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Vector Art

We recommend using vector art because it produces the highest quality artwork. It is "resolution independent," which means it can be enlarged without affecting the quality of your imprint.

Minimum Line Weights and Type Sizes

Minimum Font Size: 6 pt = 2.12 mm = 0.835 inches

Minimum Line width: 0.5 pt positive /0.5 pt negative = 0.176 mm = 0.007 inches

Registration of Multicolour Designs

In multicoloured designs where it becomes necessary to register one colour next to another, there is the possibility of misregistration amounting from approximately 0.4mm to 1.59mm depending on the size and shape of the item being imprinted.

Typesetting

We can add text to your imprint at no additional charge. Send a TYPEWRITTEN version of the text, specifying typeface, point size and case. When tpestyles are not specified, our typesetters will set your copy for what they in their sole discretion deem to be the best effect. Your copy must be at least the minimum point size required for each product.

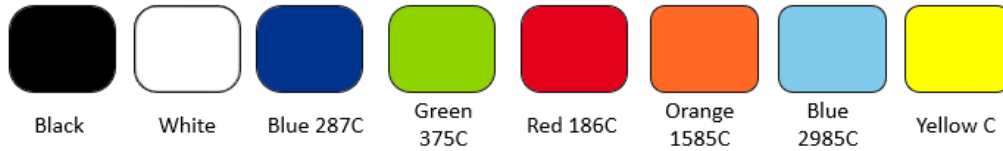
When you choose script fonts, they are only legible when set in upper/lower case. Due to variances in product surfaces, some logos and geometric shapes may distort when printing on curved products.

Standard Font Types

For a full list of currently available font types, please here. <https://www.shopbic.com/-/media/files/BIC-Font-Availability-Guidelines.pdf> . We reserve the right to change the available fonts and colors at any time in our sole discretion.

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Lighter Body Colours:



Standard Imprint Colours

Standard Imprint Colour Palette (PMS Solid Coated list)

Stock Imprint Color Palette (PMS Solid Coated list)



The colour match numbers listed above are for reference only. Please refer to the colour choices on the Website. The actual imprint colours may not be an exact match to the colour number and we are not responsible for any deviation.

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Due to variations in material, imprint methods and ink opacity, exact colour matching cannot be guaranteed on all coloured substrates. BIC will try to match the colour as close as possible and will send a proof for review. Non-standard PMS colours may be provided to BIC at an additional CAD\$30 fee.

Grayscale and colour gradation are not acceptable.

Max colours per side: 4

Artwork Guidelines

Our Website allows you to imprint BIC® Lighters with a logo using Artwork. You are responsible for the Artwork you submit or submit on a customer's behalf. You must comply with these Terms and Conditions, the Artwork Submission Guidelines and the Production Guidelines available on the website, and all local, provincial/territorial, federal or international laws.

- You are solely responsible for **obtaining all necessary approvals, permissions and licenses before submitting the Artwork.**
- Our acceptance of the Artwork does not release you from your obligations as seen in these Terms and Conditions and the Legal Notice.

- We reserve the right to review all Artwork and to refuse Artwork for any reason in our sole opinion and discretion, including but not limited to, Artwork found to not comply with the website terms and the terms and conditions for BIC® Logo Lighter Business Orders or these Artwork Guidelines. You will receive an email if your Artwork is not accepted, and you will not be charged.
- Safety First: When choosing a logo to imprint on a lighter, remember that lighters are adult products and should be kept away from children. Do not upload images and content that could be attractive to children. For lighter safety information, go to www.flickitsafely.com and www.playsafebesafe.com;
- Below are some general Artwork categories that will not be accepted:
 - Art geared toward children.
 - Art related to any illegal or unlawful activity including illegal drugs or illegal drug use (Cannabis Art will be reviewed on a case-by-case basis)
 - Art that would defame, libel, abuse, harass, threaten or otherwise violate or infringe on the rights of others, including their right to privacy and their rights of publicity;
 - Art with nudity or pornographic material or which contain offers for prostitution;
 - Art that is discriminatory, harassing, or is an assault on or threatening to individuals or groups based on their race, ethnicity, national origin, class, sex, gender, gender identity, sexual orientation, religious affiliation, disabilities, or diseases;
 - Art containing content promoting terrorism or violence

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- Art that focuses on political content;
- Art that is critical of a specific religion;
- Art that is otherwise or could be considered inappropriate, unsuitable, unsafe or offensive as determined by BIC in its sole discretion;
- Art that uses a third-party artwork (logo or design) or other intellectual property or proprietary right of a person without appropriate authorization.

If we contact you to provide Authorization for your order the following types of authorizations may be accepted:

- Copy of your license agreement, from the trademark or copyright owner, authorizing the artwork use (we would be willing to provide and sign a confidentiality agreement);
- Email or letter from the trademark or copyright owner with approval on the owner's letterhead or company name and title in the signature;
- Manufacturer Authorization letter.
- Copy of the trademark registration or a copyright registration.

Your order may be cancelled if you are unable to provide BIC with an Authorization.

Artwork Proofs

Production will be initiated only after reception of the final Artwork proofs signed by the customer. No modifications to the Artwork or order will be made after the receipt of the final signed Artwork proof.

Speculative Sample

Actual printed product (often completed as a presentation piece prior to the placement of an order) may be available upon request in our sole and absolute discretion. Contact Customer Service for more information.

Services

Copy Change

Copy changes may be available upon request and will be quoted accordingly. Minimum order of 300 lighters apply per copy change. Logo imprint, colour and location must remain the same. Production time may vary.

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Imprint Colour Change

Imprint colour changes may be available upon request and will be quoted accordingly. Minimum order of 300 lighters apply per imprint colour change. Logo imprint and location must remain the same.

Production time may vary

Product Colour Variance

Due to the nature of the materials and the variance in manufactured products, we cannot guarantee exact matches within orders or on repeat orders. In our continuing effort to improve our products, we reserve the right to change specifications without notice.

Non-Standard Imprint Colour Matching

The charge for non-standard imprint colour matching is CAD\$30. BIC will try to match colour swatches as closely as possible. Colour swatches may be sent to:

BIC Logo Lighter
331 Enterprise way, CenterPoint Commerce & Trade Park-West
Pittston, PA 18640
Attn: Customer Service

Special Packaging

If you have special packaging needs such as special inserts or shipping combinations, please contact customer service before placing your order. We will use commercially reasonable efforts to accommodate your request. Keep in mind, some special packaging requests may require additional time and an additional charge.

Less Than Minimum Orders

All imprinted orders require a minimum quantity of 300 lighters. Orders of less than 300 will not be accepted.

Shipping Information

Freight Terms

Applicable shipping and handling charges are added to the customer's invoice. Please check with Customer Service for product specific shipping information. Title to and risk of loss of the goods will be transferred to the customer at the time of delivery by the carrier, at which time our responsibility will cease. BIC cannot and does not assume responsibility for time delays in transit.

Standard Shipping

1. Customer orders will ship via our assigned carrier, standard ground service.
2. Shipping available only within Canada.

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3. BIC reserves the right to change carrier and service level without notice.
4. C.O.D. shipments are not available.

For any additional questions or concerns please contact Customer Service at:

1 (800) 387-7416

BICLogoCAN@bicworld.com