

# TERMS + CONDITIONS // CUSTOMER'S OWN MATERIAL

**GENERAL INFORMATION:**

COM's should be shipped prepaid to:

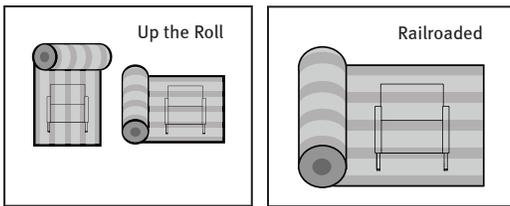
**Arcadia**  
**Attn: COM Department**  
**6892 Marlin Circle**  
**La Palma, CA 90623**

All packages should be marked with customer's name, customer's order number and items to be covered. Collect shipments of COM/COL fabrics will not be accepted. Please furnish a sample cutting of COM or COL with the original purchase order so that identification of COM/COL can be verified. In the absence of specific written instructions accompanying the order, fabrics will be cut, seamed and applied at our discretion and at the customer's risk. An additional fee may be assessed for COM or COM materials that are deemed atypical should additional labor be required to cut, sew and/or match said materials.

While we inspect fabrics for mill imperfections, some are difficult to recognize. As such, we cannot be responsible for defects, color inaccuracies, dye lot variations and other flaws and suggest that our customers inspect fabrics before furnishing them. Under no circumstances will we assume responsibility for COM/COL shortages, flaws or other such problems. While we make a concerted effort to control COM/COL fabrics, it is not our responsibility to police the receipt of COM/COL's in order to meet delivery deadlines and we assume that customers are aware of any undue delay in the delivery of their COM/COL fabrics.

**FABRIC APPLICATION:**

COM fabric is cut "up the roll" as a standard cutting procedure (see chart below). Customer must specify that the fabric be cut in another direction (i.e. "railroad"). We reserve the right to railroad fabric whenever possible to avoid seams in large upholstered areas and/or single cushion units.



It is imperative that all COM fabrics sent to us are "backed" with, at a minimum, an acrylic or similar backing. We cannot be responsible for stretching of fabrics which are not "backed" subsequent to the upholstery process. Additionally, we cannot be held responsible for the appearance, behavior, quality or performance of any COM as well as COM's that are rolled reversed by the fabric supplier.

The application of patterned fabrics on curved seating units will be stitched to match pattern requirements. Geometric, linear and striped fabrics will be stitched together to provide the best match, however, a "V" pattern may be the result which is not considered to be a flaw. Additionally, due to varied stretch properties among fabrics, slight wrinkling or puddling may occur. Contact our client services department for any concerns regarding upholstery selections.

**YARDAGE REQUIREMENTS:**

COM yardage requirements shown in this Price List are based on using fabric which is plain (i.e. non-directional) and a full 54" wide. Fabrics that involve matching repeats and/or are of narrower widths will require additional yardage. Use the chart below to determine the necessary additional yardage for fabrics with repeats:

If you are using a printed or striped fabric with a repeat, use this table:

FABRIC REPEAT	INCREASE COM REQUIREMENT BY:
4.75" and under	0%
5" - 10.75"	12%
11" - 15.75"	18%
16" - 20.75"	25%
21" and over	40%

For upholstery fabrics that are less than 54" wide, please contact client services for additional yardage(s) requirements. Specific models and quantities will determine final yardage amounts.

# TERMS + CONDITIONS // CUSTOMER'S OWN MATERIAL, CONTINUED

## YARDAGE REQUIREMENTS, CONTINUED:

Yardage requirements may also be less than indicated on large quantity orders. Contact client services with specific models and quantities for exact yardage required.

Leftover COM (to include COV and COL) material of 10 yards or less will be disposed of unless noted on the purchase order to return. Shipping of leftover COM will be at the customer's expense.

## CUSTOMER'S OWN LEATHER (COL):

Customer's leather must meet our standard of no more than three defects per hide. We use a conversion factor of 20 square feet per yard, unless otherwise noted herein, to determine the usable square footage for side chairs. COL requirements on lounge pieces are noted within each lounge series. COL is priced as Grade 3.

## ARCADIA VINYL/POLYURETHANE:

Arcadia offers selected vinyl/polyurethane upholstery options in addition to accepting Customer's Own Vinyl (COV). To determine grade-in pricing for vinyls/polyurethanes not included in Arcadia's standard program, please contact client services for assistance. Customer's Own Vinyl (COV) is priced out as COM.

Due to the inherent stretch properties of 100% polyurethane, puddling or sagging is more likely to occur on the majority of these fabrics. For high traffic areas, alternate upholstery is recommended.

## UPHOLSTERY COMBINATIONS:

For fabric, vinyl or leather upholstery combinations, pricing will be based on the following\*:

- » When combining **two** COM/COV/COL fabrics, or fabrics with the same grade, add \$105 List per unit.
- » When combining **three or more** COM/COV/COL fabrics, or fabrics with the same grade, add \$135 List per unit.
- » When combining different grades of fabric, price will be based on the highest grade specified.

\*Excludes the Co-op series and TOOtheLOUNGE booth models. Please refer to individual price lists for applicable upcharge amounts.

## MOISTURE BARRIER:

Arcadia offers an optional moisture barrier to seats only on all seating products. Please specify appropriate option code next to chair model number and add the following (per unit).

Option Code	Description	List
MB01	Guest Chairs	\$63
MB02	Bariatric Chairs, Lounge Seating, Ottomans and Single-Seat Benches	\$121
MB03	Love Seats and Two-Seat Benches	\$184
MB04	Three-Seat Benches	\$215
MB05	Sofas	\$272

For products not listed above, please contact client services for assistance.

## FIRE RESISTANCE:

Due to the vast choice of fabrics with varying degrees of flame retardancy, we suggest you consult the published technical data of the fabric supplier. Fabrics, vinyl and/or leathers offered by Arcadia meet, as a minimum, California Technical Bulletin #117-2013. Although this Bulletin relates to fabrics as well as resilient filling materials (i.e. foam and dacron), all Arcadia products conform to this standard. Consult the individual Arcadia fabric cards to review fabric specifications that are inherent in each fabric offered. Arcadia assumes no responsibility for the flame retardancy of any COM.

# TERMS + CONDITIONS // FABRIC INFORMATION

## FABRIC CARE AND MAINTENANCE:

Most fabrics feature cleaning codes as reflected below:

### Code S

- » Only mild, pure water-free dry cleaning may be used for cleaning.
- » Cleaning by a professional furniture service is recommended.

### Code W-S

- » Water base cleaning agents and foam may be used for cleaning. This fabric may also be cleaned with mild, water-free solvents.
- » Cleaning by a professional furniture service is recommended.

Please refer to individual textile manufacturer's website for additional information regarding the care and maintenance of specific fabrics.

### Cleaning of Arcadia leather, polyurethane and vinyl upholstery materials is as follows:

- » Remove as much soil or staining material by brushing or wiping with a soft cloth or similar material.
- » Use warm water and mild soap to remove most soil and stains.
- » Do not use furniture polishes, oils, solvents, abrasive cleaners, ammonia or wax.

## ADDITIONAL FABRIC PROGRAMS:

Refer to the current selection of fabric and leather presentation cards for a curated selection of textiles, coated fabrics and leather for upholstery. Along with these fabrics, Arcadia, in conjunction with the textile brands below, offers a comprehensive grade-in program to allow our customers to simplify the ordering of products and fabrics at one time.

Refer to the Textile Partner Program brochure or Grade-In/Approved Fabric Listing on the Arcadia website for current grades ranging from A to 8. To obtain pricing for patterns above a Grade 8, please contact our client services department at [clientservices@arcadiacontract.com](mailto:clientservices@arcadiacontract.com) or 800.585.5957.

Patterns represented in the Textile Partner Program brochure reflect the full offering of our textile partners and may not be compatible with all products. Please contact client services or reference the Grade-In/Approved Fabric Listing online to verify that the selected fabric has been approved for your specification.

