

## **GUIDELINES FOR PACKING & SHIPPING**

### GENERAL ADVICE

#### **DO use the following:**

**Bubble wrap:** An adequate amount of bubble wrap will provide a surprising amount of protection by distributing pressure and impact across a wide area both cushioning the art in the event of impact and filling empty space, preventing unwanted movement. We do not recommend the large bubble pillows Amazon uses.

**High quality packing tape:** Always buy good quality packing tape! Here's why:

- Sturdy tape ensures your outer package remains shut throughout transit.
- When wrapping your artwork, high quality tape ensures fully sealed seams, keeping damaging moisture out.
- High quality tape is easier to separate from the roll and usually comes with a more efficient dispenser, making it faster to apply

#### **Acid-Free Archival Paper (Glassine)**

Acid-free (archival quality) paper is an absolute necessity when wrapping artwork for both shipping and storage. Archival quality materials are pH neutral (i.e. between 7 and 8.5) and will therefore have no chemical interaction with any objects it contacts. Though other types of archival paper are available, we highly recommend that you buy glassine. It's readily available by the roll from most art supply, craft, or frame stores.

#### **Foam Board**

A sturdy support is necessary for safe packaging and storage of all flat artworks. Foam board (also called foamcore) is ideal for this purpose and you can find it at most art supply, craft, or frame stores. Use foam board of at least ½" thickness. Archival quality foam board is also available from some manufacturers and it should be used if it will come into direct contact with the artwork.

#### **Cardboard corner protectors**

Corners of flat artworks are especially vulnerable to shipping damage. You can buy corner protectors readymade at many art supply, moving supply, or frame stores, or you can construct them yourself. A quick search on Google will lead you to online resources offering instructions on how to make them.

#### **Insurance**

When shipping an item, add insurance to cover for loss or damage.

**DO NOT use the following:** Styrofoam peanuts, second-hand filler (newspaper, magazine pages, plastic bags, etc.) Do NOT use scraps of newspaper, magazine pages, non-archival quality tissue paper, or plastic bags to package your artworks. *These materials don't provide adequate protection and they may also leave an unfavorable impression on the collector who has bought your work.*

## **PAINTINGS**

### **Unframed**

*IMPORTANT: Always make certain that your painting is completely dry before packaging it for shipment. Sometimes paint can appear dry when it's not. Since drying time depends on such factors as the type and brand of paint, the drying mediums used (if any), the paint colors, etc., you must research the correct drying time for the specific supplies you've used. Insurance will NOT cover damage to paintings as a result of shipping before the paint was completely dry.*

Step 1 – Wrap the painting in glassine paper or acid-free archival tissue paper. Avoid touching the painting's surface with bare hands by wearing white cotton gloves or placing acid-free tissue paper between the work and your fingers when handling.

Step 2 – Take four (4) 8"x 8" square pieces of glassine paper and fold each in half diagonally to create a triangle, then fold in half again to create a triangle pocket. Place one pocket onto each corner of the painting.

Step 3 – Taping only onto the tissue paper corners, tape the wrapped painting to a sheet of foam board (or two-ply cardboard) the same size or slightly larger than the painting for a firm backing.

Step 4 – To protect against moisture, wrap the glassine-covered artwork with plastic sheeting/poly wrap or put it inside a heavy plastic bag. Use tape to seal all areas where water can enter and cause damage.

Step 5 – Wrap the entire work with two (2) layers of bubble wrap for a protective padding. Wrap it as you would a gift, using tape to secure it shut.

Step 6 – Place cardboard corner protectors on the corners of the wrapped artwork.

Step 7 – Place the foam board-covered painting into a cardboard box with approximately three (3) inches of space on all sides. Fill the empty space with enough bubble wrap or wadded/shredded white paper to ensure that the artwork doesn't shift during transit.

Step 9 – Use the H-taping method to completely seal the opening flaps of the box to make sure no moisture or dirt can get inside.

Step 10 – Affix the shipping label to the package and put clear tape over the label so it doesn't get removed during shipment. Using a heavy black felt tip pen, write "FRAGILE" in large capital letters on the package. Also, write "PLEASE KEEP UPRIGHT. DO NOT LAY FLAT."

### **Framed paintings**

Step 1 – Use a sturdy cardboard box or build a custom crate that will fit the framed painting plus approximately three (3) inches of space on all sides. (This extra space will accommodate the layers of bubble wrap to be added.)

Step 2 – If the frame has a protective glass or acrylic pane, apply two pieces of painters tape diagonally across the glass/acrylic pane to form a large "X". Should the glass break during shipment, the tape will help keep the broken pieces together.

Step 3 –To protect against moisture, wrap the artwork with plastic sheeting or poly wrap

Step 4 – Add cardboard corner protectors to the corners of the wrapped work. You can buy corner protectors readymade, or you can construct them yourself. Several online resources offer instructions on how to make them.

Step 5 – Wrap the framed painting in three (3) layers of bubble wrap, using packing tape to secure it.

Step 6 –Place it inside a sturdy cardboard box. To minimize movement within the box, thoroughly fill any empty areas around the artwork with shredded paper. The more snug the fit, the less the potential for damage. Seal the box thoroughly with packing tape, reinforcing the corners.

Step 7 – Affix the shipping label to the package and put clear tape over the label so it doesn't get removed during shipment. Using a heavy black felt tip pen, write "FRAGILE" in large capital letters on the package. Also, write "PLEASE KEEP UPRIGHT. DO NOT LAY FLAT."

### **ROLLED PAPER ARTWORK**

Paper artworks such as sketches, photographs, watercolors, etc., may be rolled and shipped in a heavy duty mailing tube between 8" and 12" diameter, depending on the size of the work.

Step 1 – Sandwich your artwork between two layers of glassine or acid free archival paper. Make sure that the work is completely covered by the paper.

Step 2 – Roll the paper-covered artwork around the smaller tube to provide inner support.

Step 3 – Next, roll a layer of bubble wrap around the artwork for padding and to seal out moisture. Seal completely with tape.

Step 4 – Place this tube within the outer mailing tube. Fill extra space at the ends with extra bubble wrap, but take care not to crush the edges of your artwork. Place the end caps on and seal them shut with packing tape.

Step 5 – Affix the shipping label to the package and put clear tape over the label so it doesn't get removed during shipment. With a felt tip pen, mark the tube as "FRAGILE" in large capital letters.

### **CERAMICS**

Step 1 – Wrap all items separately in bubble wrap and secure with tape

Step 2 – Double box with at least an inch of padding between the item and the interior box and then 2 inches of padding between the interior and exterior box.

Step 3 – Use the H-taping method to completely seal the opening flaps of the box to make sure no moisture or dirt can get inside.

Step 4 – Affix the shipping label to the package and put clear tape over the label so it doesn't get removed during shipment. Using a heavy black felt tip pen, write "FRAGILE" in large capital letters on the package.

### **SCULPTURE**

Since sculptures vary widely in terms of size, weight, delicacy, etc., it's impossible to provide a set of directions that will work for all. Please use these directions as general guidelines.

What you'll need:

Step 1 – Securely wrap the top half of the sculpture several times around with bubble wrap. How many layers you use depends upon the form and fragility of the work. Remember to pay attention to especially delicate portions of the sculpture. Cut the bubble wrap and secure the cut edge with tape.

Step 2 – Add protective top layers over the work using several pieces of bubble wrap large enough to cover and overlap the previously applied wrapping. Seal all around with tape.

Step 3 – Wrap the bubble wrap around the bottom half of the sculpture several times. Make sure to overlap the bubble wrap applied to the top half of the sculpture to ensure full coverage. Cut the bubble wrap and secure the cut edge with tape. Also, use the tape to seal the overlapped seam in the middle where the 2 pieces of bubble wrap meet.

Step 4 – As you did with the top of the work, create bottom protective layers for the sculpture with pieces of bubble wrap large enough to overlap the previously applied layers on the bottom half of the artwork. Seal it all around with tape.

If your sculpture is less than 12” tall and weighs under 5 lbs, you’ll ship it within a sturdy cardboard box. Please proceed to Step 5.

If your sculpture is over 12” tall and/or weighs more than 5 lbs, you’ll ship it in a custom wooden crate. For instructions on how to build a crate, please follow Steps 1 -7 in section – “Packing artwork in a wooden crate.” Then return to these instructions, starting with Step 5.

Step 5 – Before placing the wrapped sculpture inside, fill about 1/3 of the box or crate with shredded paper. If using a cardboard box, reinforce the bottom of the box with extra packing tape (across the flaps and up the sides) before filling with paper. Make a shallow well in the center of the shredded paper and set the sculpture inside of it. Fill the remainder of the box with shredded paper, surrounding the sculpture. Make sure you securely pack the shredded paper around the sculpture to minimize internal movement as much as possible during shipment.

**IMPORTANT:** Make sure that the crate or box’s dimensions are approximately two (2) to three (3) inches larger on all sides than the sculpture itself for sufficient buffering. Also, there should be more shredded paper underneath the sculpture than elsewhere due to gravity compression.

Step 6 – If you are using a cardboard box, seal the opening securely with packing tape using the H-taping method. The H-taping method involves using long strips of packing tape to completely seal the opening flaps of the box.

If you’re using a wooden crate, seal the top lid shut with screws ONLY (no glue) so that it is easily removable by the collector.

Step 7 – Clearly indicate on the crate or box which side is the bottom and which is the top by writing “THIS SIDE UP” and by drawing an upward pointing arrow on all of the side panels to let shippers know which direction the crate/box should be held or set down. Or, you may purchase ready-made “This side up” labels.

Step 8 – Clearly indicate which panel is the removable lid by writing “UNSCREW THIS SIDE ONLY” so the collector knows which panel to remove. . If needed, write any instructions (using a black felt tip pen) on the crate that will help the collector easily remove the lid.

Step 9 – Affix the shipping label to the outside and put clear tape over the label so it doesn’t get removed during shipment. Clearly mark the crate or box as “FRAGILE” in large capital letters using a heavy black felt tip pen, or use ready-made “FRAGILE” labels

## **JEWELRY**

Fragile jewelry items require careful packaging so that they don't tangle, break, or become damaged during shipment. Protect chains from tangling in a slotted card or place on tissue and roll. A great way to package small jewelry items is to put them into a small plastic bag for protection. This helps keep items such as earrings together during shipment. Once the item is bagged, placing it in a decorative pouch or jewelry box will add another layer of protection, while simultaneously adding some character to your packaging. Wrap the final box or pouch in tissue and cushioning before securing the entire shipment in a padded shipping envelope.

## **TEXTILES**

Who are we kidding? You have it EASY! Acid free tissue paper recommended – and place in padded envelope or box.