

PROFESSIONAL GUIDELINES

This Professional Guidelines document is designed to accompany an online SlideShare Powerpoint with audio. It provides a four page quick step-by-step tutorial for how to create a custom made shipping box for one-of-a-kind art or craft.

There are many reasons why work should be packed with careful attention to details. Of course, the primary reason is the care and protection of the work during shipment. Boxes need to be easily opened, unpacked, repacked and shipped again. This process is repeated with every show, especially a traveling exhibition.

The time invested in creating this quality box for shipping artwork to an exhibition will save you time and assure safe shipping reducing stress and frustration from damaged work.



Start with a new box

Use gummed, water activated tape that matches the box.

White tape for white boxes.
Brown tape for brown boxes.
Do not use plastic tape.

Cut a bottom and top foam that fit inside the box.

In this example, I needed a third layer of foam to surround the base and support the structure.

All areas of the artwork need to be supported during shipping in case the box is dropped.



Fit foam to box.

Check to be sure your foam layers fit inside the box.

PROFESSIONAL GUIDELINES



Cut foam to fit around artwork.

There can be no movement of artwork or sculpture during shipping. Movement causes abrasion and possible breakage during shipping.



Double check that all the foam layers fits into the box.

Glue the bottom layers of foam inside the box. You do not want the bottom foam to be removed from the box.



Cover foam and the inside of the box with flannel.

The artwork should only touch the soft flannel during shipping. Check for fit.



Foam triangles fit around artwork.

In this example the artwork needs foam triangles in the corners to prevent movement during shipping.

Do not glue these in the box.

PROFESSIONAL GUIDELINES



Cover foam triangles with flannel.

Write instructions on flannel.

A sharpie marker works well for this. It writes on the flannel, does not fade, it is permanent and does not rub off on the artwork.



Felt straps are glued to the foam triangles and the inside of the box. One end of the felt strap is glue to the triangle foam. The other end is glued to the inside of the box. (*indicated by green circles.*)

Felt straps allow foam triangles to be lifted out, but they can not be lost during packing and unpacking of the artwork.



Cover top foam layer in flannel (*left.*)

Top flannel protects artwork.

Top Flannel attached to box with black felt straps. (*right*)

The goal is to make it possible to lift out each



PROFESSIONAL GUIDELINES



Write instructions on flannel with a sharpie marker.

Include gloves in your box. If you put the gloves on the top layer of your box, anyone who is unpacking your artwork will see them before they touch the artwork.

If they have forgotten to wear gloves this is a unmistakable message even if they didn't read your instructions.

Use brads to close your box. You can buy these at any office supply. If you want something fancier, craft supplies like Michael's sell all kinds of decorative brads for scrap booking.

Push the brad through the cardboard. Open it on the other side, and hot glue it into place.



Brads and string tie box shut. This is a simple reusable method for tying your box shut. It also means that NO ONE will use tape on your interior shipping box.

Using tape to close your box, ruins the box.

Glue instructions to your box including:

- Unpacking Instructions
- Assembly Instructions
- Display Instructions
- Maintenance Instructions
- Packing Instructions
- Shipping Instructions

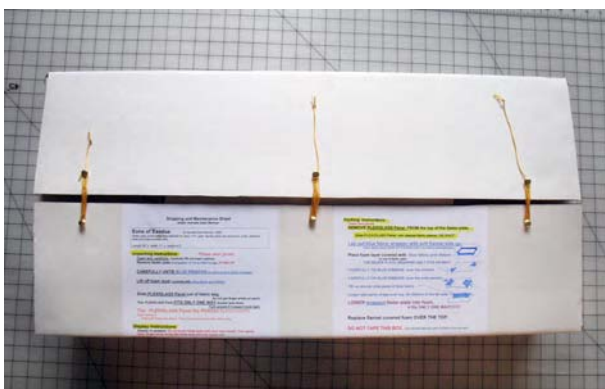
Fill out a **Condition Report** before the work is shipped.

A condition report is even more important if the work is in a traveling show. At each location when the work arrives and before it leaves the artwork should be checked to be sure that it matches the condition report.

Find the Condition Report in the Professional Guidelines at:
<http://www.harriete-estel-berman.info/profguidelines/CONDITIONreport.pdf>
<http://tinyurl.com/7dlsq8f>

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<http://www.harriete-estel-berman.info/profguidelines/profguide.html>



CONDITION REPORT

Purpose (check one) Traveling Exhibition Photography Acquisition Loan Other

EXHIBITION TITLE: _____
EXHIBITION SPONSOR: _____
EXHIBITION LOCATION: _____
ITEM NUMBER: _____

ARTIST: _____ NAME: _____

Title: _____
Media: _____
Description: _____
How Acquired: _____
Collection of: _____
Artist's: _____
Please: _____

ARTIST SHOULD CHECK ARTWORK BEFORE IT LEAVES THE STUDIO, INCLUDING PRE-EXISTING VIEW OR INCORPORATION, BY AS SPECIFIC AS POSSIBLE USING THE WORDS LISTED BELOW AS A GUIDE.

Outgoing SHIPPING Method: _____
Preferred Return SHIPPING Method: _____
Insurance valuation for shipping: _____

Condition In: Excellent Good Fair Poor

Damage	Cracks	Flaking	Stains
Abuse	Wrinkles	Discoloration	Chipping
Scratches	Strips	Tears	Missing
Corrosion	Peeling	Scuffing	Surface Damage

Type of Shipping Container: Crate Box Tube Other: _____

Packing materials: Paper Plastic Tissue wrap Foam Bubble Wrap Pearls Other: _____

Instructions included for: Packing Assembly Mounting Installation

If there are no packing instructions listed on the reverse side of the paper while unpacking the work:

Condition by: _____ Date: _____
Condition used: _____ Date: _____

RETURN SHIPPING METHOD: _____

LOAN RETURN at the end of the exhibition DATE: _____
The Artist hereby releases the Exhibition Sponsor from all liability or obligation for the above artwork and any artwork listed in the LIST OF ARTWORK TO EXHIBITION SPONSOR.

ARTIST'S SIGNATURE: _____ DATE: _____

Condition report must be on this back after each use.