



## SHOWING

### HOW TO PACK YOUR WORK

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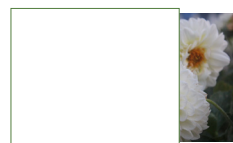
Shipping your artwork can be a tedious and stressful task. Here are some quick tips to ease the separation anxiety:

- Handle your work with utmost care. Wear gloves that won't slip when you grip.
- Anything that touches your work should be pH neutral, durable, and any kind of standard material typically used for preservation/archival purposes. That is, use foam, bubble wrap, or archival/painter's tape. Do not use packing peanuts or regular tape.
- Be careful with the corners of your work. Make sure the edges are protected. The corners are the first thing to get bumped during shipping.
- As you package up the piece of work, label each layer of protective covering so that you can reuse the material in the same way.
- Orient the work in the package the same way it is when it's outside of the package.
- Different shapes and materials require certain techniques. One main guideline: Center the work in the container. It should be sturdy, secure, and the weight should be evenly distributed.
- If you are shipping a piece of sold work, consider charging a fee for shipping and handling.
- If sending to a venue, ask if there is a budget for shipping.

#### PACKING FLAT WORK: OPTION 1

The first option is to pack your work in a tube. This is perfect for artwork that is smooth and flat, like a photograph. If it has any sort of texture, you run the risk of cracking. Follow these steps:

**1** First wrap it in Tyvek, glassine, or archival paper:



**2** Then, roll up the work around a small tube and secure it with tape.



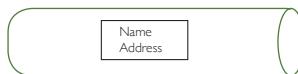
**3** Create another layer with bubble wrap, **bubbles facing out**.

**4** Take the layered tube and slip in into a larger tube so that it fits without too much space. The outer tube should sturdy (use a PVC pipe or Sonotubes).



**5** Seal each end of the tube.

**6** Write your address and the shipping address on the tube.





**7** Wrap the tube in plastic to make sure that no moisture gets in. For added security, write the addresses on the plastic.

## PACKING FLAT WORK: OPTION 2

The second option is to send your flat, unframed work as a board. Follow these steps:

- 1 Use archival paper or soft-spun Tyvek to envelope the work and seal it.

- 2 Tape triangles  to the corners to the four edges of a piece of cardboard, or a foamboard ("Board 1"). This will create pockets where the envelope can fit securely (think of a scrapbook or photo album corners).

- 3 Place the envelope into the corners and tape it to the board with archival tape .

- 4 On a second board ("Board 2"), fold a piece of tape over the middle of each side.

- 5 Sandwich the envelope between Board 1 and Board 2.

- 6 Create open and closure tabs by taking four pieces of tape and folding over the end of each so that when you attach the sticky side of the tape to the board there is a tab to pull. Take the four tabs and tape the two boards together so that it lines up with the tape on the second board.

- 7 Sandwich the entire package in dense foam, hardboard, or Masonite.

- 8 Use bubble wrap around the package and tape it down.

- 9 Box it up. The piece should be suspended in the box.

