

Artwork Packaging (Packing) Guidelines

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1. PROPER PACKAGING WILL SAVE YOUR ART

Note that your artwork may have to pass through a number of different centers, multiple hands, as well as climate conditions (especially for international shipping). It is important that you follow the information in this guideline to ascertain that your artwork is packaged professionally and reaches the buyer / collector's hands in perfect condition.

2. AVOID IMPROPER / INADEQUATE PACKAGING

We cannot stress enough that inadequate packaging will damage your artworks i.e. abrasion of the artwork surface due to inadequate wrapping and padding. Loose artwork inside the packaging will

get damaged (especially the corners your artwork) due to the friction and improper handling during the pick up, transport, shipping and delivery. Pressure from the weights of other articles on top of your artwork (while being in transit), can potentially break your artwork.

It is necessary to prepare and do the correct type of packaging to protect your artwork. Make your outer packaging sturdy, your inner packaging with sufficient filler materials, include waterproof layering when necessary, more protection for the corners, enough wrappings / padding.

3. SHIPPING INSURANCE FOR PEACE OF MIND

Shipping/shipment insurance is optional, however it can give you peace of mind. Shipment Insurance provides you with protection against the risk of physical loss or damage to your shipments from external causes during transportation. Big logistic company like DHL, handles all shipments with great care throughout the delivery process. Although it is rare, unfortunately accidents can sometimes happen and insurance will provide you with additional peace of mind and financial protection

Of course you can opt not to have insurance (to save your money) and pack your fine arts really well to avoid any damage during transit (note that insurance also protects it against risk of physical loss). You can find more info about art insurance by sending an enquiry to logistics company, courier company, or even 3rd party insurance companies such as AXA Art Insurance (<https://www.axa-art.com/>).

Note that some logistics company has a limit on the declared value, for most cases, up to US\$500 only. We suggest that anything below US\$2,000 in value, you can ship your artwork without insurance (provided that you, either engage professional packaging services or do a D-I-Y with the right materials and packaging techniques). We also advise that, in the event that you purchase a insurance premium, you can build your selling price to include the cost accordingly.

Some considerations whether you need insurance or not:

- Know your art shipper – Do they subcontract out to others?
- Minimize time in transit – Get that shipment to its final destination quickly. The longer it is out of your control, the greater the risk.
- Know who to contact to track your shipment – If something goes wrong, you want to be able to reach the right person quickly.
- Make sure your coverage is in place from start to finish – Let your agent know your plans well in advance of the shipping date.

Note that Artatler Online Gallery will help to process shipping and able to provide shipping details (such as tracking number) for digital printing products as the Gallery will take care of everything on Artist's behalf. However for non-digital printing products (such as painting / sculpture), the Artists need to arrange their own shipping.

4. PACKAGING MATERIALS

4.1. Recommended materials:

Bubble Wrap

An adequate amount of bubble wrap will provide a surprising amount of protection by distributing pressure and impact across a wide area. Bubble wrap does two important jobs: 1) cushions the art in the event of impact, and 2) Fills empty space, preventing unwanted movement within your packaging. For these reasons, bubble wrap should be your padding and filler of choice.

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 art artworks. Foam board (also called foamcore) is ideal for this purpose and you can find it at most art supply, craft, or frame stores. Foam board comes in varying degrees of thickness (depending on the amount of protection needed for your work), and can typically be purchased individually or in bulk. We recommend you use foam board of at least 2 cm 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 art artworks are especially vulnerable to shipping damage, that's why we require artists to use cardboard corner protectors. You can buy corner protectors ready made 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.

PVC Pipe or Heavy Duty Mailing Tube

Shipping tubes can be easily bent during transit. That is why it is best for you to seek the strongest possible shipping tubes.

IMPORTANT NOTE

If you're concerned about spending money on quality packing supplies, always bear in mind that buying cheap packaging materials could end up costing you more if your artwork gets damaged.

DO NOT USE THE FOLLOWING

Second-hand materials (newspaper, magazine pages, plastic bags, etc.)

DO NOT use scraps of newspaper, magazine pages, or plastic market bags to package your artworks. These materials **DO NOT** provide adequate protection and they may also leave an unfavorable impression on the collector who has bought your work.

Non-archival quality tissue paper for wrapping artwork

DO NOT wrap your artwork in non-archival tissue paper. Remember that anything that comes into direct contact with the work must be archival quality (i.e. acid-free, pH neutral). BUT, you may use wadded non-archival tissue paper as cushion / filler for empty space within the box or crate in the absence of bubble wrap (our preferred cushion / filler material). Note that when we refer to tissue paper, we **DO NOT** mean FACIAL tissue paper (such as Kleenex). Facial tissue is for blowing your nose, never for packaging artwork!

Garbage bin bags

You **DO NOT** want your artwork associated with garbage, so **DO NOT** use garbage bin bags to pack it. You want your collector to remain absolutely confident in their decision to purchase your work.

5. WHEN TO START PACKAGING FOR SHIPMENT

5.1. Proper packaging takes time

Start gathering packaging materials as soon as you get notified that you've sold a work. Begin packing at least two days before your delivery date. If you're required to build a custom wooden crate, start sooner. If you plan to pack your work too close to your delivery time, unforeseen events may throw you off schedule and cause you to rush your work or miss your courier pick up time.

6. PAINTINGS

IMPORTANT NOTE

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.

6.1. Paintings smaller than 120 x 120 cm

All artworks with 120 cm on any one side will need a proper packaging, please follow the instructions and what you will need:

- Glassine paper or acid-free archival tissue paper
- Plastic sheeting, poly wrap, or heavy plastic bag
- Bubble wrap
- Foam board at least 2 cm thick
- Packing tape
- Cardboard corner protectors or two-ply cardboard
- Cardboard box

Step 1 - Wrap the painting in glassine paper or acid-free archival tissue paper. Note that any material that comes into contact with the surface of the work should be archival quality. We advise that you avoid touching the painting's surface with bare hands by wearing white cotton gloves or placing acid-free tissue paper.

Step 2 - Take four (4) 20 x 20 cm square pieces of glassine paper or acid-free tissue paper (you may adjust the size of the squares to better fit the size of your work) 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 wrapped artwork between 2 pieces of foam board that are at least 2 cm thickness (or two-ply cardboard), forming a "sandwich." Also, the borders of the foam board sheets should extend 10 cm beyond all edges of the bubble-wrapped artwork. Use packing tape to bind the foam board sandwich together. Be certain the sides are taped down firmly to ensure that the artwork doesn't shift around within.

IMPORTANT NOTE

Take care not to apply too much pressure to the surface of your artwork. Doing so could create indentations on the stretched canvas.

Step 8 - 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 seal the box. The H-taping method involves using long strips of packing tape to completely seal the opening gaps of the box. Use one long strip of tape over the horizontal opening between the two gaps, and two strips over the vertical sides of the gaps—forming an “H.” Apply additional vertical strips of tape as needed across the sealed gaps for added reinforcement. Illustrations of this method are provided by different sources online. Just type “H-taping method” into the Google search box.

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.”

6.2. Paintings larger than 120 x 120 cm

All artworks with more than 120 cm on any one side will need to be crated.

What you'll need:

Glassine paper or acid-free archival tissue paper Plastic sheeting, poly wrap, or plastic bag, bubble wrap, foam board at least 1/2” thick or two-ply cardboard, packing tape, cardboard corner protectors, and custom-made wooden crate. (See section [11. PACKAGING ARTWORKS IN A WOODEN CRATE](#))

Step 1 - Wrap the painting in glassine paper or acid-free archival tissue paper. Note that any material that comes into contact with the surface of the work should be archival quality. We advise that you avoid touching the painting's surface with bare hands by wearing white cotton gloves or placing acid-free tissue paper between

Step 2 - Take four (4) 20 x 20 cm square pieces of glassine paper or acid-free tissue paper (you may adjust the size of the squares to better fit the size of your work) 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 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 at least three (3) layers of bubble wrap for a protective padding. Use more if you believe your painting requires more protection (e.g. it has a raised surface). Wrap it as you would a gift, using tape to secure it shut.

Step 6 - Next, build a wooden crate and seal the work inside. To do so, follow all the steps given in section [11. PACKAGING ARTWORKS IN A WOODEN CRATE](#).

6.3. Framed paintings

What you'll need:

- Glassine paper or acid-free archival tissue paper
- Plastic sheeting, poly wrap, or plastic bag
- Foam board at least 1/2" thick or two-ply cardboard
- Bubble wrap or shredded/wadded clean white paper
- Packing tape

Step 1 - Wrap the painting in acid-free, archival tissue paper or glassine. Note that any material that comes into contact with the surface of the work should be archival quality. We advise that you avoid touching the painting's surface with bare hands by wearing white cotton gloves.

Step 2 - Take four (4) 20 x 20 " square pieces of glassine paper or acid-free tissue paper (you may adjust the size of the squares to better fit the size of your work) 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 - Place the wrapped artwork between 2 pieces of foam board (or two ply cardboard), forming a "sandwich". Also, the borders of the foam board should extend a minimum of 10 cm beyond all edges of the artwork. Use packing tape to bind the foam board sandwich together, adding extra tape to the corners for reinforcement. Make certain the sides are taped down firmly to ensure that the artwork doesn't shift around within.

Step 6 - Place the foam board-covered artwork into a cardboard box with approximately three (3) inches of space on all sides. Fill the empty space with bubble wrap or wadded/shredded clean

white paper to ensure that the artwork doesn't shift during transit. Seal the box completely shut with packing tape, reinforcing the corners.

Step 7 - Affix the shipping label to the package and put clear tape over the shipping 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." If your artwork is larger than 45 x 60 cm you will need to create a wooden crate.

Step 8 - Place the foam board-covered painting into a cardboard box with approximately 10 cm 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 seal the box. The H-taping method involves using long strips of packing tape to completely seal the opening gaps of the box. Use one long strip of tape over the horizontal opening between the two gaps, and two strips over the vertical sides of the gaps—forming an "H." Apply additional vertical strips of tape as needed across the sealed gaps for added reinforcement. Illustrations of this method are provided by different sources online.

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."

6.4. Rolled paintings

Paintings on canvas up to 180 x 180 cm may be taken off its stretchers, rolled, and shipped in a heavy duty mailing tube between 20 and 30 cm diameter, depending on the size of the canvas. Alternatively, we recommend to use a PVC pipe. These can be found at your local hardware store. Be absolutely certain that your painting is completely dry before attempting to roll it.

What you'll need:

- Glassine paper or acid-free archival tissue paper
- Heavy duty mailing tube with plastic end caps no smaller than 8" in diameter and up to 12" (depending on the size of your canvas).
- A second tube of smaller diameter for inner support. (You'll roll your artwork face out around this tube and insert it inside the larger tube.)
- Packing tape
- Bubble wrap

Step 1 - Sandwich your canvas between two layers of acid free archival paper. Make sure that the canvas is completely covered by the paper.

Step 2 - Roll the paper-covered artwork face out—paint side outward—around the smaller tube to provide inner support. **DO NOT** roll too tightly as this can damage the painting!

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 painting. 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. Clearly mark the tube as **"FRAGILE."**

7. FLAT ARTWORKS

These are but not limited to photographs, drawings, collages, printmaking works

7.1. Flat artworks under 120 x 120 cm

All artworks with 120 cm on any one side will need to be crated.

What you'll need:

- Glassine paper or acid-free archival tissue paper
- Plastic sheeting, poly wrap, or plastic bag
- Foam board at least 1/2" thick or two-ply cardboard
- Bubble wrap or shredded/wadded clean white paper
- Packing tape

Step 1 - Wrap the painting in acid-free, archival tissue paper or glassine. Note that any material that comes into contact with the surface of the work should be archival quality. We advise that you 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) 20 x 20 cmsquare pieces of glassine paper or acid-free tissue paper (you may adjust the size of the squares to better fit the size of your work) 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 - Place the wrapped artwork between 2 pieces of foam board (or two ply cardboard), forming a “sandwich”. Also, the borders of the foam board should extend a minimum of 5 cm beyond all edges of the artwork. Use packing tape to bind the foam board sandwich together, adding extra tape to the corners for reinforcement. Make certain the sides are taped down firmly to ensure that the artwork doesn’t shift around within.

Step 6 - Place the foam board-covered artwork into a cardboard box with approximately 5 cm inches of space on all sides. Fill the empty space with bubble wrap or wadded/shredded clean white paper to ensure that the artwork doesn’t shift during transit. Seal the box completely shut with packing tape, reinforcing the corners.

Step 7 - Affix the shipping label to the package and put clear tape over the shipping 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.”

7.2. Flat artworks larger than 120 x 120 cm

What you’ll need:

- Acid-free archival tissue paper or glassine paper
- Plastic sheeting or poly wrap
- Bubble wrap
- Foam board at least 2 cm thick or two-ply cardboard
- Cutting tool of your choice to cut cardboard to size
- Packing tape

Step 1 - Wrap the painting in acid-free, archival tissue paper or glassine. Note that any material that comes into contact with the surface of the work should be archival quality. We advise that you 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) 20 x 20 cm square pieces of glassine paper or acidfree tissue paper (you may adjust the size of the squares to better fit the size of your work) 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 - Place the wrapped artwork between 2 pieces of archival quality foam board (or two-ply cardboard) that are at least 2 cm thickness, forming a “sandwich.” Also, the borders of the foam board should extend a minimum of 7 cm beyond all edges of the artwork. Use packing tape to bind the foam board sandwich together, adding extra tape to the corners for reinforcement. Make certain the sides are taped down firmly to ensure that the artwork doesn’t shift around within.

Step 6 - Next, build a wooden crate and seal the work inside. (See section [11. PACKAGING ARTWORKS IN A WOODEN CRATE](#))

8. FRAMED FLAT ARTWORK

What you’ll need:

- Glassine paper or acid-free archival tissue paper
- Plastic sheeting, poly wrap, or plastic bag
- Foam board at least 2 cm thick or two-ply cardboard
- Bubble wrap or shredded/wadded clean white paper
- Packing tape

Step 1 - Wrap the painting in acid-free, archival tissue paper or glassine. Note that any material that comes into contact with the surface of the work should be archival quality. We advise that you avoid touching the painting’s surface with bare hands by wearing white cotton gloves.

Step 2 - Take four (4) 20 x 20 ” square pieces of glassine paper or acid-free tissue paper (you may adjust the size of the squares to better fit the size of your work) 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 - Place the wrapped artwork between 2 pieces of foam board (or two ply cardboard), forming a “sandwich”. Also, the borders of the foam board should extend a minimum of 10 cm beyond all edges of the artwork. Use packing tape to bind the foam board sandwich together,

adding extra tape to the corners for reinforcement. Make certain the sides are taped down firmly to ensure that the artwork doesn't shift around within.

Step 6 - Place the foam board-covered artwork into a cardboard box with approximately three (3) inches of space on all sides. Fill the empty space with bubble wrap or wadded/shredded clean white paper to ensure that the artwork doesn't shift during transit. Seal the box completely shut with packing tape, reinforcing the corners.

Step 7 - Affix the shipping label to the package and put clear tape over the shipping 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." If your artwork is larger than 45 x 60 cm you will need to create a wooden crate.

Step 8 - Place the foam board-covered painting into a cardboard box with approximately 10 cm 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 seal the box. The H-taping method involves using long strips of packing tape to completely seal the opening gaps of the box. Use one long strip of tape over the horizontal opening between the two gaps, and two strips over the vertical sides of the gaps—forming an "H." Apply additional vertical strips of tape as needed across the sealed gaps for added reinforcement. Illustrations of this method are provided by different sources online.

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."

9. ROLLED PAPER ARTWORK

Paintings on canvas up to 180 x 180 cm may be taken off its stretchers, rolled, and shipped in a heavy duty mailing tube between 20 and 30 cm diameter, depending on the size of the canvas. Alternatively, we recommend to use a PVC pipe. These can be found at your local hardware store. Be absolutely certain that your painting is completely dry before attempting to roll it.

What you'll need:

- Glassine paper or acid-free archival tissue paper
- Heavy duty mailing tube with plastic end caps no smaller than 8" in diameter and up to 12" (depend- ing on the size of your canvas).
- A second tube of smaller diameter for inner support. (You'll roll your artwork face out around this tube and insert it inside the larger tube.)
- Packing tape
- Bubble wrap

Step 1 - Sandwich your canvas between two layers of acid free archival paper. Make sure that the canvas is completely covered by the paper.

Step 2 - Roll the paper-covered artwork face out—paint side outward—around the smaller tube to provide inner support. **DO NOT** roll too tightly as this can damage the painting!

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 painting. 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. Clearly mark the tube as **"FRAGILE."**

10. SCULPTURES

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:

- Bubble wrap
- Packing tape
- Shredded paper
- Sturdy cardboard box for sculptures smaller than 12" and weighing under 5 lbs
- Custom wooden crate for sculptures. (See section **11. PACKAGING ARTWORKS IN A WOODEN CRATE**)

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 30 cm tall and weighs under 4 kg**, you'll ship it within a sturdy cardboard box. Please proceed to Step 5.

If your sculpture is **over 30 cm tall and/or weighs more than 4 kg**, you'll ship it in a custom wooden crate. For instructions on how to build a crate, please follow Steps 1 -7 in section **11. PACKAGING ARTWORKS IN A WOODEN CRATE**. Then return to these instructions, starting with Step 5.

IMPORTANT NOTE

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 filler. Also, there should be more shredded paper underneath the sculpture than elsewhere due to gravity compression.

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 top 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.

Step 6 - 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 7 - 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 8 - 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.

11. PACKAGING ARTWORKS IN A WOODEN CRATE

Use a custom crate for artworks such as sculpture, large art artworks, and fragile items.

What you'll need

- Four (4) planks of plywood (1 to 2 cm thick depending on size and fragility of the work) for the frame
- Two (2) plywood sheets for the front and back panels
- Drill
- Saw
- Wood screws
- Wood glue
- Foam board, 2cm thick

Step 1 - Measure your pre-wrapped artwork (wrapped according to the instructions given for your particular work), taking down the height, width, and depth of the wrapped piece. If you're shipping a painting, use these measurements to calculate the dimensions of your plywood pieces for the frame of your crate. Keep in mind that you will add a 2cm foam board lining to your crate, so accommodate for this. If you're shipping a sculpture, make sure that the crate's dimensions are approximately 7 to 8 CM larger on all sides than the sculpture itself. The extra space will be filled with bubble wrap and shredded paper.

Step 2 - Cut four pieces of plywood according to the dimensions you took in step 1 in order to build a frame with an opening that can snugly fit your wrapped work. Remember to account for the thickness of the plywood when measuring length and height, and cut accordingly. The top piece of the frame should sit on and extend over the top edges of the side pieces, as it must be easily removable. This piece will act as the crate's lid, to be unscrewed by the collector.

Step 3 - Begin building the frame by assembling three (3) of the plywood strips together with screws and wood glue, leaving the top piece off for now. It will be screwed on after the artwork has been placed inside.

Step 4 - Line the frame with strips of foam board, securing them on with tape or glue. If using glue to line the crate with foam board, wait for it to dry before finishing the packing process.

Step 5 - Cut two sheets of plywood to the same dimensions of the assembled frame. These will be the front and back panels of your crate.

Step 6 - Secure one sheet to the back of the frame using wood glue and screws.

Step 7 - You will then complete the packaging process by placing your artwork inside and sealing the crate around it. Lay a piece of foam board (the same size as the frame) inside the open crate, and place your pre-wrapped artwork on top. There should be no room for movement inside.

Step 8 - Cover your artwork with another layer of foam board. Place the other sheet of Masonite board on top of the frame, securing well with wood glue and screws. Do your best to ensure that the crate is airtight and moisture tight.

Step 9 - 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 10 - Affix the shipping label to the outside 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 crate or box. Also, for paintings or at artworks, write “PLEASE KEEP UPRIGHT. DO NOT LAY FLAT.”

IMPORTANT NOTE

For ease of transport, you can screw a cabinet handle to the top of the crate. The screws should be long enough so that the handle doesn't come loose while someone is carrying the crate, but not so long that they protrude into the interior of the crate.

12. PACKAGING MATERIALS AND IMAGES FOR FLAT WORKS

Bubble Wrap

An adequate amount of bubble wrap will provide a surprising amount of protection by distributing pressure and impact across a wide area. Bubble wrap does two important jobs: 1) cushions the art in the event of impact 2) Fills empty space, preventing unwanted movement within your packaging. For these reasons, bubble wrap should be your padding and filler of choice.

Corner Protectors

Corners of art artworks are especially vulnerable to shipping damage, that's why we require artists to use cardboard corner protectors. You can buy corner protectors ready made 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.

High Quality Packing Tape

DO NOT use low quality tape when packaging your artwork. High-quality tape is sturdier and less prone to breaking and losing adhesiveness. As a result, high-quality packing tape will ensure that your outer package remains shut throughout transit and that all internal seams are fully sealed to keep out moisture. What's more, high-quality tape usually comes with a more efficient dispenser, making it easier and 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 (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 art artworks. Foam board (also called foamcore) is ideal for this purpose and you can find it at most art supply, craft, or frame stores. Foam board comes in varying degrees of thickness (depending on the amount of protection needed for your work), and can typically be purchased individually or in bulk. We recommend you use foam board of at least 2 cm 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 Box

Two-ply or three-ply is necessary for proper protection during transit.

13. PACKAGING MATERIALS FOR ROLLED ARTWORKS

High Quality Packing Tape

DO NOT use low quality tape when packaging your artwork. High-quality tape is sturdier and less prone to breaking and losing adhesiveness. As a result, high-quality packing tape will ensure that your outer package remains shut throughout transit and that all internal seams are fully sealed to keep out moisture. What's more, high-quality tape usually comes with a more efficient dispenser, making it easier and 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.

Inner Cardboard Tube

To provide inner support for your art artwork, use an additional tube of smaller diameter than your outer tube. You'll roll your glassine-covered artwork around this smaller tube and insert it inside the outer tube.

Bubble Wrap

An adequate amount of bubble wrap will provide a surprising amount of protection by distributing pressure and impact across a wide area. Bubble wrap does two important jobs: 1) cushions the art in the event of impact 2) Fills empty space, preventing unwanted movement within your packaging. For these reasons, bubble wrap should be your padding and filler of choice.

Outer Cardboard Tube

For your outer cardboard support tube, we recommend using a one between 15 to 20 cm of diameter.

Heavy Duty Mailing Tube

Use a heavy duty cardboard or plastic mailing tube with secure end caps. Your tube should be between 20 to 30 cm of diameter, depending on the size of your artwork.

Additional Bubble Wrap

To minimize movement within the mailing tube and to provide additional protection, fill any empty space at both ends of the tube with bubble wrap.

Secure Caps

Apply packing tape around the end caps to ensure a tight seal.

14. CREDIT SOURCES

14.1. Advices / Guideline For Packaging Artwork

https://flecha.es/uploads/guia_packaging_en.pdf

http://www.dhl.com.sg/en/express/shipping/shipping_advice/packaging_advice.html

<http://suppliesusa.squarespace.com/blog/2016/10/4/h-tape-method>

14.2. Fine Art Shipping By Logistic Companies

<https://www.theupsstore.com/pack-ship/artwork>

<https://compass.ups.com/how-to-ship-artwork/>

<http://customcritical.fedex.com/us/services/market-industry/art.shtml>

http://www.dhl.no/en/logistics/freight_transportation/fine_art_logistics.html

14.3 How To Ship A Painting

<https://artatler.com/blogs/articles/how-to-ship-painting-internationally-for-artists-and-galleries>

<https://blog.shiphawk.com/how-to-ship-a-painting>

<http://reddotblog.com/how-to-ship-paintings-a-step-by-step-guide-for-artists-and-galleries/>

14.4 Shipping Insurance

<https://www.axa-art.com/>

http://www.dhl.co.uk/content/dam/downloads/uk/Express/services/dhl_shipment_insurance_service_guide.pdf

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