

# PACKAGING

## Preparing your work for transportation:

All artworks will be transported in some form, to and from the gallery.

Is it therefore VITAL that your artwork is adequately packaged.

The organisers of SWoA will do their best when handling artworks, but it is up to you to make sure they are well packaged.

**We will not be held responsible for artworks being damaged due to poor packaging.**

## How to wrap your artwork for transport:

All works need to be well wrapped. All packages will be considered FRAGILE. But you need to remember that shifting can occur during transit.

Therefore, be mindful about what you are using to package your artwork.

## **Before** packaging your artwork:

- Have you completed your **delivery paperwork**?
- It is dry?
- Is it adequately framed? Have you attached the D rings for hanging?
- Does your artwork require install instructions? (include them with the artwork inside the packaging)
- Does your artwork come with hanging devices such as bulldog clips? (include them with the artwork inside the packaging)

## **To help prevent damage and wear and tear, please follow these instructions:**

### USE:

1. Strong bubble wrap – Make sure all the air is still in the bubbles
2. Two layers is good. Three layers is best!
3. After bubble wrap, use strong cardboard
4. Strong packaging tape
5. Label the outside with your name and artwork title

### DO NOT USE:

1. Cellotape
2. THIN or deflated bubble wrap
3. Plastic bags
4. Clothing bags
5. Supermarket bag
6. Paper bags



### For canvas, works on board:

1. Use strong bubble wrap
2. Wrap the entire canvas or board in bubble wrap, with the bubbles facing 'out'
3. Secure the corners and side with masking tape. Don't use an excessive amount of masking tape as we may need to cut the bubble wrap, which we don't want to do.
4. Add another layer of bubble wrap and secure with masking tape
5. Apply cardboard corner protectors
6. Wrap your artwork in strong cardboard. You can either use 'used' boxes from the supermarket, otherwise visit your local courier to purchase a box. The box will fit snug against the bubble wrap
7. Label the box clearly with your name and artwork title





*Note: Triple-packaging your artwork serves as a shock absorber and helps prevent punctures through the canvas.*

**If you are sending a work framed with glass:**

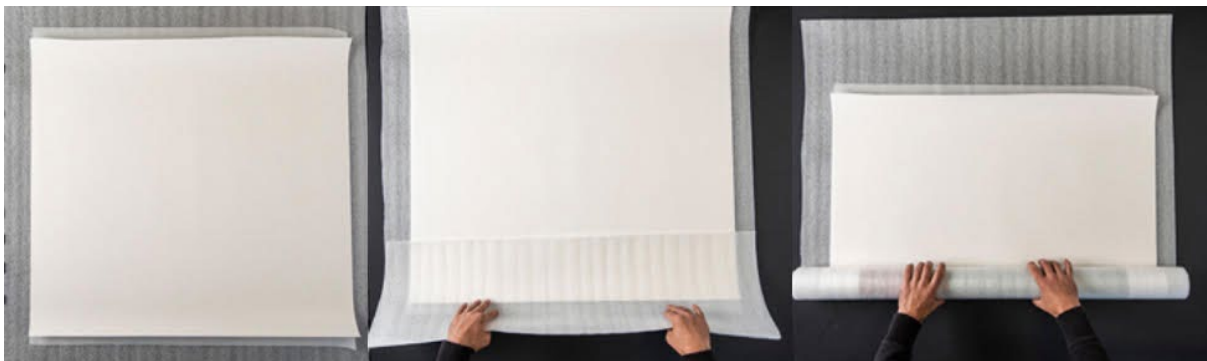
1. Purchase glass protection tape
2. Apply glass protection tape on the glass over the WHOLE of the glass, cutting to size. If the glass does happen to break during transit, the glass protection tape prevents shards of glass falling onto your artwork. It also allows for an easier clean up and getting your work reframed.
3. Wrap the entire framed work in heavy duty bubble wrap, with the bubbles facing 'out'
4. Secure the corners and side with masking tape. Don't use an excessive amount of masking tape as we may need to cut the bubble wrap, which we don't want to do.
5. Add another layer of bubble wrap and secure with masking tape
6. Apply cardboard corner protectors
7. Wrap your artwork in strong cardboard. You can either use 'used' boxes from the supermarket, otherwise visit your local courier to purchase a box. The box will fit snug against the bubble wrap
8. Label the box clearly with your name and artwork title

*Note: All care will be taken with your artwork, but glass is breakable, so both you and we need to prepare for the instance that something does break. We recommend you have insurance or can arrange finance for glass to be replaced. We will notify you if anything does break.*

### **For works on paper and unframed photography:**

Because the artwork is travelling to Christchurch and Auckland, we suggest you roll your artwork and secure it in a heavy duty shipping tube:

1. Use tissue paper on either side of your artwork
2. Lay the tissue paper and artwork onto a thin piece of foam
3. Roll gently to the correct dimension to fit inside the heavy duty shipping tube
4. Insert carefully into a heavy duty shipping tube. We suggest you get a large tube, so that you don't have to roll your work too narrow.
5. Gently insert extra foam either end and then seal with the plastic lids.
6. Tape closed
7. Label clearly with artist name and artwork title



Note: If you are rolling your work, please notify us, as the work will need additional time to lay flat before install. ALSO remember to include the hanging devices.

### **For installation works:**

Please remember to include installation instructions!

1. Loads of bubble wrap is extremely important
2. Contain all elements of the installation in a box or a collection of boxes that are clearly labelled. Remember we will need to lift these boxes, so don't make them too heavy.

*Note: Please notify us of the details of your work so that we can advise on how to best transport your work.*

**If your artwork is made of ceramic, pottery and other easily breakable materials:**

*\*Loads of bubble wrap is extremely important\**

1. Wrap your artwork with bubble wrap
2. Place the wrapped artwork inside a box that snugly fits your work
3. Place more bubble wrap around your work if needed
4. State clearly and in large text FRAGILE on all sides of the box with artist name and title of work

### **Single Box With Wrapped Item**

Item wrapped in \_\_\_\_\_  
bubble wrap securely  
with tape

Sturdy  
outer box \_\_\_\_\_



***Questions? Unsure?***

***Feel free to email me and I will do my best to help [swaotearoa@gmail.com](mailto:swaotearoa@gmail.com)***

Jordan  
SWoA Curator