

## HOW TO PACK YOUR SCULPTURE WHEN SHIPPING TO A SHOW

1. Name on outside of the **triple-ply cardboard box** with picture of the sculpture on the outside (unless artist is afraid it might get stolen) Artist choice. It does help the gallery) Entry label should be taped to the bottom of the sculpture.
2. Styrofoam lined box with at least 2" all around, top and bottom. (this is the **stiff garage insulating foam sheet from Home Depot or Lowes**)
3. Some extra packing may be necessary. Bubble wrap (the big bubbles) with smooth side to sculpture. I use paper or foam for packing. Use whatever the artist has in her box.
4. Place sculpture in box.
5. Place soft foam around the sculpture to fill the extra space.
6. Top with a thick foam (two inches at least) topper cut to fit.
7. Put any needed enclosures in envelopes taped to lid topper. Instructions about how to re-pack included. *Diagrams always help.* Include instructions for what to do with box if sold piece or if artist wants box back.
8. Add a photo of the sculpture before closing the box.
9. Unpack in reverse order.
10. 11. When repacking place return label on box.

Packers - It might be helpful to leave all materials with empty box during the show. Remove only the bio and check for handling, but make note of all contents in envelope which should include:

- Entry form extra copy.
- Bio
- Check for handling
- Prepaid Return label (unless other arrangements have been made)
- Address label
- Instructions for what to do with box if sold piece or if artist wants box back.