

Shipping Flat Works of Art



The best way to bring your object or artifact is to securely pack and deliver it to the Ford Center yourself. If distance prohibits delivering it in person, it is also possible to ship your items to us. There are risks to shipping objects as they can be accidentally damaged through impact or puncture as well as exposure to moisture, or temperature and humidity changes. Through secure packing, you can reduce the risk of damage and ensure your object arrives to us safely. Remember to choose a reliable shipper and get insurance in case of accidental damage. We recommend double packaging each item so it is safely packed. You

should be able to get all the materials you need at craft stores, office supply stores, the post office, etc. While acid-free, lignin-free materials are best, if the materials are not in direct contact with the object and it will be unpacked right away, it is not necessary.

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Flat Packing

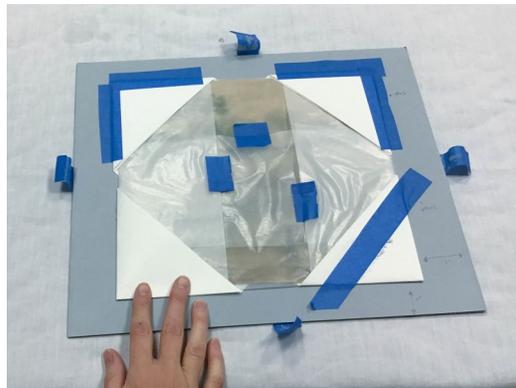
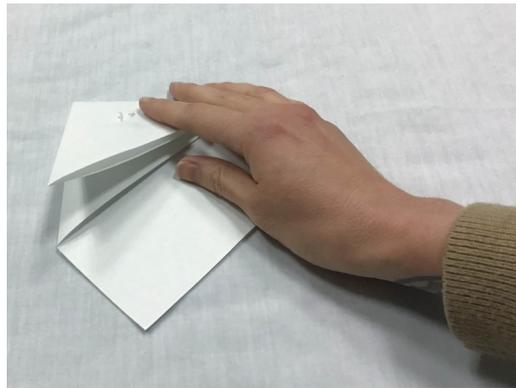
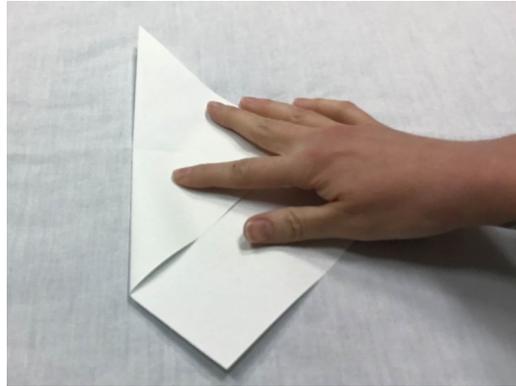
1. Wrap the document in clean, flat white tissue paper or glassine paper.
2. Cut two pieces of cardboard 4" larger than the dimensions of the artwork. This will ensure that the boards are 2" larger on all four sides.



Flat Packing Artwork

Materials Needed :

- Tissue or glassine paper
- 4 pieces of plain paper
- 2 piece rigid corrugated, foam, or other board
- Tape (masking, duct, painter's)
- Bubble wrap
- Packing peanuts
- A box, approximate 8" larger than the artwork.



3. Fold the plain paper diagonally once and then fold again to create a pocket. This will create a protective corner for each corner of the object. These are to stop the print from sliding around within the packaging and prevent it from coming into contact with the adhesive from the packing tape.
4. Tape these corners to the bottom sheet of cardboard with masking tape.
5. Place the other board on top and tape these boards together on each side to secure the object. Now you have a flat pack.
6. Wrap the whole package in a layer or two of bubble wrap.
7. Put a layer of packing peanuts in a box. Place the bubble-wrapped flat pack in the box and cover with packing peanuts. Make sure the flat-pack is not touching any sides of the box, but rather 'floating' in the peanuts.
8. Tape up the box. Post the package from your carrier of choice. Insurance and signature upon delivery are recommended.

Consulting a Conservator

Consult a conservator for further information about packing and shipping your object. **DO NOT SEND OBJECTS TO A CONSERVATOR WITHOUT NOTIFYING THEM FIRST.**

Fine Art Shippers

Allied Van Lines, Inc.

www.allied.com

ARTEX

www.artexfas.com

ARTworks of Kansas City

www.artworks.com

Atelier 4

www.atelier4.com

Fine Art Enterprises (FAE)

www.faeboston.com

Midwest Fine Art FAST

www.midwestfinearts.com

US Art Co., Inc.

<http://www.usart.com/>

Conservation Suppliers

Conservation Resources International

5532 Port Royal Road

Springfield, VA 22151

Toll free: (800) 634-6932

www.conservationresources.com

Archival housing/storage supplies, photographic supplies, general

Gaylord Archival

P. O. Box 4901

Syracuse, NY 13221-4901

Toll Free: (800) 448-6160

www.gaylord.com

General conservation supplies, housing supplies

Hollinger Metal Edge, Inc.

6340 Bandini Blvd

Commerce, CA 90040

Toll Free: (800)-862-2228

www.hollingermetaledge.com

Archival housing/storage supplies

Light Impressions

100 Carlson Road

Rochester, NY 14610

Toll Free: (800) 975-6429

www.lightimpressionsdirect.com

Photographic supplies, housing, matting and framing supplies

University Products

517 Main Street

P. O. Box 101

Holyoke, MA 01041

Toll Free: (800) 628-1912

www.universityproducts.com

General conservation supplies, housing and matting supplies

Talas

330 Morgan Ave

Brooklyn, NY 11211

Telephone: (212) 219-0770

www.talasonline.com

Conservation supplies, photographic supplies, general



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