

# Texas & Neighbors REGIONAL ART EXHIBITION

## FRAMING, SHIPPING & DELIVERY GUIDELINES

### FRAMING

Artwork must be framed professionally or on wrapped around canvas with all sides painted. **WORKS MUST BE WIRED WITH SCREW EYES, READY TO HANG, WITH BACKING. NO SAW TOOTH HANGERS.** Plexiglas glazing only, except pastel can be behind glass. Maximum frame size 50 inches in either dimension. Paintings with loose or damaged frames will not be accepted. Keep the frame simple and lightweight.

### HOW TO PREPARE FOR SHIPPING

1. Use a Corrugated box or a Strong Box (see below).
2. Provide Internal Protection like foam and bubble wrap.
3. Close Your Container Securely.
4. Use Proper Labeling.

### STEP 1 - USE A CORRUGATED BOX

Whenever possible, use a new box. The more times a box is used, the more it loses its original protective qualities. A previously used box may not adequately protect your shipment, especially on return shipment.

If you must reuse a box, make sure it is rigid and in excellent condition with no punctures, tears, rips, or corner damage, and that all flaps are intact. Remove any labels and all other shipment markings from the box.

Choose a box strength that is suitable for the contents you are shipping. Never exceed the maximum gross weight for the box, which is usually printed on the Box Maker's Certificate on the box's bottom flap.

### PLEASE DO NOT USE WOODEN CRATES.

An excellent option for shipping artwork is a **Strong Box**. Strong Boxes come in multiple sizes with different custom foam inserts. All three dimensions (length, width and depth) of the framed piece must be given to order the appropriate sized box. Strong boxes are a patented item and are well worth the money to deliver your artwork safely. If a strong box dealer is not in your area, a "Mirror Pack Box\*" will work.

*Mirror Pack Boxes* are boxes found at most moving companies or storage companies and are reasonably priced. If you ship artwork on a regular basis, try using U-line Shipping supplies <http://www.uline.com> 1-800-958-5463 (a minimum quantity of 10 is required).

A mirror box will adequately package a framed piece that is approximately 20" x 30" x 1".

Artwork exceeding 20" x 30" x 1", or 3" in depth require two or more boxes. The down-side to using multiple mirror boxes is that it requires some time and ingenuity and are difficult to repack to return ship.

### STEP 2 - PROVIDE INTERNAL PROTECTION

Cover the framed artwork with tissue paper. This will protect any glass from the sticky substance of bubble wrap.

Wrap the bubble wrap completely around the tissue paper making sure to cover the corners. **MAKE CERTAIN THE CORNERS ARE WELL PROTECTED.**

Create a cushion for the artwork, by placing the additional bubble wrap at the bottom, sides and top of the box. Foam padding, cut to fit the box, can also be used. Foam padding is available at fabric stores. A tight fit will ensure the artwork does not slide around in the box.

**DO NOT USE EXPANDED POLYSTYRENE PEANUTS, SQUIGGLES OR SIMILAR PACKING MATERIAL TO CUSHION ARTWORK - YOUR ARTWORK WILL BE IMMEDIATELY DISQUALIFIED & RETURNED.**

### STEP 3 - CLOSE THE CONTAINER SECURELY

Close the box securely. **DO NOT USE** masking tape cellophane tape, duct tape or string to secure the box. Use a strong tape - two inches or more in width. Use pressure-sensitive plastic tape or nylon-reinforced tape. Apply three strips to both the top and bottom of the box.

### STEP 4 - USE PROPER LABELING

**ALL ARTWORK SHIPPING MUST INCLUDE A UPS PREPAID SHIPPING LABEL AND MUST ARRIVE AT THE IRVING ARTS CENTER WITHIN MARCH 12 - 16, 2011.**

Go to [www.ups.com](http://www.ups.com) to create your shipping labels online. Include Irving Arts Center's Postal code with the complete street address:

**TEXAS & NEIGHBORS REGIONAL ART EXHIBIT  
IRVING ARTS CENTER  
3333 N. MACARTHUR BLVD., IRVING, TX 75062  
972-252-7558**

- Place the shipping label on the top of the package. Place **only one** address label on the package. If you are using a packing slip, place it on the same surface of the package as the address label.
- DO NOT place the label over a seam or closure or on top of sealing tape.
- Remove or cross out old labels or markings on a used box.
- Always include your complete return address, including full street address and postal code.
- Place a duplicate label or other form of identification **INSIDE** your package.

### HAND DELIVERY

**HAND-DELIVERED ENTRIES MUST BE RECEIVED SATURDAY, MARCH 17, 2011 BETWEEN 10:00AM & 3:00PM AT THE IRVING ARTS CENTER.**

Entries received after 3:00pm will not be judged. Work must be picked up on Sunday, May 27, 2011 between 11:00am and 5:00pm OR Tuesday, May 29, 2011 between 11:00am and 5:00pm. Any remaining works will be charged a storage fee of \$10 per day. **NO EXCEPTIONS.**