

PACKING PROCEDURES

The following is a detailed summation of how Bullseye Projects recommends packing glass artwork.

Packing Materials:

- Unused, Double-Walled Cardboard Boxes or Wooden Crates
- Soft Foam (clean Polyurethane or Polyethylene NOT Polystyrene/Styrofoam, Bubble Wrap, or Packing Peanuts)
- Muslin or other pH neutral wrapping fabric
- Packing Tape
- Exterior Stickers (GLASS/FRAGILE and THIS SIDE UP)
- Box-Knives
- Sharpie Pen

Surround each side of the piece of artwork being shipped with no less than three inches of soft foam. Some artwork may require more foam structure depending on the fragility of the object. If using rigid foam, use it toward the outside perimeter of the crate and place softer foam against the work.

Polystyrene may be used for very heavy pieces, but should not be in direct contact with the artwork. Consider placing a layer of soft foam between the Polystyrene and the artwork.

Wrap the artwork in muslin so that it is not in direct contact with any other packing material. Packing materials may damage sandblasted, etched, or other sensitive surfaces.

Never pack a heavy mount or heavy hardware on top of or in direct contact with the artwork. Even if there is a layer of foam in between the objects, breakage could occur if the mount is heavy enough. Use best judgment in determining how hardware should be shipped (in the box with the artwork or in a separate box).

Avoid piecing together bits of foam to surround the artwork. This creates an unstable foam structure for the artwork. Try to use a single piece of foam cut to the measurements of the box and the artwork.

When taping the box closed, be sure to double-tape all seams (see fig. 6) to ensure that no openings will occur while the artwork is in transit.

Add FRAGILE (GLASS) stickers to the sides and top of box/crate. THIS SIDE UP stickers should be placed on the sides of the box or crate. Hopefully this will help the artwork get a gentler touch at the chosen shipping company.

US Sources for Packing Materials:

Uline supplies double-walled boxes in bulk:

http://www.uline.com/BL_418/275-Lb-Test-Double-Wall-Boxes

Uline also supplies polyurethane foam:

http://www.uline.com/BL_865/Soft-Foam

A STEP-BY-STEP GUIDE TO PACKING GLASS ARTWORK

PACKING VESSELS:

1. Only use double-walled cardboard boxes or wooden crates when shipping glass artwork. If shipping individual boxes or crates (singly or on a pallet) make sure to allow for at least three inches of foam structure to surround all sides of the artwork.

If shipping multiple boxes consolidated in a single crate, the amount of foam structure in each internal box may be decreased to two inches. The compiled boxes in the crate should be protected by one inch of foam on all exterior sides.

*Please take into consideration the many hands and conveyor belts that will come into contact with your shipment during the shipping process.

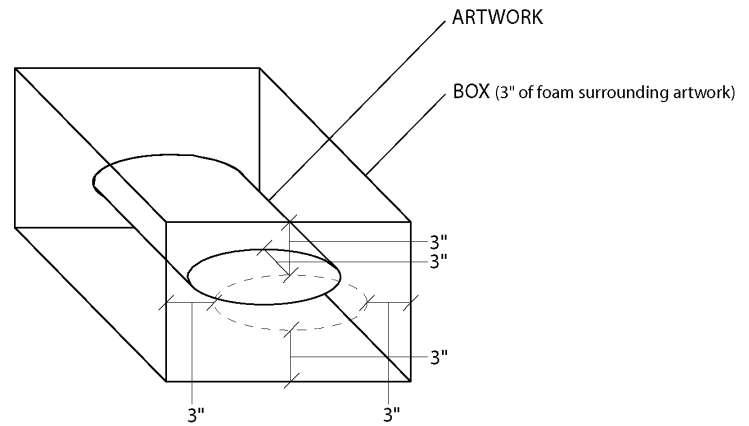


fig. 1

2. Cut a piece of foam (minimum of three inches thick) to the exact measurements of the box, so that it fits snugly within the parameters of the box.

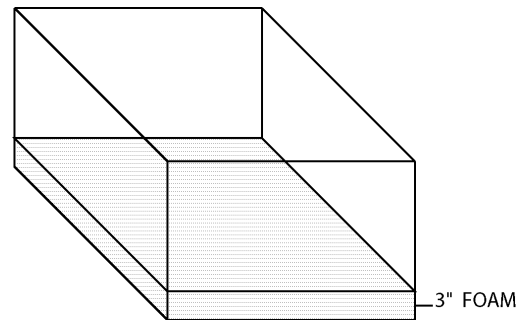


fig. 2

3. Once the bottom layers of foam are established, find a depth of foam that is equal to the depth of the glass object you are packing.

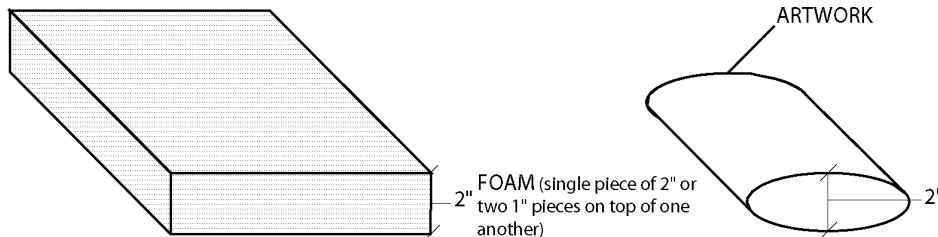


fig. 3

- Center the glass object on the foam and use a Sharpie Pen (being careful not to come in contact with the artwork) to outline the shape of the glass object onto the foam.

Remove the glass object and using a sharp blade, cut out the shape that you outlined in the foam.

Place the newly cut foam into the box and set the glass object into the foam. If the glass object sinks comfortably into the foam shape, proceed to step 5. If the object sinks into the foam shape and has a lot of room to move, use the discarded shape that was cut from the foam to customize a piece of foam to create a snug fit.

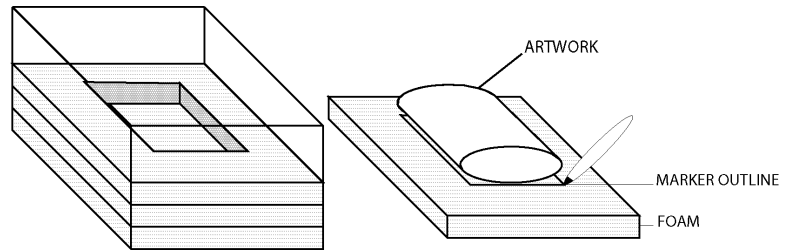


fig. 4

- Cut the remaining foam needed to finish packing the glass object. On the top layer of foam (not directly on top of the glass), be sure to include any hardware or mounts (only if they can be safely packed with the artwork). Place any mounting and/or cleaning instructions where they can be easily seen upon opening the box.

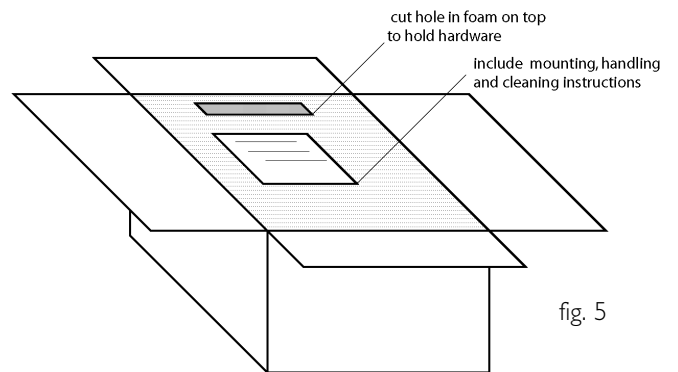


fig. 5

Sealing the Box for Shipping:

Double-Walled Cardboard Box:

Seal and cover all seams with packaging tape.

Wooden Crate:

Screw down firmly and label as to which side of the crate should be opened for safe removal of the artwork.

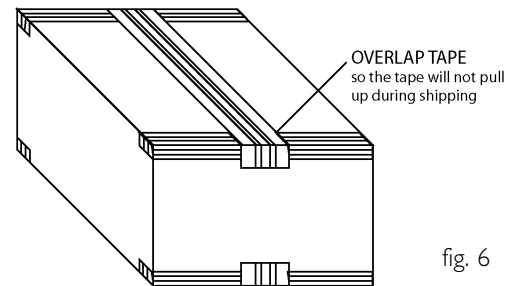


fig. 6

Outside Labels:

Stickers:

Place FRAGILE/GLASS stickers on the top and sides of the box or wooden crate that is being shipped. Arrowed THIS SIDE UP stickers should be placed on the sides of the box or crate.

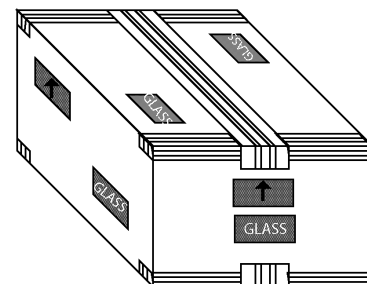


fig. 7

Labels:

Attach shipping labels to the top of the box/crate. A large-type printout of the recipient's address should be placed somewhere easily visible on the box. This is just an added precaution in case the shipping company's label is torn off during shipping.

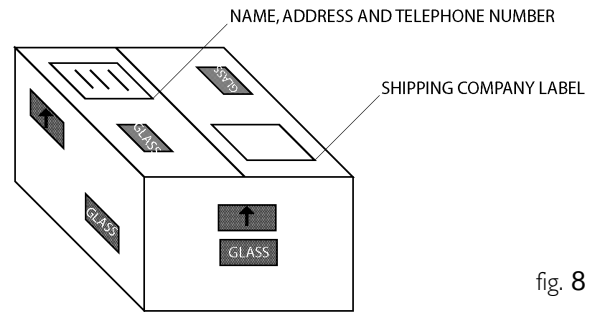


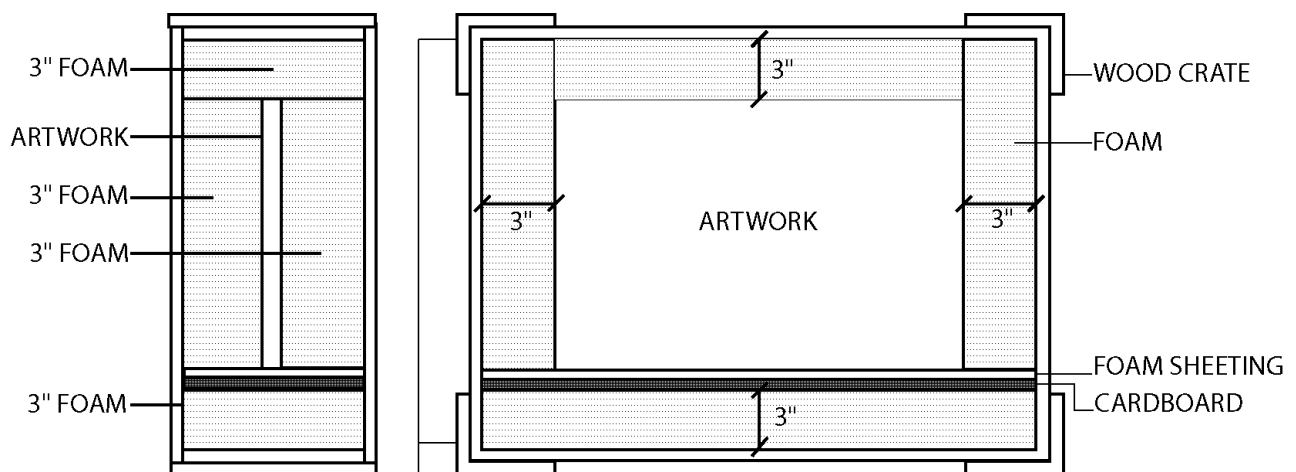
fig. 8

PACKING GLASS PANELS:

Glass panels should be shipped horizontally on the longest edge. This is the strongest, most stable way for a glass panel to travel. Glass panels should always be shipped in wooden crates with a minimum of three inches of foam surrounding them on all sides. Handles of some variety, preferably steel, should be screwed into the ends of the crate to ensure the safest handling during shipping. Figure 9 illustrates the packing method for glass panels.

The cardboard provides a rigid support for the edge of the glass panel. This will evenly distribute the weight of the glass panel. Put a thin (1/4 inch) layer of inert ethafoam or styrofoam over the cardboard to help cushion the edge of the glass so that it is not in direct contact with the cardboard.

Please see the *Sealing the Box for Shipping*, and *Outside Labels* sections above for instructions on labeling crates for shipping.



WOODEN CORNERS TO HELP BUFFER SHOCK AND TO PROTECT THE CRATE DURING SHIPPING

fig. 9