

# Birds<sup>in</sup>Art

## — 2018 —

## Packing & Crating Specifications

- The Museum does **NOT** pay for packing or crating costs.
- To ensure the safety of your work in transit and so that the Museum's fine arts insurance coverage will apply to your incoming shipment, you **MUST** follow these packing and crating specifications.
- Frame two-dimensional works requiring glazing with Plexiglas instead of glass whenever possible. Plexiglas is lighter and safer for shipping. **Plexiglas should never be taped.**
- If glass must be used, it **SHOULD** be crisscrossed with masking tape to prevent damage to the artwork's surface should the glass break in transit.
- If a crate is inadequate for the safe return of the work, the Museum will invoice the artist/lender for the cost of labor and materials to construct a proper crate. Notification will be sent prior to construction of a new crate.

### Two-dimensional artwork:

- The 500 lb., double-walled Strongbox with Puncture Guard hard plastic liner is preferred for shipping small and medium two-dimensional artwork. The Strongbox is sturdy, lightweight, and easy to pack and unpack. Order a Strongbox at Masterpak's web site [www.masterpak-usa.com](http://www.masterpak-usa.com) or by contacting them at 145 East 57th St., New York, NY 10022, telephone 800.922.5522, fax 212.586.6961, or [service@masterpak-usa.com](mailto:service@masterpak-usa.com).
- If you prefer to ship a wooden crate, use an all-plywood-constructed crate. Use 3/4 inch plywood for your crate frame and either 3/8 inch (1 cm) or 1/2 inch (12 mm) plywood panels.  
**NOTE: If 1/4 inch plywood panel is used in crate construction and damage should occur, our insurance underwriter will deny the claim.**
- Use Styrofoam insulation cut to fit your painting snugly on all sides. Styrofoam sheets cut nicely on a table saw using a coarse-tooth blade or can be scored with a utility knife and broken.
- Museum staff prefer crates designed with easy access for removing artwork. Avoid using loose packing materials such as crushed paper or packing peanuts that provide inadequate protection and are time consuming to pack and unpack.
- Two-dimensional works should be placed in a plastic bag or wrapped in paper or clear plastic sheeting to protect the artwork and frame from damage during shipping.
- Use Phillips or square-drive screws on the access panel. Do not use nails or mixed screw types. **Remove hanging wire before shipping.**

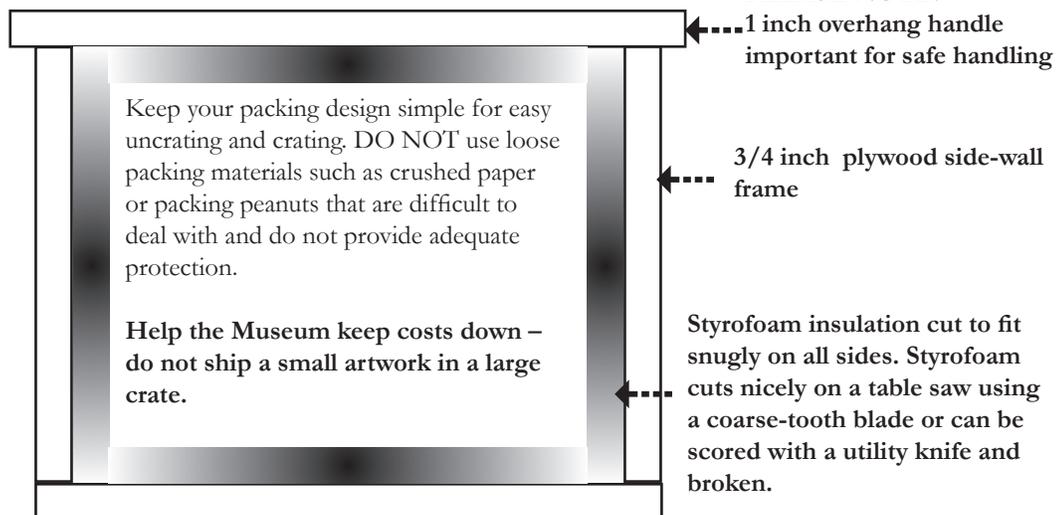
### Three-dimensional artwork:

- Three-dimensional works should be properly supported and protected within the crate to prevent unnecessary movement and/or damage. If you are unsure how to crate your three-dimensional work, contact Andy McGivern, Woodson curator of exhibitions (715.845.7010; [mcgivern@lywam.org](mailto:mcgivern@lywam.org)).

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## Crate Construction

### Front View



### Side View

