

Packing Requirements



REQUIREMENTS FOR ALL ARTWORK CATEGORIES AND SIZES:

YOU WILL PROVIDE DIMENSIONS TO [REDACTED] TEAM *in advance* with catalog details.

- We need accurate unframed dimensions for all works

AND

- If a work is framed, we need accurate framed dimensions for all works
- If a work is matted but not framed, we need accurate matted dimensions for all works

Accuracy is important so that we can provide accurate shipping quotes to customers.

When packing the Artwork for shipment, refer to the last page of this document, to make sure that **the actual packed dimensions don't exceed the size of the Strong Box that would accommodate the Artwork.**

- Example: if a work is 20 x 20 x 2 inches, the appropriate Strong Box would measure 29 x 26 x 5 inches. Even if your art handler uses another kind of box, it should not be larger than 29 x 26 x 5 inches. If the packaging is larger, the shipping fee we charge customers will be too low.

Requirements for All Artwork Categories and Sizes

SOFT PACKING VS CRATING:

- The **maximum** dimensions for artwork that can be soft packed without a crate are 49x3x40 inches.
 - The packed dimensions of the artwork when soft packed **cannot exceed** 57x8x46 inches.
- Crating is required **for international shipping** when the customer has chosen a **fine art shipper**.
 - If a work is shipping internationally by fine art shipper and therefore needs a crate:
 - You will need to soft pack the work per the instructions in this guide *in advance of the art carrier's arrival*.
 - The art carrier will bring the crate and pack the work (which must already be soft packed) in the crate.
 - The customer will be charged for the crate and crating service.
 - If a work is shipping internationally by *common carrier* (ex: FedEx), you should follow the soft packing in this guide (do not crate).

How should you soft pack an artwork for crating?

- Soft packing varies based on the medium used for the artwork and the fragility of the surface. Please speak with Dietl if you have any questions.
 - For framed work, please wrap the work in plastic and bubble wrap.
 - For unframed work wrap in glassine and a cardboard portfolio.
 - For three-dimensional work, please wrap with tissue and bubble wrap or ask [REDACTED] for advice.

Requirements for All Artwork Categories and Sizes

ARTWORK FRAMED UNDER GLASS:

- The surface of the glass **must be taped** if the glass stays in the frame. This helps to prevent damage to the Artwork if the glass shatters.
- The glass must be **removed from the frame** if:
 - it is not possible to tape the surface of the glass. For example, museum / Den glass cannot be taped.
 - the glass exceeds 20x30 inches
 - glass that exceeds 20x30 inches cannot be shipped at all

If the glass is under 20x30 inches in size, soft pack the glass separately in foam core, then place it inside the same packaging as the artwork.

Canvases or Framed Flatworks .25 inches or greater in thickness

MINIMUM REQUIRED APPROACH:

- 500 LB double wall (DW) corrugated cardboard or 2 sheets of single wall cardboard combined with alternated corrugation.
- Individual works must have at least 1-2 inches of foam surrounding the work on all sides.
- We recommend all works be sealed in plastic within the cardboard boxes with appropriate underlaying between the Artwork and the plastic, in order to avoid damaging the Artwork.
- All edges on completed packaging should be sealed with packing tape.

RECOMMENDED APPROACH & MATERIALS:

Pack in a Strongbox* with the following specifications:

- 500 LB double wall (DW) corrugated cardboard. These corrugated strongboxes are treated with a moisture resistant coating on the exterior.
- ECT 44 (Edge Crush Test 44 is higher than the typical industry 32 and significantly stronger than a typical 'slipcase' made from a single sheet of single wall cardboard many gallery handlers use).
- FOAM: Each strongbox is foamed out with two to four layers of 1.25 inch perforated foam that can be easily and quickly removed by layer to fit the flatwork perfectly. Amount of foam depends on size of box.
- PUNCTURE GUARD: Strongboxes come with a puncture guard that is adhered to the interior lid and bottom face of the strongbox. The puncture guard is .04 heavy duty utility grade plastic, extremely difficult to puncture.
- Available at <https://www.gallerysupplies.com>

*■■■■ ships thousands of works in the above strongboxes each year with a damage rate of less than 1%



Unframed Artworks under .25 inches in thickness & larger than 13x10 inches

MINIMUM REQUIRED APPROACH:

- 500 LB double wall (DW) corrugated cardboard or 2 sheets of single wall cardboard combined with alternated corrugation.
- Artwork sheets need to be secured inside the portfolio at a minimum of all 4 corners.
- Artwork should be sealed in plastic with a glassine layer between the plastic and the Artwork to protect the Artwork from the Plastic.
- Use puncture proof sheets of plastic if possible
- All edges on the completed packaging should be sealed with packing tape.

RECOMMENDED APPROACH & MATERIALS:

Pack in print pads or portfolio packs with the following specifications:

- Print pads/portfolios are double walled cardboard with a rigid plastic puncture guard.
- Edges fold over onto themselves which creates a very thin, puncture proof, rigid box/portfolio about 1 inch thick when done.
- Minimal internal packing is needed other than securing the sheet in place and making sure it's wrapped in glassine or the appropriate thin layer of protection that your gallery typically uses.
- Available at <https://www.airfloatsystems.com/printpad>



*These instructions are for unframed works that are not ultra-small (larger than post card size). Post card sized works would use Rigid Envelopes with Chipboard inserts.

Unframed Artworks under .25 inches in thickness & smaller than 13x10 inches

MINIMUM REQUIRED APPROACH:

- Pack in a rigid envelope with cardboard inserts larger than the Artwork for extra rigidity
- We suggest covering your small work with a layer of glassine or other equivalent material and then inserting into the envelope between two additional cardboard dividers.
- Available at
https://www.uline.com/BL_1561/Self-Seal-E-Z-Open-Mailers?keywords=Rigid+Envelopes

https://www.uline.com/BL_1852/Chipboard-Pads?keywords=Cardboard+Inserts

FedEx's rigid envelopes can be used if you are using cardboard inserts.

RECOMMENDED APPROACH & MATERIALS:

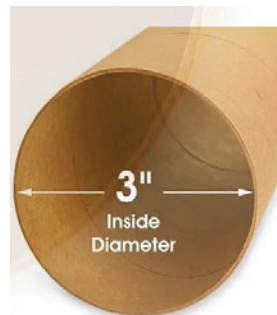
Same as minimum requirements.



Lightweight posters or prints that can be safely rolled

MINIMUM REQUIRED APPROACH:

- Roll artwork together with glassine or other equivalent material [like silicone release paper] layered under the artwork, so that when rolled, the glassine layer is interleaved with the poster layer. Glassine should extend past the ends of the rolled artwork by at least ½ inch on either end.
 - NOTE: be careful not to roll the poster too tightly (to avoid crimping), but also not so loosely that there isn't room to also wrap it in bubble wrap before inserting in the tube (see next step).
- Wrap the finished glassine/poster roll in a couple of layers of small-bubble bubble-wrap. The wrapped roll should closely match the inside diameter of the tube – with limited empty space in the tube so that the roll isn't knocked around in transit.
- Place roll in tube, adding bubble inside *both the top and bottom of the tube*, again, to limit empty space and prevent shifting up and down in the tube.
- Available at <https://www.uline.com/Product/Detail/S-6241/Kraft-Mailing-Tubes/Kraft-Mailing-Tubes-with-End-Caps-3-x-56-125-thick?keywords=s-6241>



RECOMMENDED APPROACH & MATERIALS:

Same as minimum requirements.

Addendum: Recommended packing materials, and sources

Item Number	Pack Type	Exterior dims of the pack type (inches)			Package Weight Lbs	Estimated Cost	Max size of Artwork that can be packed in this type (inches)			Vendor	Contact	Notes
		H	L	W			H	L	W			
PP1722	Print Pad	22	18	1	4	\$30.00	21	16	1	Air Float	sales@airfloatsys.com	For unframed works over \$2,500 in value
PP3036	Print Pad	36	31	1	6	\$41.00	35	29	1	Air Float	sales@airfloatsys.com	For unframed works over \$2,500 in value
PP3245	Print Pad	46	32	1	8	\$68.00	44	31	1	Air Float	sales@airfloatsys.com	For unframed works over \$2,500 in value
G2428L	Strong Box	29	26	5	19	\$46.81	24	20	2	Gallery Services	info@gallerysupplies.com	
G2428WL	Strong Box	29	26	8	31	\$62.94	24	20	4.5	Gallery Services	info@gallerysupplies.com	For fitting two works together or on extra wide work
G3040L	Strong Box	41	32	5	33	\$68.06	36	26	2	Gallery Services	info@gallerysupplies.com	
G3040WL	Strong Box	42	33	8	56	\$109.74	36	26	4.5	Gallery Services	info@gallerysupplies.com	For fitting two works together or on extra wide work
G3742L	Strong Box	44	40	6	53	\$107.59	38	33	3	Gallery Services	info@gallerysupplies.com	
G4738L	Strong Box	50	39	8	78	\$130.51	43	34	3	Gallery Services	info@gallerysupplies.com	
G5344L	Strong Box	57	46	8	105	\$168.80	49	40	5	Gallery Services	info@gallerysupplies.com	Crating required above this size
S-18916	Double Box 500#	13	13	13	11	\$5.65	12	12	12	ULINE	Uline.com	For sculpture
S-18917	Double Box 500#	17	17	17	25	\$9.78	16	16	16	ULINE	Uline.com	For sculpture
S-18918	Double Box 500#	21	21	21	47	\$15.04	20	20	20	ULINE	Uline.com	For sculpture
S-20991	Double Box 500#	25	25	25	79	\$21.59	24	24	24	ULINE	Uline.com	For sculpture
S-914	Envelope	15	12.5	0.5	1	info to follow	14.75	12.4	0.5	ULINE	Uline.com	For unframed works under \$2,500 in value
S-14209	Chipboard Inserts/pads	14	11	0.1		info to follow	14	11	0.1	ULINE	Uline.com	For use with Envelope
S-6241	Tube	57	4	4	5	\$4.32	56	3	3	ULINE	Uline.com	For posters/prints on lightweight paper / that can be easily rolled