

Regional Show Packing Guide

Place artwork inside thin poly bag or wrap in polysheeting. Use painter's or colored packing tape to hold wrappings in place. Give tape courtesy tabs (fold over one end of each tape strip) for easy removal. Wrap artwork bundle in 3/16" small bubble wrap, bubbles facing outward. Use microfoam or similar material if no bubblewrap is available.

Affix ID label to bubble wrap: Include artist's name and artwork title. Mark orientation of artwork and any fragile areas on bubble wrap with permanent marker.

Place four pieces of tape to hold bubble in place. Add courtesy tabs. Optional: include photo of artwork and add cardboard protective corners, secured with tape.

IF 2D ARTWORK IS NOT protected by glass/plexi

Cover surface with glassine or polysheeting. Cut two larger cardboard sheets and place work in between, securing the cardboard/artwork sandwich with four strips of tape with courtesy tabs. Continue wrapping as stated above.

IF 3D ARTWORK is small enough for a box

Place wrapped artwork in cardboard box with a nest of bubble wrap, top or side of box labeled with artist name, title and orientation.

If artwork has multiple pieces, provide instructions sheet for proper placement of all pieces. Close box, properly sealing with tape.

Please Note:

This packing guide is meant as a helpful tool. Make sure to research your specific medium and how it interacts with packing materials. Every artwork is unique and its packaging should be as well.