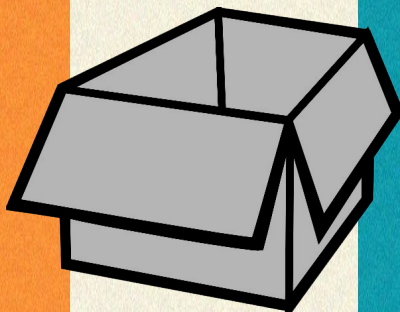


uncool
artist

PACKING AND PACKAGING YOUR ARTWORK



EN-US



Version 1.5 – May 20th, 2024

Who is this guide for?

This guide is meant for packing artwork for Uncool Gallery and projects by Uncool Artist.

This is the **first version** of the guide that will certainly be revised and improved throughout 2024, so check back from time to time to see if a new version is available for download. You can check the cover for the current version.

There are various methods of soft packing for art, considering its value and purpose. While inexpensive solutions like this [video](#) suffice in certain situations, this guide offers insights tailored to different storage durations and potential repackaging by third parties (in this instance, us) for reshipping to artists or buyers.

NOTES ABOUT GLASSINE PAPER

It is important to note that there are two categories of Glassine, each with distinct purposes:

Acid-Free Glassine - for storing and preserving papers and documents.

Common Glassine – can be use for packaging paintings and artwork during transportation, handling, and storage (but we still prefer acid-free glassine).

A very smooth, translucent paper, off-white in color, globally recommended for wrapping artworks, protecting them during conservation or transit.

NOTES ABOUT TAPES

While artist tape or masking tape are common choices for inner packaging, we suggest, whenever possible, opting for low tack tapes like painter's tape. This makes it easier to unpack layers and potentially reuse them if the tape doesn't damage them.

Using colored packing tape on outer layers or the outer cardboard box can help us swiftly identify your package among many others, ensuring correct separation and facilitating reuse for packaging your work after the display period.

PREPARING YOUR WORKSPACE

Prior to packing, designate a flat, clean surface to work on (table or section of floor). Place a foam sheet or blanket over the surface intended for packing to safeguard the artwork.

Ensure cleanliness of the surface, your hands, and the artwork itself. If needed, wear gloves to prevent smudges on reflective surfaces.

Additionally, consider using air pressure can sprays to remove dust from your artwork before packing it.

Framed paintings, illustrations, photographs and sculptural objects of simple shapes

1- FIRST WRAP

Materials: acid-free paper and painter's tape. Extra: plastic sheet of thin bubble wrap sheet.

Begin by tightly wrapping the artwork with acid-free paper and securing it with low tack tape to shield it from dust, light moisture, and smudges.





Avoid experimenting with unconventional materials (e.g., double reflective insulation barrier looks good but can be costly and environmentally unfriendly).





As an added measure of protection, consider enclosing the artwork in a second layer of plastic or a thin bubble wrap sheet to guard against potential moisture damage. Make sure that the bubbles are facing outwards.



NOTES ABOUT FRAMES AND GLASS

If your artwork is encased in glass, exercise additional caution (opting for plexiglass is highly advised). In such instances, apply painter's tape in an "X" pattern across the glass surface before wrapping it.

We recommend, whenever feasible, to utilize picture frame corner protectors or fashion a similar safeguard using corrugated cardboard sheets or foam.



NOTES ABOUT FRAMES AND GLASS



For framed pieces requiring added protection, consider covering the frame with acid-free paper and encasing it within polyethylene foam (or longitudinally cut pool noodles) prior to enveloping it in bubble wrap.

Note that this may make the next step, taping the cushioning, more challenging, possibly requiring the use of packing tape.

2- SECOND WRAP AND CUSHIONING

Materials: cardboard or foam sheets, and tape.

Place the wrapped artwork between two pieces of rigid cardboard (preferably double-ply board) or foam board with the same face dimensions of the first wrap. Tape one face up piece and the other facing down to the package.

As a rule of thumb, all protective padding between your artwork and the exterior of its cardboard box has to be at least 3 inches thick before packaging. To achieve this, you can cover all sides with layers of thin anti-static polyethylene foam sheets or make a second wrap with bubble wrap. If the bubble wrap you have has small bubbles, apply an extra layer around the package.

Tape it tight. Artist tape, packing tape (for larger artworks) or masking tape will do the job here, but painter's tape is preferable.

3- INSIDE LABEL / INSTRUCTIONS

Materials: printed paper and tape.

Tape to the second wrap a card/envelope/sheet with the artwork information, artist name/card and extra information if needed. These could be a certificate of authenticity, insurance evaluation, care instructions or notes on how to assemble, if it's the case.

4- PACKAGING AND PADDING

Materials: cardboard box or cardbox and packing tape. Extra: foam padding, packing peanuts or bubble wrap scraps.

If you can't use a custom-sized art shipping box (like [these](#)), you can repurpose a cardboard box with similar size and dimensions, or create one by taping it with packing tape around all the edges.

Fill any remaining space with foam padding, packing peanuts or compacted bubble wrap bundles.

If you're piling extra pieces, layers or modules of your artwork or series, consider the user of blocks of thick polyethylene foam as support columns between the objects.



If your final package size is larger than 48 inches and heavy, softening packing is not recommended and you should consider specialized shipping crate packing services.

Sculptures and other artworks with complex shapes and dimensions

Just as there are different types of sculptures with various sizes, materials, weights, and shapes, there are also several methods and customizations necessary to package these works. Here, we will focus on the simplest and most straightforward method for sculptures that are reasonably easy to pack and ship.

For heavy and sturdy artworks [this video](#) is an excellent guide on how to pack it.

For small and delicate sculptoric artwork, please follow this [YouTube guide](#) or the steps in the next pages.

THE EASY WAY

The goal here is to wrap your sculpture by molding the wrap so that its outer shape resembles a sphere, egg, or bubble wrap cylinder. Think of it as a protective sculpture for your sculpture.

1- Start by protecting any edges or protrusions by wrapping bubble wrap with small bubbles or small pieces of thin foam sheet, creating a kind of caskets or cushions around them. Once done, wrap the final shape with one layer of large bubble wrap or two to three layers if your bubble wrap has small bubbles. You can use artist, painter's or masking tape here.

2- Place the package inside a cardboard box with the bottom layered with large bubble wrap – two or three layers in an accordion fold. Or three to four layers with small bubble wrap.

3- Fill any remaining space in the package with foam padding or compacted bubble wrap bundles.

4- Repeat the bottom layering on the top.

If you're piling extra pieces, layers or modules of your artwork or series, see page 13.

Rolled artwork (canvas, paper, fabric)

1- PREPARATION

Place two to three sheets of wax (or glassine) paper down, ensuring that the area is at least two inches bigger than the outside edges of the artwork itself. If you have to overlap the sheets to get the area big enough, ensure that the overlapping edges do so with at least two inches.

2- ROLLING

Place the artwork, face down onto the paper. Roll along the short edge, since this gives the packaged structure more stability than a longer one. Roll the artwork as loosely as possible - ensuring that there are no lines or bends in the buffer paper. If this happens, unroll it and start over. Do not fold the painting when you start rolling, as this can damage the artwork.

If available you could use a solid thin tube (like a PVC pipe) as a roller to help you roll the artwork around. Be sure to protect the artwork from the roller with either a polyethylene foam such as Plastazote, or Dacron wadding covered with clean white cotton fabric.

3- TAPING AND PADDING

Once rolled, use painter's or marker tape at regular intervals to secure your roll. Don't use strings to secure the roll, as this can damage the artwork. You can also add a layer of bubble wrap around the rolled artwork (with the bubbles facing outwards) to achieve some cushioning before inserting into the tube as long there's still a gap around it so you don't have to force it into the tube.

4- PACKING

Insert the roll into a tube at least 4 inches longer than the shortest side of your artwork when flat and at least 3 to 5 inches wider than the diameter of your rolled work. To prevent the artwork from moving around inside the tube fill the gaps on each extremity with chunks of bubble wrap or foam pads. Be careful not to squash the ends in this process. Secure the lid of the tube and secure with packaging tape for additional security. Don't shut the rolls just by taping it.

NOTES ABOUT PAINTINGS AND MAILING TUBS

- A heavy duty mailing tube with proper lids/caps is preferable;
- If you're rolling a painting, make sure your that is dry and it's an acrylic or recently painted oil. (On average, and especially on larger works, oils can take between 6-12 months to cure properly). Aged paintings should not be rolled since the paint film is no longer flexible;
- Is not advisable to roll artworks exceeding 1.8 m on their long side;
- If you intend to send more than one work rolled up in the same tube, we recommend this [video](#).

Digital Works

ONLINE ARTWORKS

Digital works that need to be exhibited/activated while connected to the internet always have more difficulty being displayed properly. These need to be specified in advance and discussed with the curator so that both parties understand whether the quality of the internet connection at the exhibition venue is adequate for the artistic proposal.

Examples of questions to be answered: Is a computer necessary to access the work? If so, is it accessible via the web? If so, which browser should be used?

OFFLINE ARTWORKS

Before submitting your work, you must specify in advance with the curatorship and/or production team of the exhibition which access device(s) will be necessary for the physical production of the work to be carried out. Try to be as specific as possible, considering the space, other works present in it and the labor required for your project to be implemented in the best possible way.

Examples of questions to be answered:

Should the work be displayed on a computer, projector or TV screen? What are the minimum display dimensions for a satisfactory appreciation of the artwork? Does the artwork contain sound? If so, does it need to be an “invasive” sound to the other works being played by a speaker or will a pair of headphones can be used alongside the work? Will someone be required to maintain or operate your artwork during exhibition periods?

SUBMITTING DIGITAL FILES

You can make your artwork available through file transfer services like [WeTransfer](#) or [GoogleDrive](#). If your artwork contains more than one file, compress them with tools such as WinZip or WinRar, upload the .ZIP or .RAR file to the online transfer/storage service of choice and send the download link with instructions, information about the work and you as an artist to the production team and curator's email.

WeTransfer and GoogleDrive offer considerable storage capacity for free. If your digital work has files larger than the maximum transfer or storage capacity of the service used, consider paid versions of these services or others such as Amazon Drive, DropBox, Apple iCloud or a dozen other well-known and secure platforms. Alternatively you can send your work by mail (or Fedex, UPS, DHL) in an external SSD driver, but this is a more expensive and labor-intensive solution.

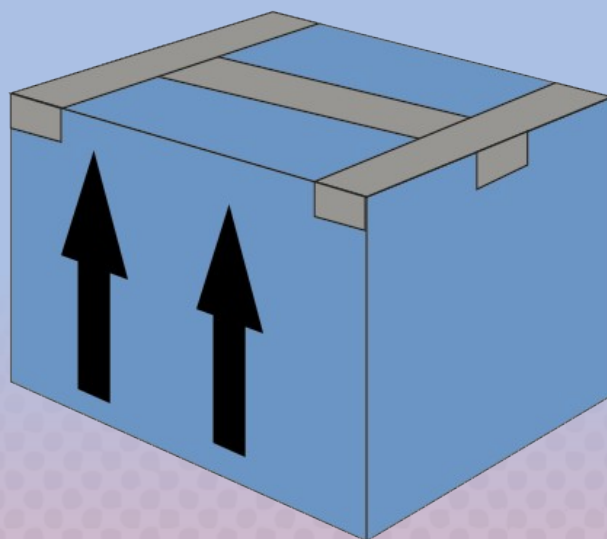
REMEMBER!

- Do NOT email your artwork files. Send the link to your file (or zip/rar file);
- Don't forget to test the link before sending, opening it in a private window/tab in your browser;
- Recommended: files can be corrupted during upload. Before sending the link, download your files from it and test them;
- If your artwork is comprised by one or more very large files (hundreds of gigabytes or more), check with the production team if they do have a hard drive that can storage it. Otherwise you'll have to send a SSD driver containing your artwork.

Sealing the package, labeling and general notes

SECURE SEALING BOXES

Tape the package with strong packing tape using the **H shape tape method**.



TIP: For extra protection tape every fold of the box to prevent damage cause by rain or snow during transport.

FIGURE 1

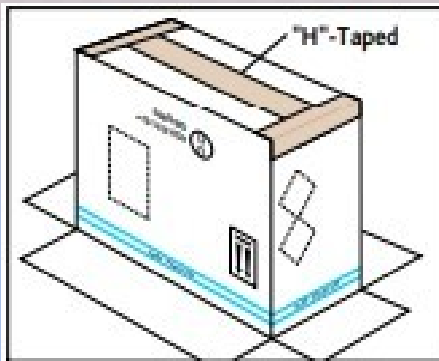
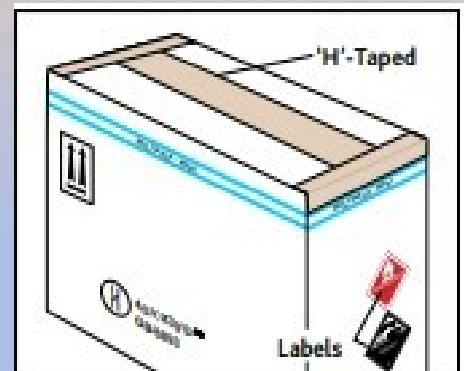


FIGURE 2



1- Seal the bottom of the box first. Fold the smaller box flaps in then the two larger flaps. *If the box is square, fold two opposing end flaps in, then the other remaining two flaps and tape as per the method above.*

2- For ease, use a tape dispenser. Apply the tape to adjoin the bottom folded flaps sealing the entire length of the join. Make sure you allow overhang on both sides of the box to ensure a secure seal.

3- Tape both ends of the box that have an opening along the bottom of the box edge. You will now have a secure seal and will be able to see how the shape of the tape looks like a 'H'. (See Figure 1);

4- Once you have filled the box with the appropriate contents, repeat steps 1 to 3 on the top of the box. (See Figure 2).

OUTSIDE LABELING

Label package with the recipient's address and contact information and cover the label with transparent tape or insert it in a plastic pouch taped to the package to protect it from the rain or damage caused during transportation.

Apply labels of "FRAGILE", "Handle with care" and "This End Up + arrow" closer to the top (if needed). No labels? Use a thick red marker pen to write it down on at least three sides of the box.

If you're mailing a tube, add clear instructions that it should be stored in a vertical position.

CONSIDER INSURING VALUABLE ARTWORKS

Some commercial shippers will not accept responsibility for damaged items if they are not surrounded by at least three inches of protective packing material.

In the U.S., Fedex recommends shipping artwork that has a lower maximum declared value and limit of liability of no greater than \$1000. If you are shipping artwork valued over \$500, [U.S. Fedex](#) offers Premium Art Boxes lined with a plastic protector and foam.

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