

## Eye Contact travel exhibit: packing instructions

Here are step-by-step instructions to repack the Eye Contact travel display.

Please familiarize yourself with the process BEFORE you begin to repack the artwork for shipping.

Each of the hanging panels is wrapped and bagged separately to protect the artwork, keep it flat and protected during shipping. These bundles, as well as the display hooks and sign fit snugly in the custom designed crate. Bubble wrap has been provided to fill the voids.

To ensure that this packing method is followed at each venue, we have laid out the steps you will need to follow to repack.

**Step 1:** Remove the hanging hook from the hanging panel. Store these in the bag provided.

**Step 2:** Compress each panel by forming accordion folds so that the art panels alternate back and forth to lay flat, stacked one on top of another.

Be sure that none of the edges or embellishments of the artwork are folded or creased.



**Step 3:** Open a fabric wrap and lay flat with the ties down and the placement guide facing up. With the hanging chain on the bottom, center the folded panel on the placement guide.



**Step 4:** Fold sides in firmly but not tight enough to warp the stacked panel. Fasten the left and right tie together.



**Step 5:** As if wrapping a present, fold the top and bottom of the fabric wrap by bringing the corners in toward the center. Remember to keep the wrap snug but not too tight.



**Step 6:** Complete the bundle by folding the top and bottom folds in toward the center. Fold any extra fabric wrap under to allow the twill ties to meet in the center.



**Step 7:** Insert swaddled and wrapped bundle into a plastic bag and seal with a twist tie.

Additional ties can be found in the accessory box.



**Step 8:** Place all the packaged panels in the crate with one layer of bubble wrap underneath and one on top, snugging it down along the sides. Slide the bag of hooks in as well as the box of accessories. Wrap the plastic drop cloth around the whole stack.



**Step 9:** Place the cover on the crate and fasten the Velcro straps at each end.

Secure the crate with the numbered security strips, one at each end.

This will both prevent the crate from opening accidentally and assure that the crate has not been opened in transit.

