

Sacred Threads 2022 Travel Exhibit

Unpacking/Repacking the Shipping Containers (DO NOT CUT THE VELCRO STRAPS):

You will receive two shipping crates, one blue and one orange, containing the exhibit. You will receive one cardboard box with the hanging slats. Check to be sure the numbered security zip ties are intact on each side of the crates, alert the shipper and Lisa Ellis if they have been cut.

Once you have the crates, simply cut the numbered zip ties. These boxes were custom made for the Sacred Threads Travel Exhibit and need to be handled with care to be able to travel for the full exhibit schedule. Please use care with the rest of the shipping materials as well. Take photographs of the interior of the boxes before you unpack, we have split the contents into two containers in order to keep each one below 50 pounds to avoid freight charges.

Set up a couple of large tables and be sure that everyone's hands are clean and preferably covered with white cotton gloves. Please have the same person supervising the opening and repacking of the crate.

The quilts are rolled right side out in pairs on a noodle and have their own "package". (rolling with the right side out helps to keep from having creases in the wrong places and helps it to lay flat for hanging) These rolls are then put in plastic sleeves to protect from moisture and dirt while traveling. Each plastic sleeve has pictures of the quilts that will go in that sleeve taped to the outside. There are a few that are rolled individually and have specific instructions, on the label, for repacking those pieces. Please take care with the packing materials, as they need to be re-used.

As you carefully unroll each quilt, place it flat on the large table, and return the "noodle" to the plastic sleeve and the sleeve to the box. Allowing the quilts to "rest" flat on the table for a day or two prior to hanging will help them to hang flat on the wall. Be sure to check off each quilt on the inventory list in this notebook as you unpack and repack. If there is a quilt missing or damaged in any way, or if there is a problem with the shipping crate and hanging materials, please contact Lisa Ellis as soon as possible (lisa@ellisquilts.com).

The adjustable metal hanging slats have a small ball chain on each end. These chains will fit over a picture hanger, a hook on a vertical hanging system, or a nail. The quilts on the slats need to hang from both ends using the ball chains, rather than a center hook, as they won't hang well from a single hook. There are 4 small slats and 9 large slats that are for specific pieces, and the artist's name is on those. The rest of the slats are interchangeable.

This notebook contains information about the exhibit, inventory sheets, and a set of signs for the artwork to hang with the exhibit (these are in a folder in alphabetical order). You may attach the signs to your wall or hanging system however you find most convenient, but please take care of them and return them to the plastic folder, as they must last for the duration of the travel exhibit.

There is a page in the notebook that has the information for the audio system so your viewers will understand how to access the system. There is an audio statement by each artist with additional information about their quilt, those individual numbers are found on the bottom of each artwork sign. Artist bio information may be accessed on the website.

Once you have the exhibit hung, please secure all the packing materials and plastic sleeves with noodles for return shipping. We would love to see any photographs of your exhibit once it is hung that we may use for our social media outreach. Please send those to Lisa (lisa@ellisquilts.com).

Repacking the Shipping Container:

You will follow the same procedures to repack the boxes. Using large tables and clean-gloved hands, take down the quilts and lay flat on the tables, as you prepare to pack. Use each quilt's unique "noodle" and plastic sleeve and repack as above, rolling with the right side out, from the top down. The notebook goes back near the bottom of the orange crate. Be sure to include all packing materials, the notebook (signage goes back into notebook in alphabetical order), hanging equipment, and any other items you received.

Please be sure to check the outside of the crates to make sure no damage has occurred to the crates that might allow moisture or dirt inside. You will need to remove any old labels or labels with bar codes on the crates. You will need to pull out four numbered security zip ties for the crate, before putting the lid back on. The zip ties are in a Ziploc bag taped to the inside of the crate. Put the lid on, pull up and smooth the Velcro straps, attach the zip ties through the holes on the sides near the handles. Be sure to record the zip tie numbers on the shipping paperwork. Your contract contains the information you need to ship to the next venue. Confirmation of the shipping numbers must be sent to Lisa Ellis (lisa@ellisquilts.com) when the boxes are picked up for shipment.

Thank you again for hosting the Sacred Threads Travel Exhibit!