

Sacred Threads 2019 Travel Exhibit

Unpacking the Shipping Container (DO NOT CUT THE VELCRO STRAPS):

- Check to be sure the numbered security zip ties are intact on each side of the crate, alert the shipper and Lisa Ellis (lisa@ellisquilts.com/703-201-2369) if they have been cut. Once you have the received crate, simply cut and discard the zip ties.
- This box was custom made for the Sacred Threads Travel Exhibit and needs 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.
- 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. It may also be helpful to use your phone camera to record how the box is packed.
- 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.) 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.
- These rolls are then put in plastic sleeves to protect from moisture and dirt while traveling. Each plastic sleeve has pictures of the quilt(s) that will go in that sleeve taped to the outside. Each bundle uses a Velcro strap and a reusable twist tie to secure each bundle.
- As you carefully unroll each quilt, place it flat on the large table, and return the noodle, twist-tie, and Velcro strap to the plastic sleeve and place in the crate.
- Be sure to check off each quilt on the inventory list as you unpack. If there is anything amiss, please email Lisa Ellis immediately.

There are two options for hanging the show. The hanging slats are in two cloth bags and are used for either method of hanging.

1. The small chains that need to be attached through the holes on each end of each slat are in the pink tie-dyed bag of hanging materials. These chains will fit over a picture hanger, a hook on a vertical hanging system, or a nail.

2. If using a pipe and drape system, you can use the enclosed lanyard system. Each lanyard contains the black top hook, the gold slat hook, hair clip, and cord clamp. Please watch our video on how to hang using the lanyard system.

We have videos to show how the new lanyard system works:

[Part I \(Understanding the hooks\)](#)

[Part II \(Placing the lanyards on the top pole\)](#)

[Part III \(Placing the quilt on the hooks\)](#)

There is a pink tie-dyed bag in the crate that contains the lanyards with hooks/clips/clamps, extra reusable twist ties, extra Velcro straps, the small chains and any other exhibit related materials that may be needed.

A pink notebook is also in the crate. The notebook has information about the exhibit, artist contact information, and signs for the artwork. There is a plastic folder in the notebook that has laminated signs for each quilt. You may attach these 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 also a sign that explains the audio tour which is free for your visitors.

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. Secure each bundle with the Velcro Strap and reusable twist-tie.
- The notebook goes back near the bottom of the crate. As you will have noticed in unpacking, there are a few rolls that may only fit diagonally in the crate. Be sure to include all packing materials, the notebook and any other items you received.
- You will need to pull out four numbered security zip ties for the crate, before putting the lid back on. The numbered security zip ties are in a Ziploc bag taped to the inside of the crate.
- Please be sure to check the outside of the crate to make sure no damage has occurred to the crate that might allow moisture or dirt inside. You will need to remove or cover any old address labels or labels with bar codes on the crate.
- Put the lid on, pull up and smooth the Velcro straps, attach the numbered security zip ties through the holes on the sides near the handles.
- The crate is to be returned using UPS or FedEx with tracking and signatures, as directed in the loan agreement. Be sure to record the numbered security zip tie numbers on the shipping paperwork.
- You will receive email notification as to the shipping address, either on to the next venue or back to the Travel Exhibit Curator, before the close of your

show. 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!