

BWAC Shipping Instructions:

IF YOU ARE SHIPPING YOUR WORK:

The letterhead address is not a shipping address. Artwork should be sent to:

BWAC Gallery: (SHOW NAME)
Door 7, Canal side, through the Pier gate
481 Van Brunt St
Brooklyn, NY 11231

Don't forget to include a check or money order payable to "BWAC" for the handling fee. If applicable, we recommend packing multiple pieces in one box.

Return Shipping:

Work will be return shipped out within 2 weeks of the close of Show.

Work submitted without prepaid return labels and/or handling fee will incur an extra fee in addition to return shipping costs.

UPS is preferred. Return shippers (UPS, FedEx) must pick up at the gallery; USPS does not, therefore, **do not use Post Office shipping.**



Prepaid return shipping labels (with a bar code) must be included. Note: You are only charged after the return package is picked up and issued a tracking number. You can open a UPS account with your credit card by going to [Opening a UPS account](#)

SHIPPING TIPS:

Depending on the material used in your art, and whether you are expecting the same materials to be used for a safe return shipment, this is some general information:

Dealing with Glass

Because the slightest jolt or tension can cause your glass to shatter, it is important that you provide ample padding and eliminate all possible movement. Many shipping supply companies sell 8-12" wide masking tape that is specially created for glass coverage (it doesn't leave a sticky glue residue on the glass when you remove it). You can apply this tape to the entire surface of the glass, and, if the glass should happen to break, the resulting shards will stick to the tape instead of slashing your artwork to shreds. 3M also makes a clear film that does the same thing. There is also a product called 'Glasskin' from Airfloat for shipping glass.

Don't Allow Bubble Wrap to Come in Direct Contact with Your Art

Bubble wrap can leave soft impressions in paint. Any plastic can stick to the painting even when it feels dry. Use Glassine paper as the first layer against the painted surface, especially for oil based paints/resins/encaustic/varnished pieces, and then bubble wrap. Glassine doesn't stick to those surfaces that never quite set.

Don't use Styrofoam peanuts when shipping paintings

Bubble wrap is the correct material for filling voids in your boxes. Never use peanuts for this purpose. Peanuts are great for packing sculptures – they have no place in a painting box.

1) Peanuts make a huge mess when uncrating. There is simply no way to get a painting, photo or print out of a box filled with peanuts without disgorging them all over the unpacking area. Peanuts are very difficult to clean up. AND they are difficult for staff to re-use for re-packing your work at the end of a show.

2) and more important, peanuts can actually cause damage. Peanuts will settle to the bottom of the box and as the box gets jostled about in transit, the bottom of the box will flex and expand, allowing more peanuts to concentrate there. The space at the top of the box will be left unprotected.

There are good specialty boxes sold for shipping artwork

Masterpak is a company in New York that makes hard plastic reinforced boxes. They come with heavy perforated foam sheets. They've been tested for up to 500 lbs of force.

The Airfloat Systems box 5166L. It's kind of expensive but will hold your piece and protect it very well.

<http://www.airfloatsys.com>

FedEx sells "art boxes". They are really well designed and can accommodate art of different sizes up to about 30x40. No bubble wrap is necessary as the interior has a sheet cardboard system that allows for artwork to be positioned securely for shipment and they are easy to assemble.

Uline sells a good stretch wrap. http://www.uline.com/BL_2953/Uline-Blown-Stretch-Wrap

There is a 2-box system you can make yourself:

Your local storage store usually sells a large size box that has two boxes that fit into each other. It's designed for flat screen TV's and works well for shipping large paintings. (The cost may be under ten dollars for shipping a 48 X 36 piece!) If you don't have an inner box, make one out of foam core.



Wrapping Artwork in Plastic Palette Wrap; add a layer of Glassine for oil, encaustic, resins, etc. before wrapping it in the plastic, so plastic doesn't stick.



Wrapping the Artwork in Cardboard (or foam core) to Add An Extra Layer of Protection



A Layer of Bubble Wrap Provides Extra Cushioning and Fills the Space Between the Inner and Outer Cardboard.



Wrapped and Padded, The Artwork May Now Be Placed in the Outer Box

You can staple 1x2" wood spacers to the inside of the outer box on either side. It helps prevent the box from being crushed in, and doesn't add much weight or time. Fill edges with extra bubble wrap. Do not fill with peanuts! Seal All of the Seams of the Outer Box. But don't forget to clearly indicate where the Gallery should open the box.