

SEATTLE EROTIC FESTIVAL

Art Packing and Shipping Guide

As an accepted artist you now need to decide how you are going to get your art to Seattle Erotic Art Festival. The most important thing to watch for is the **receiving deadline**: hand drop-off is Tuesday, April 25, 2019, and if shipping, items must be received by Friday, April 21, 2019. If we don't get your art in time to hang or display it, it **WILL NOT** be part of the exhibition.

Shipping art safely and securely can be easy. There are a range of products available for shipping framed pieces, such as [FedEx art shipping boxes](#), [specialty foam-padded boxes](#), and many specialty shipping companies. (SEAF does not endorse or recommend any specific company or brand, these are simply examples of good shipping materials.) You are also welcome to create your own shipping container.

To ensure your work arrives in excellent condition, follow these recommendations:

For framed and other 2D art:

- Use painter's tape (blue tape) across the front of glass. This helps stabilize the glass pieces should it break during shipping.
- Protect frame corners with cardboard or bubble wrap. Create triangular pockets around each corner to give extra padding should the frame shift during shipping.
- Fill in all extra space around your art with chunks of foam/Styrofoam or rolls of bubble wrap. Wadded up paper is not suitable for properly securing art inside a box.
 - Avoid using packing peanuts. They create lots of mess when we open your package, and rarely go back where they came from, making it very difficult to repack your art.
- Use a sturdy box. We often see boxes that have been reused. While we appreciate your efforts to reuse/upcycle materials, we need to be able to send your art back to you (should it not sell) in the same box. If your box is only good for one-way shipping, we have difficulty securely getting your art back to you.
 - Also keep in mind that buyers sometimes ask for art to be packaged for the trip home. While keeping artists' legal names confidential, we do strive to use the piece's original packing. Be sure that your shipping box is presentable to buyers.
- For **canvases** and other 2D art not behind glass we strongly recommend creating a cardboard sleeve to protect the art.
 - For stretched canvases, cut two pieces of cardboard slightly larger than the outside dimensions, and one piece to the inside dimensions. Place the smaller piece against the back side of the canvas and use bubble wrap to fill in the extra space. Place the two larger pieces on either side of the stretcher bars - one on the front of the piece, and one against the back, holding the filler bubble wrap in place. Tape the pieces together so that the art is supported on both sides. (Don't forget to protect the corners.) Place this inside another box, with padding, for shipping.

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- For sheets of paper or other flexible material, cut two pieces of cardboard slightly larger than the outside dimensions. Place your art between the cardboard and tape the sides. Place this inside of another box, with padding, for shipping.

For sculpture and other 3D art pieces, select a box large enough so that the art can be padded on all sides. Be sure to label which end is up but remember to pad the bottom just in case. Make sure the padding securely holds the art in place within the box. [Spray foam insulation](#) is great for creating a custom-padded shipping container. Be sure to follow directions carefully, and to protect your art well when making the molds.

When shipping art back to you we do our best to ensure its safe journey. It may not be packaged exactly as it arrived, but it will follow these guidelines. There is no need to label packing materials.

For **hand-delivered art**, we strongly recommend packing it as if it were going to be shipped. Often times art buyers want pieces packaged, and we like to be able to accommodate that request. We also need a way to safely store your art until it is ready to go on the wall or otherwise be displayed. It is also important that we have a way to store your art in between when the festival closes and you come to collect it, should it not sell. Please make sure that the outside of your packing is labeled with your artist/professional name.

If you have any questions about how to properly pack and/or ship your art please contact the visual art manager at artmanager@seattleerotic.org