

# PACKING AND DELIVERY INSTRUCTIONS

## Pre packaging:

All framed work must be framed in white or black frames with D rings or hooks to allow ease of hanging for the gallery. Other works must come with clear instructions for assembly / display etc. Include a photograph with the instructions if necessary and your phone number so the gallery can contact you if they have questions.

## Packaging and return of works:

Our contract with the Gallery specifies that we are all individually responsible for getting our work to the gallery on time and in good condition. Work must arrive in packaging that is reusable by the gallery for the return of work. Note that the gallery is paying for the return freight but only if the packaging is reusable. If the packaging is not reusable then Aratoi will engage “Pack and Send” (freight company) to package and send back to an individual member, at the members expense.

When packaging your work think carefully about the effectiveness of your choices. Think about how the work can be protected during its journey. Protect the glass by covering it with a strong rigid material. Consider used real estate agents signs (corflute), or double walled corrugated cardboard. Pack out depth between the corflute or corrugated cardboard and the depth of the frame with a wad of newsprint or bubble wrap, secure in place.

Use another two firm boards of corflute or double walled corrugated cardboard cut slightly larger than the overall size of the work one for the front and one for the back and tape together then wrap with bubble wrap to protect it from water damage and light bumps. Then use an outer wrapping of heavy paper or bubble wrap, that has a smooth solid outer surface, onto which you can secure your labelling. Marking it as fragile can help, but couriers can still be careless at times.

Address your work to Aratoi (address below) and also stick a sheet of paper (A4 sized at least) onto your packaging to let the gallery know if it is to be collected after the exhibition or couriered back to you. If it is to be couriered, you must also include a loose A4 paper inside the package with your address clearly written in large letters so that it can be stuck onto your packaged work for its return.

**Think carefully** about how your work can be repacked. For example, using a roll of heavy tape may secure it for the initial delivery, but it often renders the packaging unusable for the return journey by the time the recipient has cut it open.

### **Delivery of work:**

Work must arrive at Aratoi between Tuesday 14th February and Wednesday 22nd February 2023.

Note 1: this is a day earlier than previously requested by the gallery.

Note 2: the gallery is not open on Mondays.

Works can be hand delivered or couriered to the front door of the gallery at 12 Bruce Street, Masterton 5810.

### **Important:**

- If your work is being sent by courier please email the gallery to let them know that it is on the way. Their email address is: [info@aratoi.co.nz](mailto:info@aratoi.co.nz)
- If works are being hand delivered by you, please phone the gallery on: (06) 370 0001 to arrange a time for delivery.

There are a lot of works to be received for this exhibition and the gallery wants to ensure that they all arrive and are checked in safely.

# CHECK LIST FOR DELIVERY

## **Packaging: Have you:**

- checked that your frames are black or white and have D hooks so they are ready for hanging (if applicable)
- included clear instructions / photograph / phone number to help with installation (if applicable)
- packaged your work in a way that will be suitable for its return.
- written on the outside of your package if the work is to be collected or returned by courier

## **If your work is being delivered by courier, have you:**

- included a sheet of paper inside your package with your name and phone number clearly written on it, suitable for pasting onto your packaging upon its return (if applicable).
- emailed the gallery at [info@aratoi.co.nz](mailto:info@aratoi.co.nz) to let them know when to expect your work and couriered it to Aratoi, 12 Bruce Street, Masterton 5810 ensuring delivery is between Tuesday 14th February and Thursday 22nd February 2023.

## **If you are delivering work/s, have you:**

- phoned the gallery on: (06) 370 0001 to arrange a time to deliver the work/s to 12 Bruce Street, Masterton 5810 between Tuesday 14th February and Thursday 22nd February 2023. (Note that the gallery is closed on Monday's)