

Contact Information: Peggy Gillespie: 413/256-1611 (9-5 p.m. e.s.t) ; email: info@familydiv.org

## **FAMILY DIVERSITY PROJECTS**

### **EXHIBIT SHIPPING AND HANDLING INFORMATION**

Please share these instructions with any person you expect to handle the exhibit.

#### **BEFORE YOU RECEIVE THE EXHIBIT:**

You will hear from us a week to ten days before your booking about when to expect the exhibit trunk and by which shipping carrier. At that time we will also re-confirm your exact shipping address. Since the trunk weighs approximately 100-126 lbs, we suggest that you might need to arrange for an additional person to help you move it when you receive it. On many of our trunks, the top can be removed quite easily if you need to separate it to place it in your vehicle, or you may want to have a van or station wagon available if you wish to keep the trunk intact. With special care, you can take the bubblewrap envelopes out of the trunk and move them separately -- whatever is easiest for your specific needs.

#### **UNPACKING:**

We ask that you take your initial inventory as you unpack. Please call us immediately if something is missing or damaged so we can arrange to replace it in time for your exhibit. The inventory sheets are in the plastic envelope in the trunk, together with extra copies of this shipping and handling information sheet. Please unpack carefully, saving all packing materials. Inside each bubble-wrapped, labeled envelope is a photograph with a family name on the back and the accompanying laminated text panels. There are a variety types of text included in each exhibit. Please check your inventory sheet for what is included with your exhibit. If you have requested elementary text, it will be packed separately in its own manila envelope. If a family has more than one page of text, it will be labeled like this: "Arnaboldi, p.1 of 2" on the back. Please note: to avoid damage to the photographs, they should never touch each other when they are out of their envelopes.

#### **HANGING:**

The entire exhibit occupies approximately 60 running linear feet. Photographs and text panels come ready to hang. The 16" x 20" framed photographs can be hung securely from their wire by using small nails (one inch brads) or by using pushpins that go into the walls and **NOT through the text panels.**

**Please NEVER put any nails/pushpins through the text panels. Please DO NOT remove the strings on the back of the text. Please DO NOT use adhesives/Velcro strips on the back of the text. All of these methods will damage the text and the venue will be liable for the replacement cost or cleaning costs with adhesives as it can take hours to remove.**

The photographs can also be hung by placing two pushpins 6"-8" apart in the wall and sliding the top rail of the frame over the pushpins. If you do not have access to wall space, the exhibit can be displayed on easels or bookstands, propped up on table tops, or displayed on self-standing room dividers or partitions. (We can provide directions for building these or you may rent them or have them in your building.)

**Again, please do not puncture the laminated text panels or use sticky double-sided tape or adhesives to hang them. All items in the exhibit (frames, laminated text, and plexi-glass) may be cleaned with lighter fluid or plastic cleaner (available in hardware or art supply stores), and a soft cloth. Do not use paper towels or glass cleaner.**

Please feel free to call us with any questions you have regarding hanging or display - 413-256-1611.

### **EXHIBIT DISPLAY:**

We often hang the texts beneath the photograph, but with your particular space in mind, you should use the method of hanging that you like best. We suggest you hang the EXHIBIT TITLE at a central focal point of the exhibit. The WALL QUOTES can be hung near their family or scattered throughout the exhibit. Use all the quotes or just a few. If space is extremely limited, you might choose to hang only WALL QUOTES instead of the regular TEXT, or just one page of the family narrative TEXT. It's up to you. Allow a few hours to hang the exhibit. Remember to store all unused text in their correct envelopes, so they don't get lost during the showing. Please make sure the enclosed guest book is placed where guests can share their comments and reactions. Please note that the exhibit is not meant to be hung outdoors and use caution exposing EXHIBIT TITLES to weather.

### **PACKING:**

Use your inventory sheet to check that you have the following:

1. All photographs
2. All laminated text panels
3. Exhibit titles and posters
4. The Shipping and Handling Information sheet (the same as this one) in the plastic sleeve which is in the lid of your trunk. (This is to go on to the next recipient.)
5. Guestbook

When you place the items in their bubble-wrap envelope, the text panels should always be packed BEHIND the photograph, and the back of the text panel should face the back of the photograph. This protects the photographs from potential damage during shipping. Make sure everything in the trunk is packed tightly. Photo envelopes should be placed vertically, standing on edge next to each other, not flat on top of each other. Use any extra bubble wrap to cushion and protect the exhibit in the box. Remove the previous mailing label from the outside of the trunk. Please copy the mailing address of the next recipient (which we will provide for you - see below) onto a sheet of paper and place this on top of the items in the trunk before closing it, in case the outside mailing label gets lost en route.

### **SHIPPING:**

You will hear from us one week prior to the close of your exhibit to verify the exact details of shipping the exhibit to the next destination. IF YOU DON'T HEAR FROM US, PLEASE CALL OR EMAIL US. Since the dates we've arranged with you include adequate time to both break down the exhibit and ready it for shipping, we depend on you to ship out on the agreed upon date, usually the next business day after the close of your exhibit showing. You will be responsible for any extra shipping charges if the trunk is shipped later than the agreed upon date. Our designated shippers are UPS or FEDEX, unless otherwise arranged.

1. Attach a mailing label to the outside of the trunk. If you are shipping FedEx you will need to arrange to have one of their shipping labels. If you ship via UPS, you

may use any kind of secure well-taped on labeling to indicate where the trunk is to go. We also ask you to put an additional mailing label inside the trunk on top of everything, just in case the outer label falls off and to remove old labels so it won't confuse the shipper

2. Depending on which carrier you decide to ship with, call FedEx (1-800-463-3339) or UPS (1-800-742-5877) one business day before shipping out. Tell the carrier that the trunk weighs approximately 100-126 lbs. (varies with each exhibit), measures 26"x23"x23" and that you want to insure the trunk for \$2,000 declared value. Have a check ready made out to the carrier; they will tell you how much the fee will be. Be prepared for extra costs depending on the actual weight of the exhibit.

**3. When the carrier comes to pick up the trunk, they will give you a tracking number (if UPS) or an Airbill Number (if FedEx). Please contact us immediately with this tracking number at [info@familydiv.org](mailto:info@familydiv.org) or 413/256-1611, so that we can ensure its prompt delivery to the next site.**