

School of Art, Art History & Design  
**EISENTRAGER-HOWARD GALLERY**

Display | Packing | Shipping

**DISPLAY EXPECTATIONS**

Artwork should be “ready to hang” or display upon delivery or shipment. The artist will be contacted if artwork arrives damaged or is deemed unsafe or unfit to display (EX: insufficient construction or presentation; shipping damages due to insufficient packing, etc.). The Gallery will document and (when possible) try to work with the artist to remedy the situation. However, under these circumstances, the Gallery reserves the right to not include work in the exhibition due to timelines.

- In general works on stretched canvas/muslin/linen, cradled panel or in a frame with glass/Plexi should be dry/cured and have proper hardware (EX: eyelet screw or D-rings WITH wire; a cleat system; no wet paint; trim excess fabric material off the back; no loose staples or nails that could cause damage or injury).
- Works on paper should generally be framed or mounted to panel. Works on paper that are better viewed unframed will be reviewed on a case-by-case basis with the gallery director.
- File formatting and display options of video works can vary based on the necessary display equipment/technology and placement within the exhibition. It is the artist’s responsibility to communicate with the gallery director via email before the deadline. The gallery director can then communicate formatting specifics and coordinate the reservation of any available equipment.
- 3D works – Display needs vary based on the work.
  - Wall-mounted: depends on weight and depth of object – could go up with Command strips, could have an opening on the back for nail/screws/rods or use cleat system, etc.
  - Displayed on a shelf or in-the-round (on a pedestal, plinth or the floor): depends on weight and scale of object, but we have our own supply of shelves, plinths and pedestals so we can make that decision.
  - Hangs from the ceiling: weight and scale determine placement and necessary hanging hardware – contact the gallery director for details
- Installations and live performance should be discussed with the gallery director to determine what the artist can/needs to provide.

**PACKING GUIDELINES**

Please pack all artwork so it will not be damaged in shipping (or delivery).

**(For Shipped Works)**

**2D work:** It is best practice to first wrap the work with a thin and clean protective coating (EX: glassine, plastic sheeting, paper, etc. – choosing based on the protective needs of the work). Then wrap the piece in 2" of foam or bubble wrap – covering all sides and edges of the piece. If you need extra protection, you can also sandwich the wrapped piece between 2 pieces of corrugated cardboard. The exterior box should be made of stiff corrugated cardboard. **NOTE:** If you can feel the artwork ANYWHERE through the bubble wrap or foam upon squeezing – before it goes between the cardboard sheets and or into the box— then it is not sufficiently protected for shipping.

- If a 2D object is large or heavy, make (or buy) cardboard corner protectors to place on the four corners of the object (in addition to the aforementioned information) for extra protection against dropping. Or use a crate.
- The artwork should be packed tightly inside and not shift around at all upon shaking the box. If it moves inside the box, you either need more bubble wrap or foam.

**3D work:** All 3D work should be double-boxed for its protection. Wrap each piece in at least 2 inches of bubble wrap on all sides and place in a box with packing peanuts tightly packed between the pieces. Pay special attention to any voids or negative spaces within the piece, as these make it exceptionally vulnerable during delivery and shipment. These should be carefully and securely supported/filled with packing peanuts and or bubble wrap. Place this box into a slightly larger box with at least 2 inches of tightly packed bubble wrap or packing peanuts between the inner and outer boxes. **NOTE:** Before you put the inner box inside the outer box, press down on all sides, especially in the corners. If the box gives way AT ALL, then you need more packing materials. It should be very snug, but still allow you to tape it closed. If you shake that interior box and anything moves, then you need more packing materials. Do this test again for the exterior box. If you do not do this extra step, your box will likely be crushed and or punctured and your work could be damaged.

**(FOR HAND DELIVERY)**

If delivering any 2D work by hand, generally a coating of plastic sheeting or thick craft paper on the artwork, “sandwiched” between cardboard sheets will suffice. You can also pack 3D artworks in 1 box with bubble wrap, crumpled paper, or packing peanuts. Pay special attention to any voids or negative spaces within the piece that could make it exceptionally vulnerable during delivery. They should be carefully and securely supported/filled with packing peanuts and or bubble wrap. Then position the art so that it doesn’t move inside your box or the vehicle.

**CONTACT INFO FOR SHIPPING**

**SHIPPING ADDRESS**

**Company:** University of Nebraska – Lincoln

**Contact/ TO/Care of:** Patricia Davis – School of Art

**Address:** 560 Stadium Drive – 120 Richards Hall (so “560 Stadium Drive” is the physical address, 120 is room number, Richards Hall is the building)

**City & State:** Lincoln, NE

**Zip Code:** 68588 – 0114

**Phone:** 402-472-5522

**Email:** [eisentragerhowardgallery@unl.edu](mailto:eisentragerhowardgallery@unl.edu)

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