

Sacred Threads 2022 Travel Exhibit

Unpacking the Shipping Container (DO NOT CUT THE VELCRO STRAPS):

You will receive one crate containing the exhibit and one box containing the hanging slats. Check to be sure the numbered security zip ties are intact on each side of the crate, alert the shipper and Lisa Ellis if they have been cut.

Once you have the crate, simply cut the zip ties. This box was custom made for the Sacred Threads Travel Exhibit and needs to be handled with care to be able to travel for the full exhibit schedule. Please use care with the rest of the shipping materials as well.

Set up a couple of large tables and be sure that everyone's hands are clean and preferably covered with white cotton gloves. Please have the same person supervising the opening and repacking of the crate. It may also be helpful to use your phone camera to record how the box is packed.

The quilts are rolled right side out in pairs on a noodle, and have their own "package". (rolling with the right side out helps to keep from having creases in the wrong places and helps it to lay flat for hanging) These rolls are then put in plastic sleeves to protect from moisture and dirt while traveling. Each plastic sleeve has pictures of the quilts that will go in that sleeve taped to the outside. Please take care with the packing materials, as they need to be re-used.

As you carefully unroll each quilt, place it flat on the large table, and return the "noodle" to the plastic sleeve and the sleeve to the box. Allowing the quilts to "rest" flat on the table for a day or two prior to hanging will help them to hang flat on the wall. Be sure to check off each quilt on the inventory list you received via email as you unpack. This list will need to be immediately emailed back to Lisa Ellis (lisa@ellisquilts.com) to verify that you have received the full exhibit. Please be sure to note any concerns about packing materials or the crate prior to sending the list.

The hanging slats have "eyes" on each end. These eyes will fit over a picture hanger, a hook on a vertical hanging system, or a nail. You can run wire between the eyes if you would prefer to do so for your hanging system, however none of the quilts will hang well from a single hook or nail. If you decide to add wire, please remove it before repacking the quilt for return.

A pink notebook is also in the crate. The notebook has information about the exhibit, artist contact information, and signs for the artwork. There is a blue plastic folder in the notebook that has laminated signs for each quilt, in alphabetical order. You may attach these to your wall or hanging system however you find most convenient, but please take care of them and return them to the plastic folder, as they must last for

the duration of the travel exhibit. There is a green plastic folder in the notebook that has rack cards for the audio system so your viewers will understand how to access the system. Again, please return these to the folder, as they will also need to last for the duration of the exhibit.

Once you have the exhibit hung, please secure all the packing materials and plastic sleeves with noodles for return shipping. And send photos of the exhibit to Lisa Ellis.

Repacking the Shipping Container:

You will follow the same procedures to repack the boxes. Using large tables and clean-gloved hands, take down the quilts and lay flat on the tables, as you prepare to pack. Use each quilt's unique "noodle" and plastic sleeve and repack as above, rolling with the right side out, from the top down. The notebook goes back near the bottom of the crate. As you will have noticed in unpacking, there are a few rolls that only fit diagonally in the crate. Be sure to include all packing materials, the notebook (signage goes back into notebook in alphabetical order) and any other items you received. All of the hanging slats go back into the cardboard box along with the bubble wrap to secure the slats.

Please be sure to check the outside of the crate to make sure no damage has occurred to the crate that might allow moisture or dirt inside. You will need to remove any old labels or labels with bar codes on the crate and box. You will need to pull out four numbered security zip ties for the crate, before putting the lid back on. The zip ties are in a Ziploc bag taped to the inside of the crate (or they will be mailed to you separately). Put the lid on, pull up and smooth the Velcro straps, attach the zip ties through the holes on the sides near the handles. The crate and box are to be returned UPS 3 day Select or FedEx Air, as directed in the loan agreement. Be sure to record the zip tie numbers on the shipping paperwork. You will receive email notification as to the shipping address, either on to the next venue or back to the Travel Exhibit Curator, before the close of your show. Confirmation of the shipping numbers must be sent to Lisa Ellis (lisa@ellisquilts.com) when the boxes are picked up for shipment.

Thank you again for hosting the Sacred Threads Travel Exhibit!