

ARTWORK PACKAGING GUIDELINES

Alpha & Alpha Contemporary Art Platform

Introduction

These Artwork Packaging Guidelines have been prepared as a practical reference for Artists participating in exhibitions, sales, and other activities organised through Alpha & Alpha Contemporary Art Platform.

The purpose of this document is to provide general recommendations and best-practice guidance regarding the preparation, packaging, documentation, and shipment of artworks.

These guidelines are advisory in nature and do not constitute mandatory requirements. Each Artist remains solely responsible for selecting appropriate packaging methods, materials, couriers, insurance coverage, and shipping arrangements suitable for their artworks.

Alpha & Alpha Contemporary Art Platform accepts no responsibility for damage, loss, delays, or other issues arising during transportation.

1. General Packaging Principles

Artists are encouraged to prepare artworks carefully and professionally before shipment.

When preparing an artwork for transport, consideration should be given to protection against:

- Impact and vibration;
- Compression and crushing;
- Moisture and humidity;
- Dust and dirt;
- Temperature fluctuations;
- Improper handling during transit.

As a general principle, artworks should not be able to move freely within their packaging.

2. Recommended Packaging Materials

The following materials may be suitable depending on the nature of the artwork:

- Acid-free tissue paper;

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- Archival wrapping materials;
 - Glassine paper;
 - Polyethylene foam;
 - Bubble wrap;
 - Foam sheets;
 - Cardboard corner protectors;
 - Corrugated cardboard;
 - Double-wall cardboard boxes;
 - Wooden crates (where appropriate);
 - Waterproof protective wrapping;
 - Silica gel packs for humidity protection.

Artists should ensure that packaging materials placed directly against an artwork are clean, non-abrasive, and suitable for long-term conservation where applicable.

3. Protection Against Moisture

Transportation and temporary storage conditions may expose artworks to moisture, rain, humidity, or condensation.

Artists are encouraged to:

- Use waterproof protective layers where appropriate;
 - Seal vulnerable artworks carefully;
 - Protect paper-based works against environmental exposure;
 - Consider humidity-control materials when required.
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4. Labelling

Clear and visible labelling is strongly recommended.

Depending on the nature of the artwork, labels may include:

- FRAGILE;
- HANDLE WITH CARE;
- THIS SIDE UP;
- DO NOT STACK;
- GLASS;
- DO NOT BEND.

Where possible, a duplicate shipping label containing both sender and recipient information should also be placed inside the package.

5. Photographic Documentation

Artists are strongly encouraged to document the condition and preparation of artworks before shipment.

A useful photographic record may include:

1. Overall view of the artwork;
2. Front view;
3. Rear view;
4. Details of sensitive areas;
5. Protective wrapping applied;
6. Artwork placed inside the package;
7. Internal protective materials;
8. Sealed package;
9. Shipping labels attached;
10. Final package ready for dispatch.

These photographs may prove valuable in the event of insurance claims, courier disputes, damage investigations, or delivery concerns.

6. Paintings and Canvas Works

For paintings and stretched canvases, Artists are encouraged to:

- Protect corners and edges adequately;
- Avoid direct contact between painted surfaces and abrasive materials;
- Use rigid outer protection where possible;
- Prevent movement inside the shipping container.

For valuable or fragile works, additional protective layers may be appropriate.

7. Framed and Glazed Works

Framed artworks and works containing glass require particular care.

Artists may wish to consider:

- Corner protectors;
- Additional reinforcement around the frame;
- Protective layers over glazing;
- Rigid packaging materials;
- Double-boxing systems for additional protection.

Where practical, acrylic glazing may present a lower transport risk than traditional glass.

8. Works on Paper

Works on paper, drawings, prints, photographs, and similar media should be protected against:

- Creasing;
- Folding;
- Humidity;
- Abrasion;
- Surface damage.

Rigid backing boards and waterproof protection are often recommended.

Packages containing paper-based works may be clearly marked:

DO NOT BEND

9. Sculpture and Three-Dimensional Works

Sculptural works should be secured to prevent movement during transportation.

Artists are encouraged to:

- Support vulnerable projections and delicate elements;
- Cushion empty spaces within the package;
- Ensure the work remains stable during handling and transit.

Fragile or valuable sculptures may require custom-built crates or specialised transport services.

10. Ceramic Works

Ceramic artworks often require additional attention due to their fragility.

Artists may consider:

- Multiple protective layers;
- Shock-absorbing materials;
- Separation between individual components;
- Reinforced boxes or crates;
- Extra protection for handles, projections, and delicate areas.

Particular care should be taken to eliminate movement within the packaging.

11. Textile and Mixed Media Works

Textile and mixed-media artworks may require tailored packing solutions depending on materials, structure, and dimensions.

Artists are encouraged to assess:

- Compression risks;
- Folding risks;
- Moisture sensitivity;
- Fragile attachments;
- Surface vulnerability.

Packaging should be adapted to the specific characteristics of each artwork.

12. Shipment Documentation

For their own records and for communication with buyers or galleries, Artists are encouraged to retain:

- Packaging photographs;
- Shipping receipts;
- Tracking information;
- Courier details;
- Insurance documentation (if applicable);
- Customs documentation (where applicable).

Maintaining accurate records may help facilitate delivery tracking and support any future insurance or shipping enquiries.

13. Shipping and Tracking

Artists are encouraged to use reputable shipping providers offering:

- Tracking services;
- Delivery confirmation;
- Appropriate handling options;
- Insurance services where required.

Tracking information should be retained until delivery has been successfully completed.

14. Insurance Considerations

Artists should carefully consider whether shipping insurance is appropriate for the artwork being transported.

The decision to insure an artwork remains entirely the responsibility of the Artist unless otherwise agreed in writing.

Insurance requirements may vary depending on:

- Artwork value;
 - Medium;
 - Destination;
 - Courier services used.
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Final Recommendations

Every artwork is unique and may require specific packing methods that differ from general recommendations.

Artists are encouraged to evaluate the individual characteristics of each artwork and select materials, packaging methods, transport providers, and insurance arrangements accordingly.

These guidelines are intended solely as a practical reference and should not be interpreted as professional conservation, legal, insurance, or transportation advice.

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