



Artwork Box Design for Transportation

One of the most important pieces of equipment for your finished artwork is a sturdy box for transportation to and from gallery exhibitions. In order to protect your art, the ACACA is providing a simple, yet effective method to handle your artwork.

Materials:

- Cardboard Box
- Ruler or Measuring Tape
- Utility Knife
- Pencil
- Duct Tape
- Butter Knife
- Braided Round Polyester Elastic
- 2-3 feet polypropylene strapping
(1 to 1.5 inch width)
- Blue jean snap or button or grommet
- 2 popsicle sticks

Note: It is best to build a standard size, i.e. for 18"x24" paintings build boxes 24"x30" to allow for a various size range as you may use them again for another artwork.

Box:

1. Flatten out the cardboard box.
2. Decide on box size. Measure out sides, bottom, and top, allowing a generous 1.5 inches on the sides and bottom; 6 inches for the flap closure.

3. Score all folds on the inside of box with the handle of a butter knife.
4. Trim excess with sharp knife.

Construction:

1. Measure 12 inches up from the bottom box front.
2. Mark the centre; punch a hole with the awl.
3. Attach snap or button through the box front using a piece of round elastic; duct tape the knot on the inside of the box.
4. Punch 2 holes in the back of the box, 6-8 inches in from the edge.
5. Fold cardboard and tape edges securely with duct tape.
6. Tape inside and outside of surfaces around all holes with duct tape; re-punch holes.

Finishing:

1. Insert round elastic through the holes in the back of the box; knot the elastic.
2. Elastic length: Make the elastic taut enough to hold the front flap down when hooking it over the front central snap.
3. Cut 2 slots for a handle, centered on the box top.
4. Pull strapping through slots; tie popsicle sticks onto handle to hold it in place.

Option: Consider wrapping your art in a piece of thin shipping foam before placing in the box. This will protect the finish and the frame from damage during movement.

Option: Write your name, address, daytime phone number on each box in a permanent fashion. That assists identification of the piece should the zone shipping label fall off.