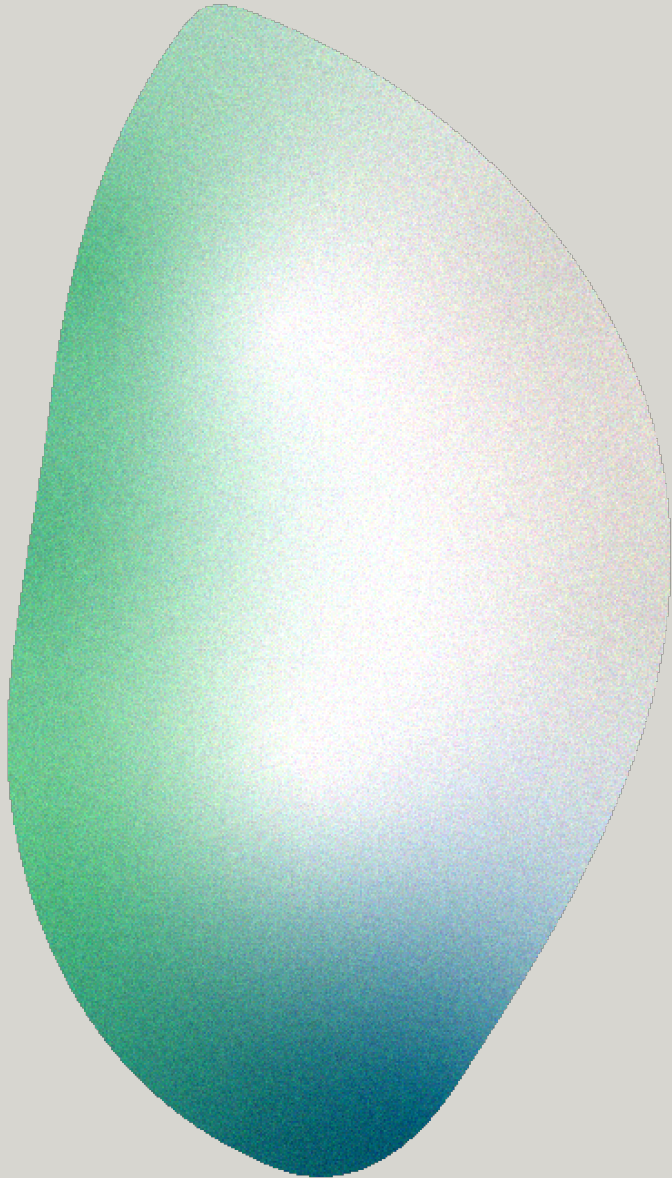


# Packing

# Guide



Basic Standards

and Definitions

A

Whether you're packing objects in-house or hiring Arta to pack your works, it's important to be in alignment with how we define different packing types.

This guide will outline packing operations across Arta's four service types and standardize packing definitions.

# Table of Contents

Who is packing your work - 1

FAQs - 2

Visual Glossary - 3

Strongbox - 3

Foam Lined Box - 3

Stabilizing Box - 4

Double Box - 4

Portfolio - 5

Poly & Cardboard - 5

Small Shipping Tube - 6

Economy Crate - 6

International Economy Crate - 7

Museum Crate - 8

International Museum Crate - 9

Fine Art International Crate - 10

Travel Frame - 11

A-frame - 12

Alcohol Case - 13

Garment Bag - 13

Open C-bin - 13

Closed C-bin - 13

Rolled Rug - 14

Bubble & Cardboard - 14

Blanket Wrap - 14

Slipcase - 14

## First, let's establish who is packing your work?

### Self Ship

Self Ship enables sellers to pack objects in-house and receive a prepaid shipping label via email, saving on time and cost.

We use the information you provide, such as object materials, value, and dimensions to determine a safe and economical packing method. Once a shipment is booked, we'll send an email with the prepaid shipping label(s) and instructions for packing each object. Following our packing instructions is important to meet required insurance standards and avoid additional costs with the prepaid rate service.

Once all objects are packed, sellers can schedule a pickup with the specified carrier or release the packages(s) at a drop-off location.

Sellers are expected to:

- Meet ARTA's packing guidelines
- Share notable item or package size discrepancies with ARTA before releasing the packages to the carrier
- Schedule a pickup or drop off soon after the package is ready
- Communicate to ARTA any delays with the release schedule
- Respond to inquiries from ARTA promptly when a shipment's release to the carrier is delayed
- If packing instructions are not followed insurance claims may be declined. If you have a question about whether your alternative packing is sufficient, simply reply to ARTA via email.

### Arta Parcel, Select, & Premium

Under Arta's full service types, objects can be released to our carriers either packed or not packed. To ensure safe and cost effective packing, we may quote for additional packing which will be itemized in your shipping costs and carried out by a carrier selected by Arta.

We determine packing recommendations based on the object(s) dimensions, material(s), value(s) and whether the object has been deemed fragile.

## FAQs

### Can I request a specific packing type?

Arta takes into account several factors to provide you with the most cost effective, and safest packing type. We look at object type, medium, fragility, size, weight, whether it's a single object or consolidated package, where it's going and how it's getting there – all while being within our insurance guidelines to ensure that we can offer insurance on every shipment we fulfill. Our packing recommendations are informed by years of expertise across our team, and packing data tracked against past shipments.

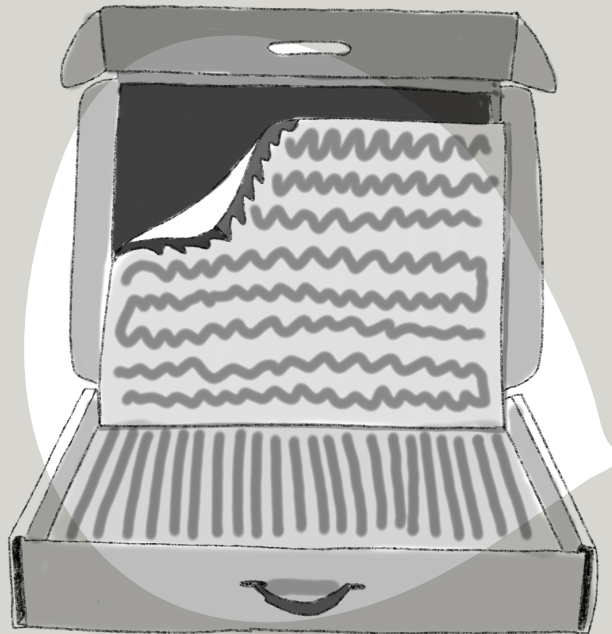
If you have any specific requests regarding how your items should be packed, we kindly ask you to communicate those requests through Arta's platform. You can use the comments section to provide additional details, such as images of the artwork or specifications related to the medium. This information will be helpful for our team to assess whether we can accommodate your packing request.

### Why is Arta recommending additional packing?

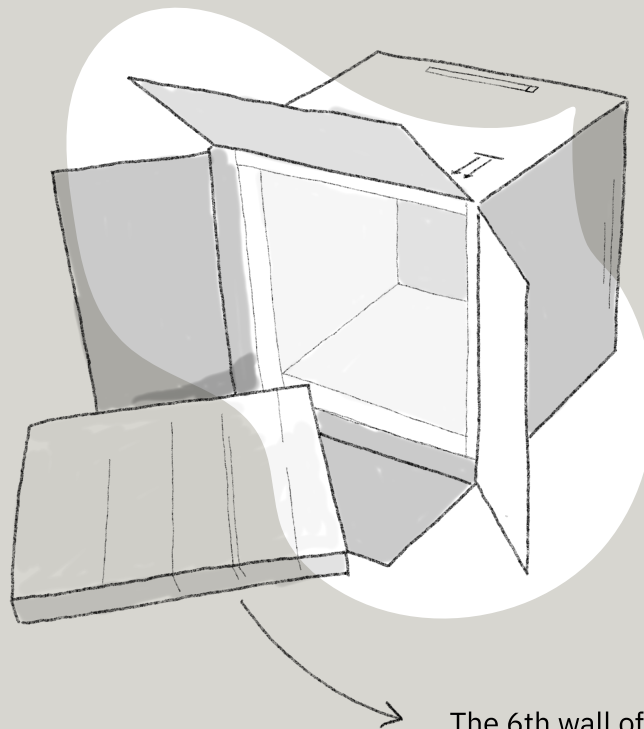
We may recommend additional packing if we have determined that the existing packing is not sufficient for transit. Should you want to discuss this decision further, please leave a comment for our team on the dashboard.

# Visual Glossary

## Common Self Ship Packing Types



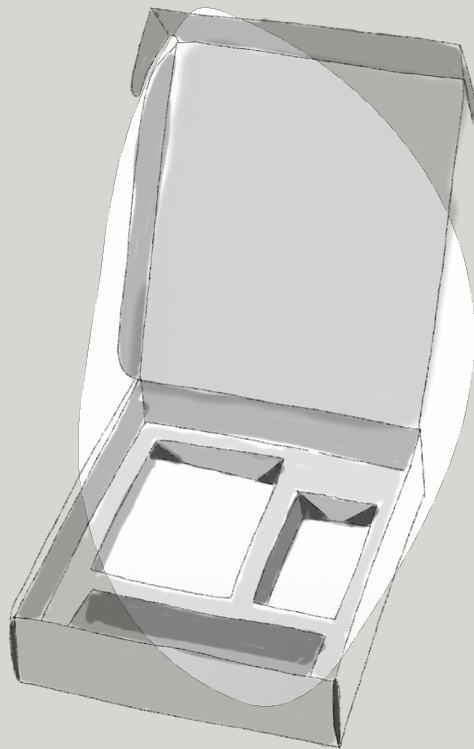
Strongbox | Reinforced cardboard box with grey ester foam on all 6 internal sides ala MasterPak.



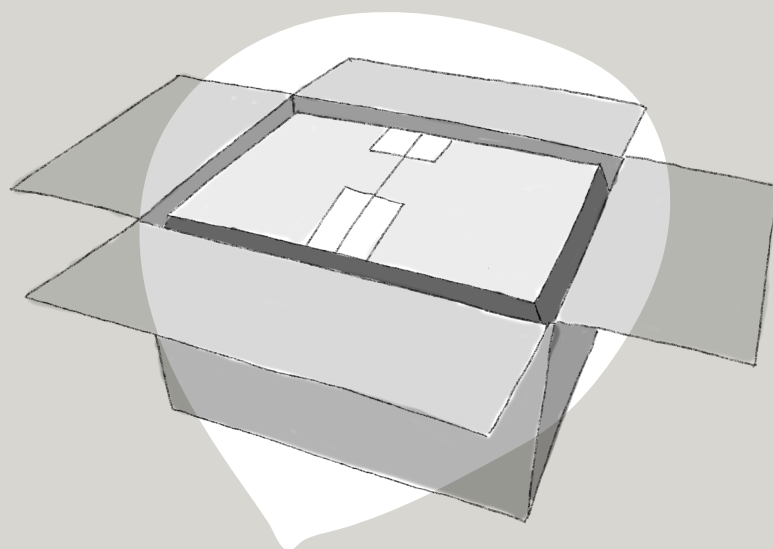
Foam Lined Box | Sturdy cardboard box lined with foam padding all 6 internal sides.

# Visual Glossary

## Common Self Ship Packing Types



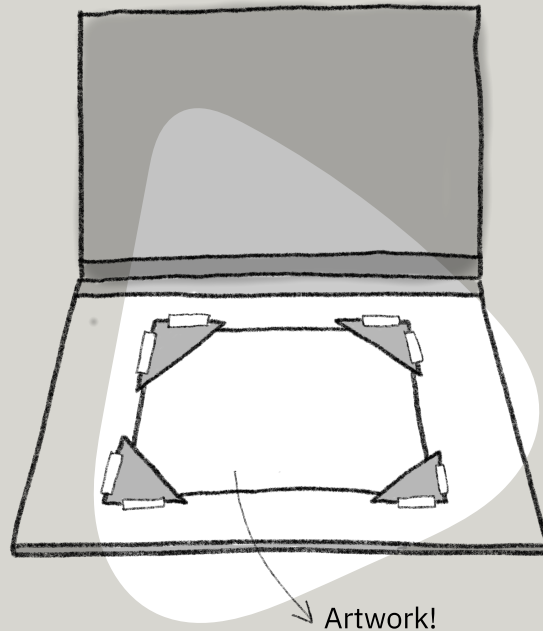
Stabilizing Box | Parcel box has cardboard supports to prevent movement.



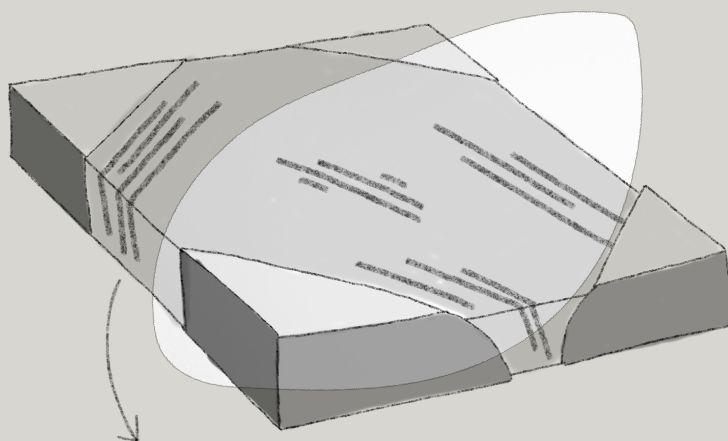
Double Box | Cardboard box within an secure cardboard box, foam inserts added as needed.

# Visual Glossary

## Common Self Ship Packing Types



Portfolio | Object must be packed between as many pieces of double-ply cardboard as is necessary to ensure there is no movement in transit. Add paper corners taped to the cardboard to ensure the artwork is secured.



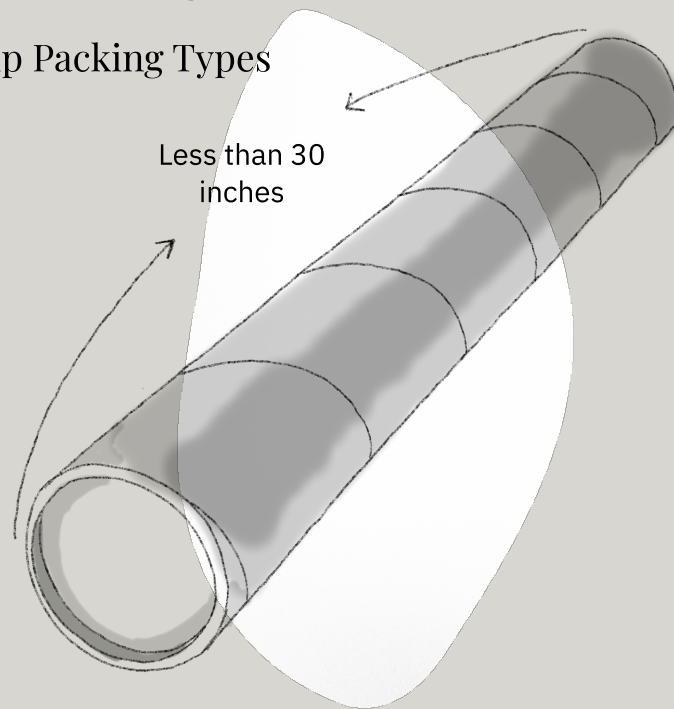
Object wrapped in  
bubble wrap or Poly

Poly & Cardboard | Object is wrapped in  
poly with a cardboard face or corners.

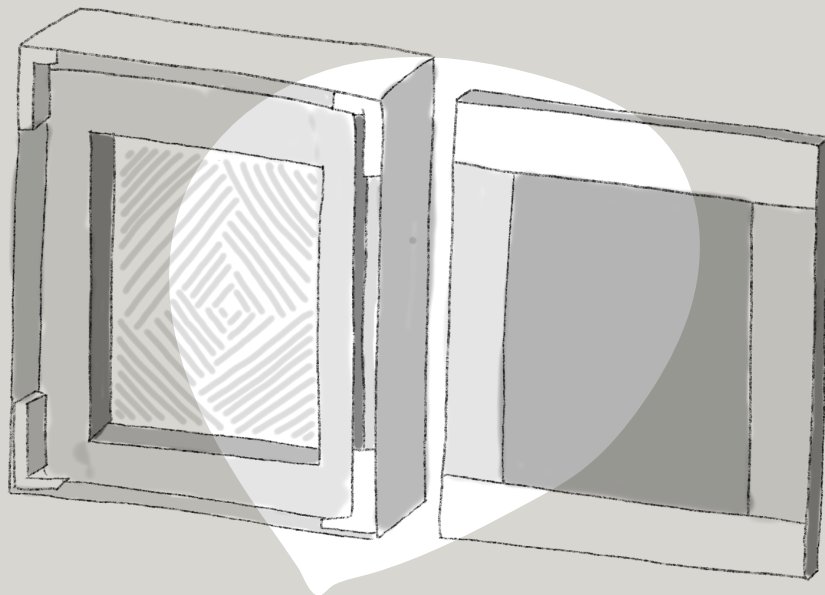


# Visual Glossary

## Common Self Ship Packing Types



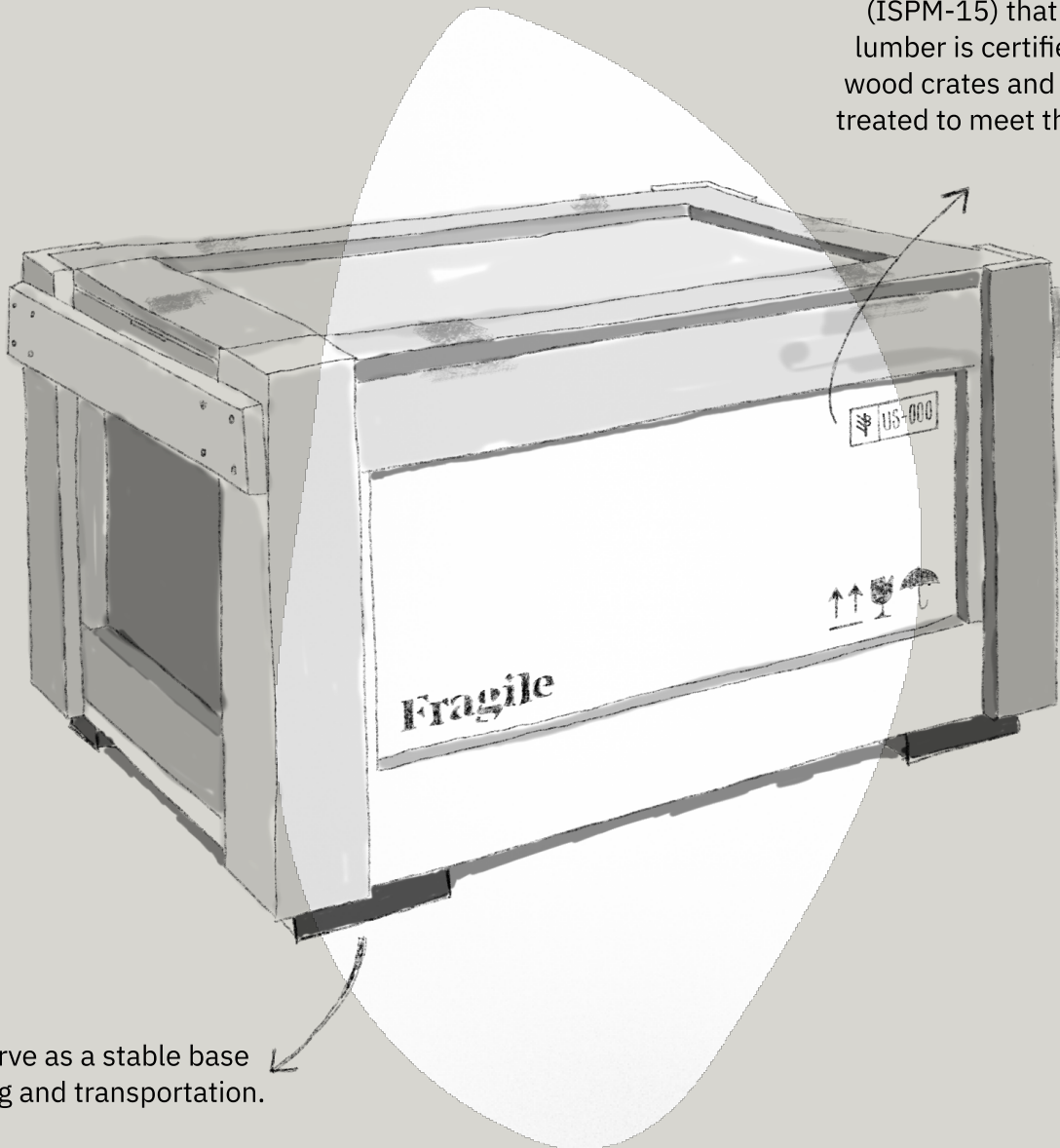
Small Shipping Tube | Cardboard cylinder containing rolled flatworks under 30" wide.



Economy Crate | Wood structure that fully encloses object with 6 wood sides with 2x4 wood frame. This meant to be a cost effective crate option where less material is needed to enclose the artwork.

# Visual Glossary

Most countries require a bug stamp (ISPM-15) that indicates the lumber is certified to fabricate wood crates and pallets is heat-treated to meet their regulations.



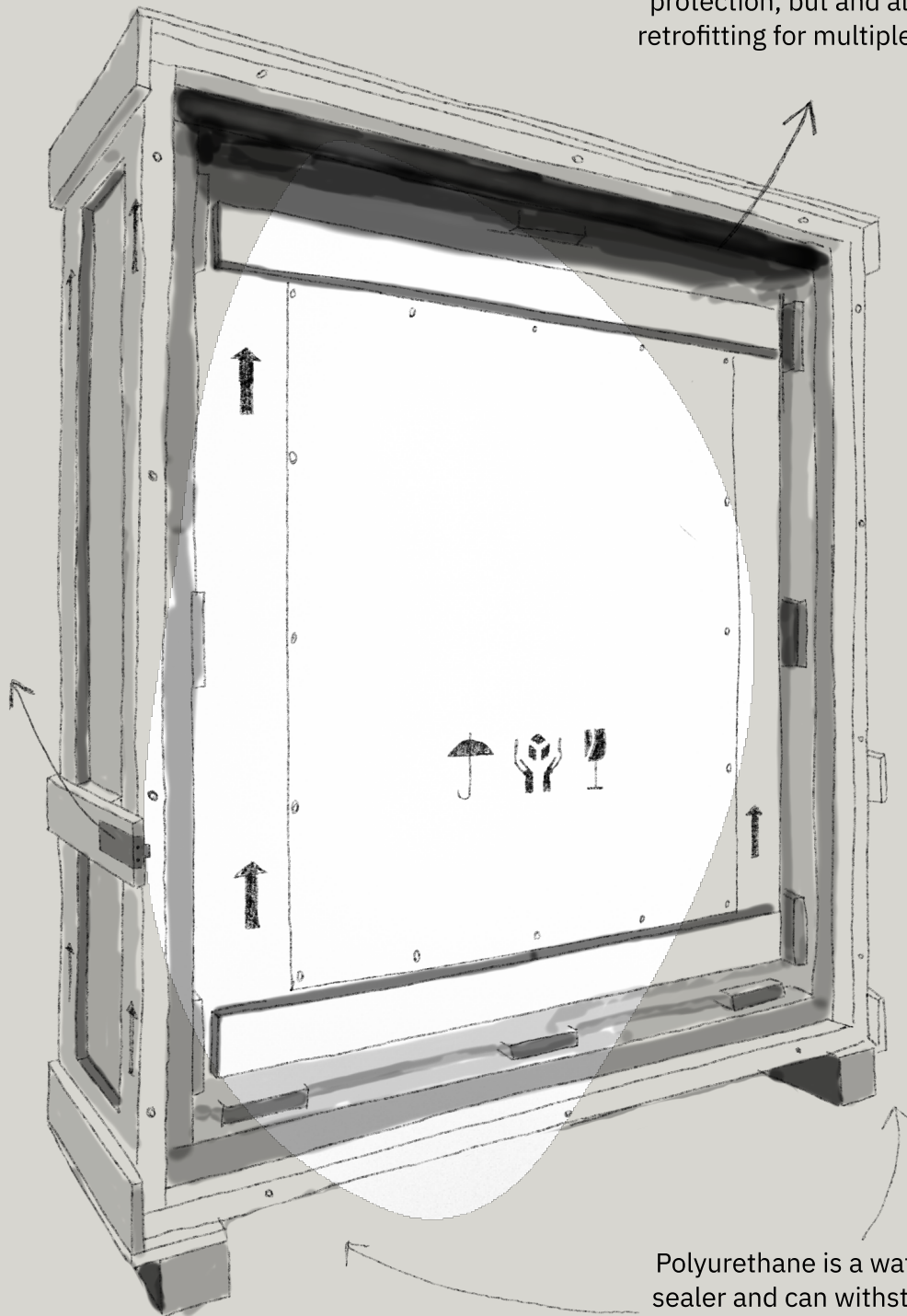
Skids serve as a stable base for loading and transportation.

International Economy Crate | Bug stamped wood structure that fully encloses object with 6 wood sides with skids

# Visual Glossary

Foam insulation provides shock protection, but and also allows retrofitting for multiple artworks.

Coffin locks — also known as butt-joint fasteners — also known as blind panel connectors (pick your poison) are two part connectors that draw together and lock.

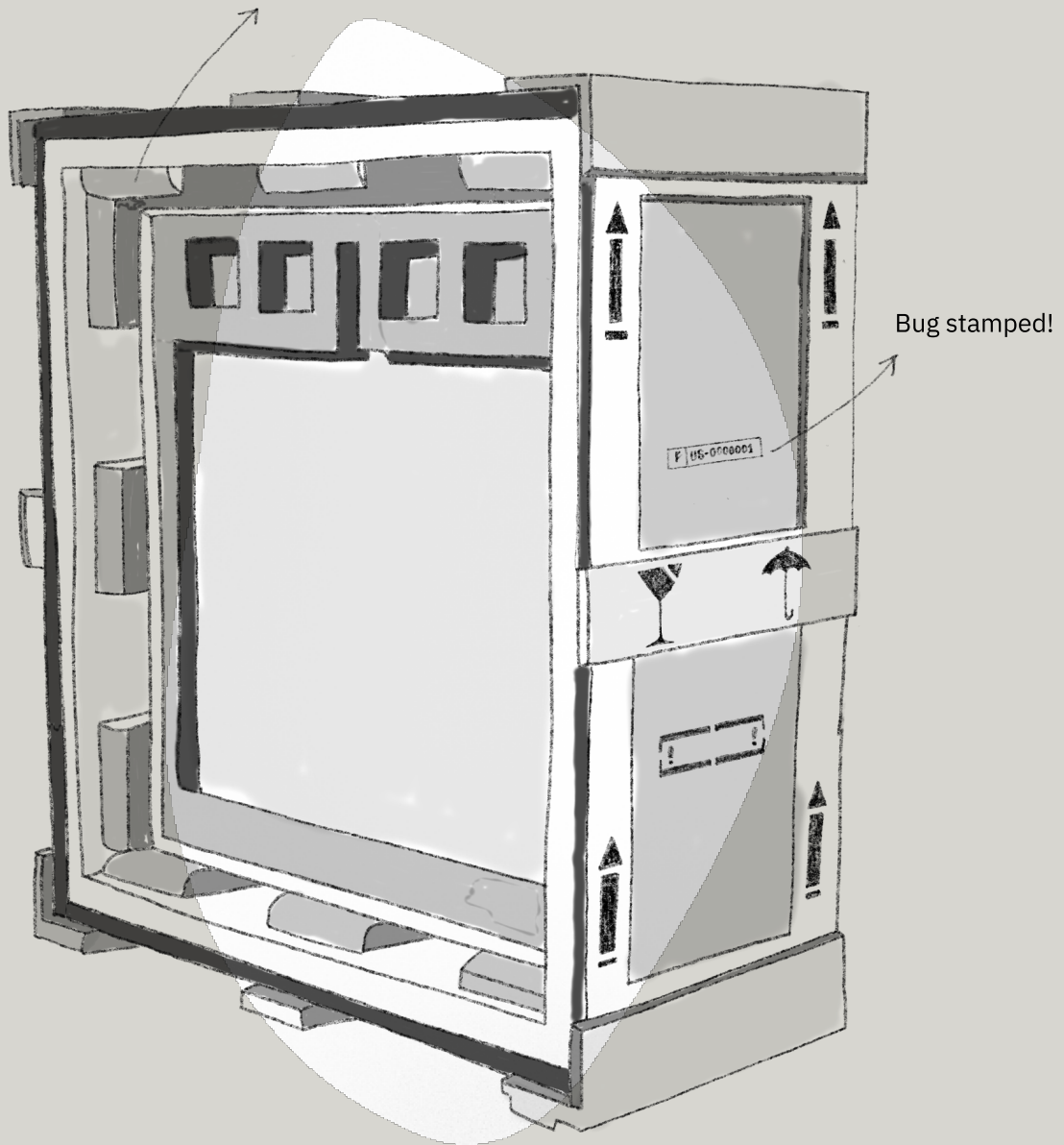


Polyurethane is a water tight sealer and can withstand any weather condition.

Museum Crate | Multi-use wood structure with moisture and shock protection and an easy open face enclosed in 6 wood sides, coffin locks, polyurethane seal coating, insulation and struts.

# Visual Glossary

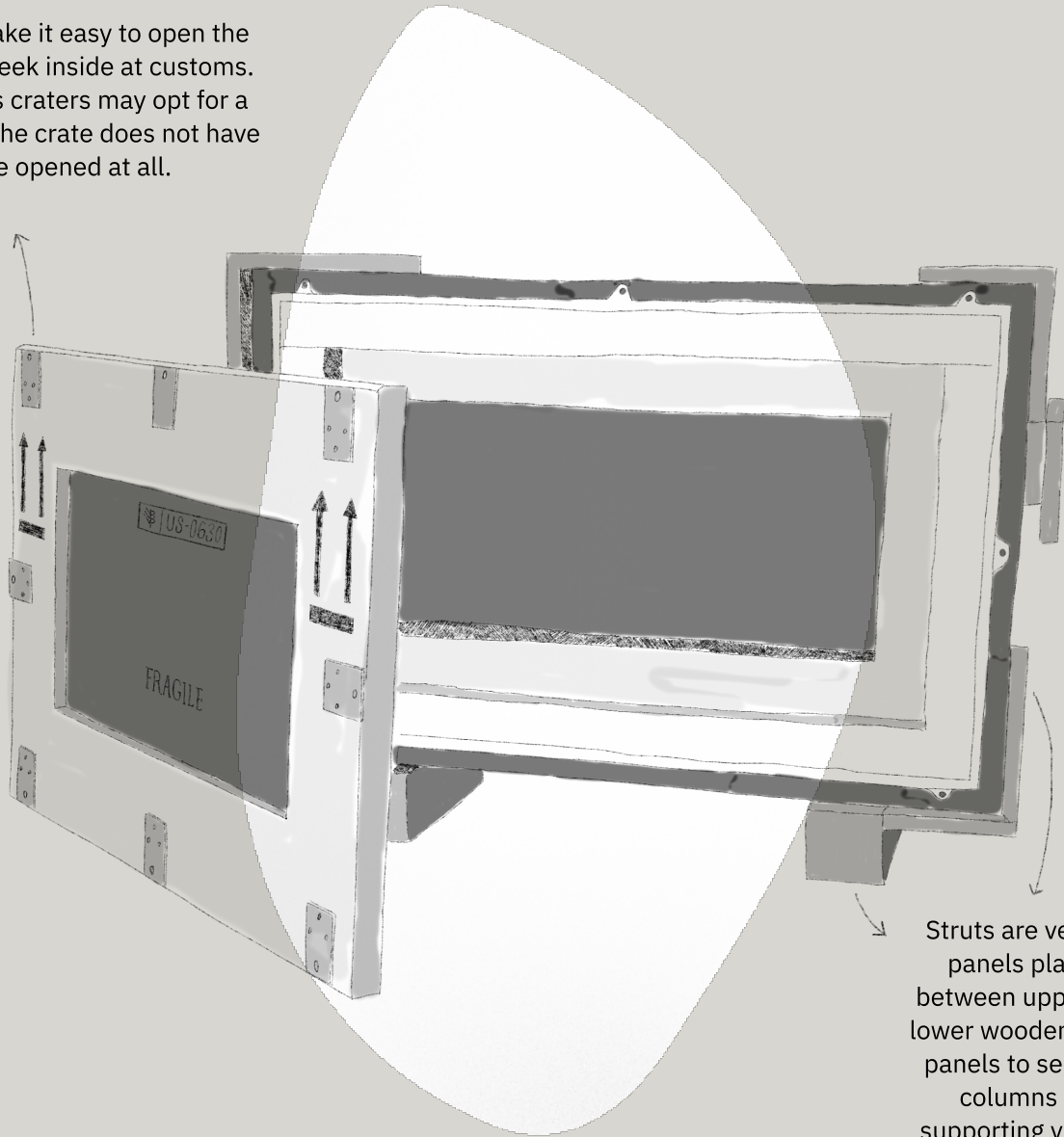
These foam inserts divert shock away from the pressure points of the frame/artwork.



International Museum Crate | Multi-use bug stamped wood structure with moisture and shock protection and an easy open face enclosed in 6 wood sides, coffin locks, polyurethane seal coating, insulation, struts and with skids.

# Visual Glossary

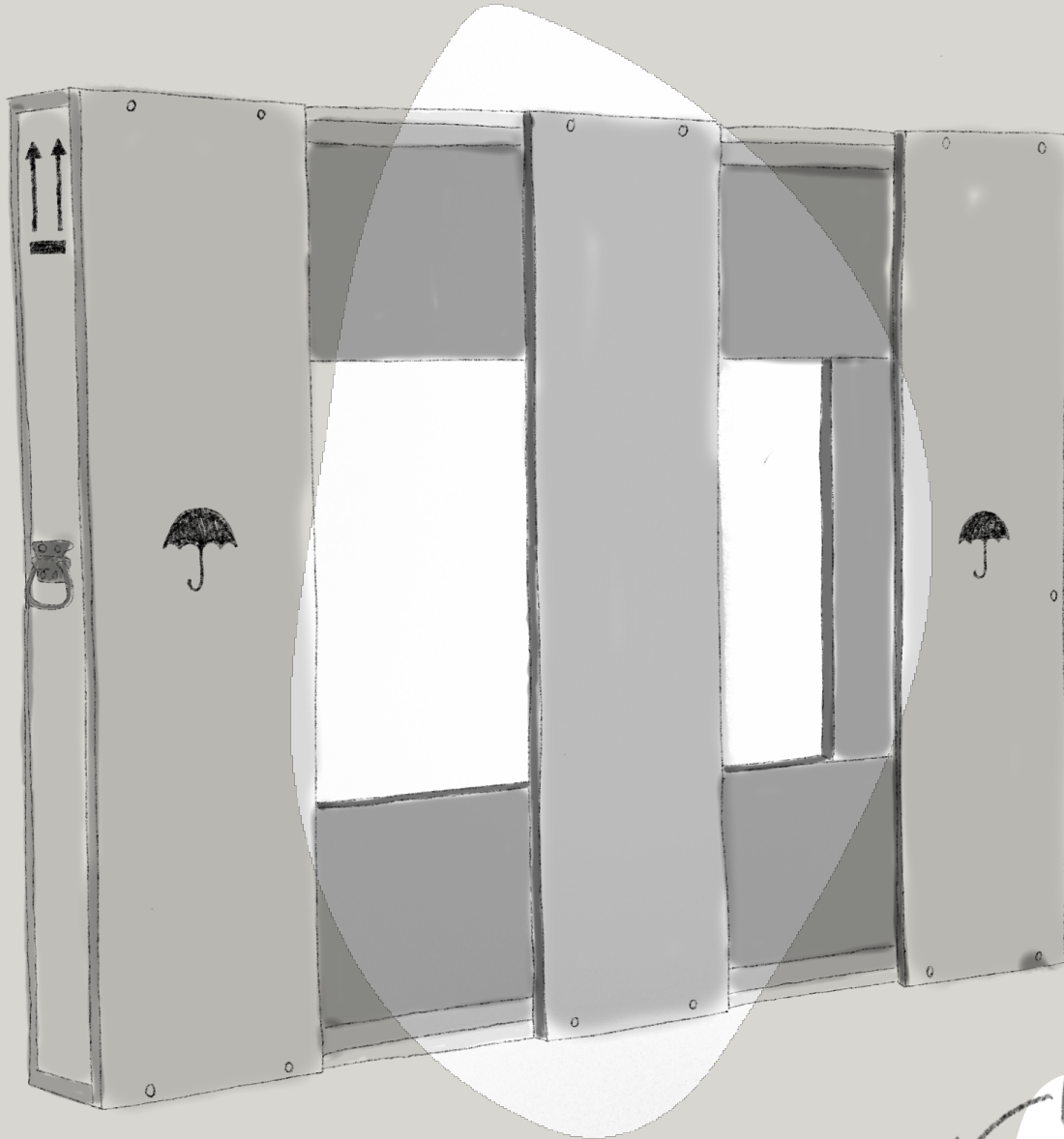
Latches make it easy to open the crate and peek inside at customs. Sometimes crates may opt for a window so the crate does not have to be opened at all.



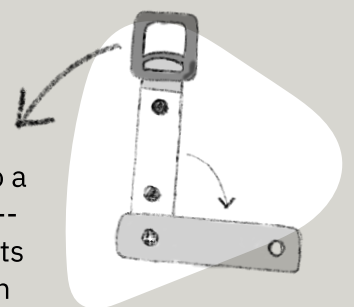
Struts are vertical panels placed between upper and lower wooden frame panels to serve as columns for supporting vertical stacking loads.

Fine Art International Crate | Fine art quality bug stamped wood structure that fully encloses object with 6 wood sides with skids with struts. The object should be packed in such a way that it is visible and easy to check for customs while remaining undisturbed and protected from any kind of damage.

# Visual Glossary

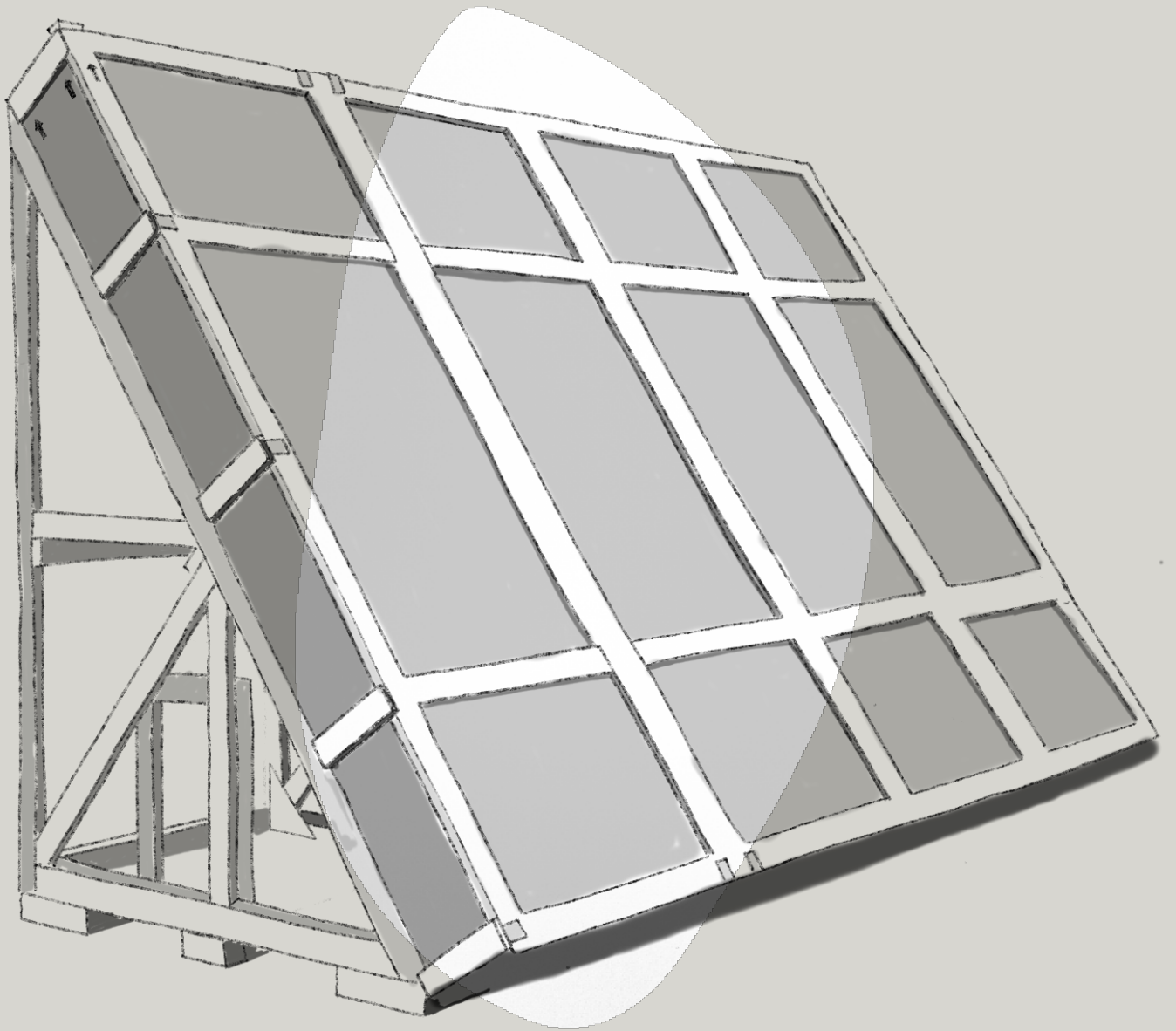


Artworks will be mounted into a travel frame using Oz Clips™ -- cleats, sliding braces, and bolts can also be used to mount an artwork within the t-frame.



Travel Frame | Wood structure to suspend object with wood slats and optional poly, coroplast or cardboard walls and Oz clips or other similar hardware.

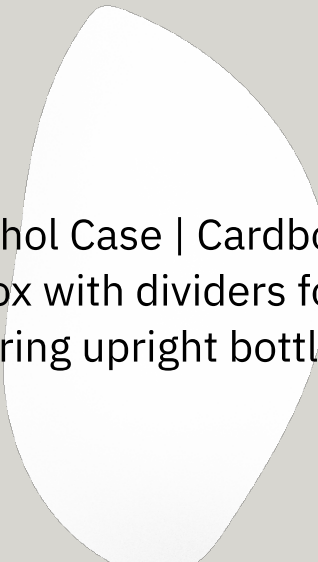
# Visual Glossary



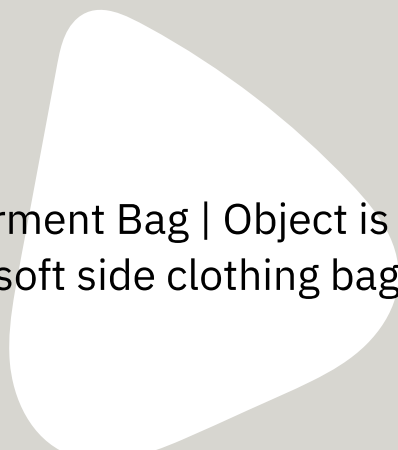
A-frame | Wood triangle support for over-height objects to be transported on a lean

# Packing Glossary

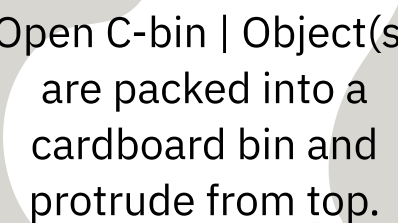
## Additional Packing Types Arta Offers



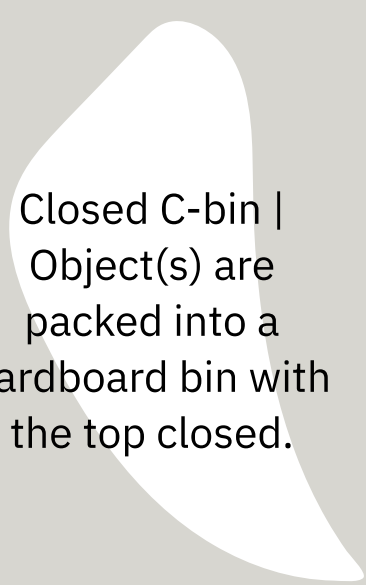
Alcohol Case | Cardboard box with dividers for storing upright bottles.



Garment Bag | Object is in a soft side clothing bag.



Open C-bin | Object(s) are packed into a cardboard bin and protrude from top.



Closed C-bin | Object(s) are packed into a cardboard bin with the top closed.



# Packing Glossary

## Additional Packing Types Arta Offers

Rolled Rug | The rug is rolled and wrapped in plastic.

Bubble & Cardboard | Object is wrapped in bubble with a cardboard face or corners.

Blanket Wrap | Wrapped in a moving blanket during transit with shrink wrap to ensure safety during transport.

Slipcase | Object is soft wrapped in a 6 sided cardboard box.

We hope that  
helped!

If you still have any  
questions or qualms  
about how your  
items are packed,  
please reach out to  
our team at  
[hello@arta.io](mailto:hello@arta.io).

Happy Packing,  
Arta