



**MASSACHUSETTS AMAZING EMERGING ARTISTS
RECOGNITIONS EXHIBIT**
2018 GUIDELINES FOR PACKING RECOGNITIONS ARTWORK TO BE
TRANSPORTED

Properly packing the artwork for the RECOGNITIONS EXHIBIT will help us ensure that the work will travel safely from the drop-off site to the Transportation Building. It will also help ensure the work is returned safely to the correct drop-off.

2D Work

- ❖ Wrap the work in paper, taping the paper closed like a present or put it in a paper portfolio that can be closed or sealed.
- ❖ Please wrap artwork from each teacher separately.

3D Work

- ❖ 3D work needs to be cushioned (newspaper, tissue paper, bubble wrap, etc.)
- ❖ Please place 3D work in boxes that can be sealed CLOSED.

For ALL Work

- ❖ On the outside of the portfolios and on the boxes print
 - Your name (and the name of all teachers with work in the package)
 - The name of your school with city/district.
 - **Your drop-off city (Please CIRCLE this)**
- ❖ Number all of the boxes and packages 1 of 1, 1 of 2, etc.
- ❖ Tape the teacher inventory slip(s) to the 2D package (Or one of the 3D boxes)

Note: If you are paying the participation fee by check, please make it out to MAEA, put it in a sealed envelope with your name on it, and securely tape it to the portfolio/ boxes or hand it to the teacher at the drop-off site.