

GUIDELINES FOR PACKING ARTWORK TO BE TRANSPORTED

We know you care about the student work that you put in the YAM Exhibit. We care about it as well!

Properly packing the work will help us ensure 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

- ❖ Make a folder (portfolio) by wrapping work in paper, and taping it closed like a present, or put it in a paper portfolio that can be closed or sealed.
- ❖ If work from more than one teacher is wrapped together please separate the works with papers stating the teachers' names.

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 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 boxes)

Note: Non-Members, 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.