

Sacred Threads 2025 Travel Exhibit

Unpacking and Repacking the Shipping Container Process

Do Not Cut The Container's Velcro Straps

You will receive two shipping crates containing the exhibit along with supplies to hang and display the exhibit. Check to be sure the numbered security zip ties are intact on each side of the crates, alert the shipper and Lisa Dodson via email at lisalovestoquilt@ymail.com if they have been cut.

Once you have the crates, check the numbered zip ties to ensure no tampering before cutting them. These shipping boxes were custom made for the Sacred Threads Travel Exhibit and need to be handled with care to enable travel for the full exhibit schedule. Please use care with the rest of the shipping materials as well. Take photographs of the interior of the boxes before you unpack; we have split the contents into two containers in order to keep each one below 50 pounds to avoid extra freight charges.

Set up a couple of large tables and be sure that everyone's hands are clean and preferably covered with white cotton gloves. Please have the same person supervising the opening and repacking of the crate.

The quilts are rolled right side out in pairs on a noodle and have their own "sleeve package". (Rolling with the right side out helps to keep from having creases in the wrong places and helps it to lay flat for hanging) The rolls are then put in plastic sleeves to protect from moisture and dirt while traveling. Each plastic sleeve has pictures of the quilts that will go in that sleeve taped to the outside. There are a few that are rolled individually and have specific instructions, on the label, for repacking those pieces. Please take care with the packing materials, as they need to be re-used.

As you carefully unroll each quilt, place it flat on the large table and return the "noodle" to the plastic sleeve and the sleeve to the appropriate box. Allowing the quilts to "rest" flat on the table for one to two days prior to hanging will help them to hang flat on the wall.

Be sure to use the "**Sacred Threads 2025 Travel Exhibit Check List**" to check in each quilt on the inventory list in this notebook as you unpack and repack. If there is a quilt missing or damaged in any way, or if there is a problems with the shipping crate or hanging materials, please email Lisa Dodson as soon as possible (lisalovestoquilt@ymail.com). The adjustable metal hanging slats have a small ball chain on each end. These chains will fit over a picture hanger, a hook on a vertical hanging system or a nail. The quilts on the slats need to hang from both ends using the ball chains, rather than a center hook as they won't hang well from a single hook.

Each slat has either a blue or white label with the name of the quilt, a picture of the quilt and the last name of the artist. The slats for Crate #1 have a blue label and will be stored in the floral bag. The slats for Crate #2 have white labels will be stored in the red, geometric design bag.

The notebook contains information about the exhibit, inventory sheets and a set of signs for the artwork to hang with the exhibit. You may attach the signs to your wall or hanging system however you find most convenient, but please take care of them and return them to the plastic folder, as they must be used for the duration of the travel exhibit.

There is a page in the notebook that has the information for the audio system so your viewers will understand how to access the system. There is an audio statement by each artist with additional information about their quilt; those individual numbers are found on the bottom of each artwork sign.

Once you have the exhibit hung, please secure all the packing materials and plastic sleeves with noodles for return to the appropriate shipping container. We would love to see any photographs of your exhibit once it is hung that we can use for our social media outreach.

Please Email exhibit pictures to Lisa Dodson at (lisalovestoquilt@ymail.com).

You will follow the same procedures to repack the boxes. Using large tables and clean-gloved hands to take down the quilts and lay flat on the tables as you prepare to pack. Use each quilt's unique "noodle" and plastic sleeve and repack as above, rolling with the right side out from the quilt's shortest side. The notebook and slats go near the bottom of the crate. Be sure to include all packing materials, the notebook (signage goes back into notebook) hanging equipment and any other items you received.

Be sure to use the "**Sacred Threads 2025 Travel Exhibit Check List**" to check out each quilt on the inventory list in this notebook as you repack. Please be sure to check the outside of the crates to make sure no damage has occurred to the crates that might allow moisture or dirt inside. You will need to remove any old labels or labels with bar codes on the shipping crates. You will need to pull out four numbered security zip ties for the crate, before putting the lid back on. The zip ties are in a Ziploc bag taped to the inside of the crate. Put the lid on, pull up and smooth the Velcro straps, attach the zip ties through the holes on the sides near the handles. Be sure to record the zip tie numbers on the shipping paperwork.

Your contract contains the information you need to ship to the next venue. **Confirmation of the shipping tracking numbers and shipping crate security tag numbers must be Emailed to the next Venue and Lisa Dodson (lisalovestoquilt@ymail.com) when the boxes are picked up for shipment.**

Thank you again for hosting the 2025 Sacred Threads Travel Exhibit!

Lisa Dodson
Sacred Threads 2025 Traveling Exhibit Curator
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