

## TIPS FOR CRATING &amp; SHIPPING

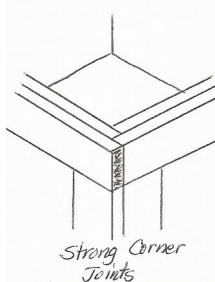
The shipper used by AWFS® for trade show transporting is **not** a residential mover. This means that **projects should be exceptionally well crated and padded to withstand rough handling and to ensure a safe ride.**

Also, please note that the shippers do not use refrigerated transport which may be a consideration for some finishes.

## I. CRATING &amp; PROTECTION - INTERIOR

Consider the countless hours you spent perfecting your project for this competition. Doesn't it deserve a safe and comfortable trip to Las Vegas? Don't take any chances - pad your crate thoroughly to help protect your project from the long trip ahead!

- DO: Strongly reinforce your crate. Use blocking on the inside or outside of all corners or edges, including the lift-off top or side. Use glue and nails or screws in construction for added strength.

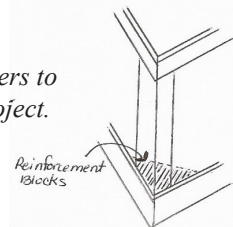


*A good example of cushioning with foam.*

- DO: Cushion the piece using thick foam padding (closed-cell foam is best as it doesn't compress) and **blankets**. Where possible, attach the foam to the crate. Use cushioned blocking (e.g. foam-wrapped wood blocks) attached to the inside of the crate to keep the piece from shifting. CLEAN soft carpet scraps also make good padding. (Note: all packing materials will be left in your crate for return shipping.)



*Use padded reinforced corners to protect your project.*



- DO NOT use bubble wrap. The bubbles WILL leave marks on the wood or glass surface.
- DO NOT use foam peanuts or similar loose filling materials or under-carpet padding (it scratches furniture).

## II. CRATING &amp; PROTECTION - EXTERIOR

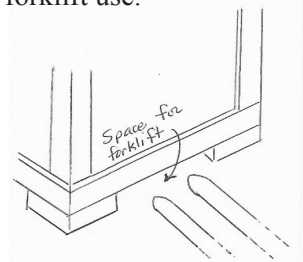
You can't create a masterpiece with poor materials. Likewise, you can't protect your masterpiece with a poorly-built crate - take the time to build a solid "home" for your project while it is being shipped!

DO:

- Solidly packaged your project in a heavy-duty, well-constructed wood crate. 3/8" or 1/2" thick CDX plywood is an acceptable option.
- Use pilot holes so your screws don't stray.
- Ensure that your crate has "feet". This is very important as the piece will be moved by a forklift for transport as well as for moving the crate from the shipping door to the display location inside the Convention Center. If there is no space under your crate, you run the risk of the forklift going through the crate and damaging your piece.
  - Attach "feet" to the crate with strong screws or nails.
  - On a small crate, use solid "feet" in each corner or along the length of each end.
  - On a medium sized crate, attach a 4 x 4 (or doubled 2 x 4's) along the length of each end (total 2).
  - On a large crate, run a 4 x 4 (or doubled 2 x 4's) along the ends and in the center (total 3).

DO NOT:

- Use oriented strand board (OSB), MDF or particle board for your crate. It punctures easily, it does not support screws, and it's heavier than plywood.
- Use a cardboard box or a flimsy crate!
- Allow the crate to sit directly on the ground.
- Use drywall or sheetrock screws -- they cannot support the crate during transport and forklift use.



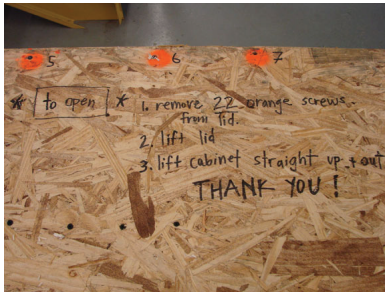
*4 x 4s allow space for a forklift under this crate.*

**IF YOUR CRATE LOOKS LIKE "JUNK", IT IS MORE LIKELY TO BE TREATED LIKE "JUNK" BY THE SHIPPERS/FREIGHT HANDLERS!**

### III. MARKING YOUR CRATE

There will be 8-10 people on staff to open approximately 60 crates of student projects within 24 hours at the AWFS®Fair. You will not be there when your crate is opened, and the person opening it likely has no idea how your crate went together. Nor will they remember, a week later, how it goes back together. To ensure a smooth, efficient operation at the trade show, and to prevent damage or loss during shipping and uncrating, clearly identify and label your crate with instructions.

- DO: mark any special orientation of the lid or removable pieces clearly (i.e. if the top can only work correctly one way, then make markings lining up one edge of the top to the appropriate side).



*Highlight your screws, using color coding if necessary, and give instructions if there is a certain sequence.*

- DO: Write clear instructions in heavy, bold marker on the outside of the crate as to how to open it.
- DO: Indicate if there is a certain sequence of screws to remove, numbering them if needed.

*Clearly mark your crate with opening instructions!*



- DO: Use Phillips head screws for easy removal and re-assembly with a power drill.
- DO: Use color coding if necessary to denote the sequence of steps (for example, if the top should come off first, you could highlight all screws in step one with color #1, etc.).
- DO: **Put your name, project name, project number and school name in bold marker on all sides and any removable pieces of your crate.** For example, if the top is taken off the crate, be sure your name is on the top piece so it can be properly identified for re-assembly.

### IV. INSTRUCTIONS & ASSEMBLY

If your project requires special attention upon arrival at the AWFS®Fair, we need to know! Provide clear instructions in advance and along with your project. This will help to ensure that it will look it's best for the fresh wood photo shoot, the display area and judging!

- DO: Prepare clear instructions for the assembly and dis-assembly of your piece if needed. You will be asked to provide these instructions to us in advance and to put the instructions in a plastic bag in a noticeable place inside the crate where it will be seen when the crate is opened.

### V. DAMAGE, REPAIR & INSURANCE

- Although it occurs infrequently, AWFS® **strongly recommends that you acquire shipping insurance in case your item is damaged.**
- This insurance can usually be purchased as an inexpensive rider to your existing homeowner's or renter's policy to cover the item from the time it leaves your door until it is returned.
- If your item is damaged during shipping, your first claim should be through Freeman Co., the AWFS®Fair shipping company. However, if this claim is denied or the reimbursement is insufficient, you can submit a claim through your insurance company. Documentation will be required to show the actual value of the item.

**DON'T LET DAMAGE HAPPEN TO YOU!  
TAKE PREVENTATIVE ACTION WITH PROPER  
CRATING AND CUSHIONING!**

- If your project is damaged during shipping, it may require repair upon arrival for judging and display. If AWFS® is unable to contact you within 24 hours of arrival; we will photograph your piece, file a damage claim with the shipping company, and proceed with repairs without your consent.
- Photograph 1) project immediately prior to crating, 2) the finished, sealed crate 3) the crate as it is being loaded into the shipping truck (multiple angles).

*Special thanks to Alan Harp and Georgia Tech for featured photographs of well-crated projects.*

If you have questions during your crating and packing process, please contact Adria Torrez at [adria@awfs.org](mailto:adria@awfs.org) or (323) 215-0311.



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