

Art from **imagination**gallery by courier

UNPACKING INSTRUCTIONS

PLEASE FOLLOW CAREFULLY

IMAGINATION PACKING

We make a case out of hardboard using our highly accurate cutting equipment. The purpose of this packing is to prevent sharp objects damaging the contents during transit. It adds to the weight but we feel the protection is worth it.

Hardboard is thin but tough, though rather flexible. We can cut it accurately to a fraction of a millimetre so we can make spacing pieces to strengthen the walls and hold the lid securely in position. Because of the accuracy of our cutting we only need tape to hold the sides of the box together, which makes it easy to make – but more important: **easy to unpack – without tools.**

UNPACKING

All you need do is place the box flat on a table. Proceed as follows – with **TWO people** if possible to help keep the paintings(s) safe as

you remove them from the case and remove tape, bubblewrap, cling film etc. as we have used it in your packing.

1. GENTLY lie the package face flat on a big enough table or clean floor space. Remove the cardboard outer covering by tearing off any tape or cutting it with a sharp knife. If using a Stanley knife, keep the blade as short as possible at all times. Clear the cardboard well away so it will not be an inconvenience or cause you to trip as you lift out the picture(s) – these things happen!
2. If the hardboard faces are marked top and bottom, have the top lid facing up as it will make it easier for you to unpack the painting safely. Remove the tape holding the hardboard lid and remove it. **DON'T PUT ANY PRESSURE ON THE FLAT SURFACES** as you work as hardboard can bend in and press on your painting.
3. Remove corner restraints and/or wrapping CAREFULLY. Then with two people as required, GENTLY and SLOWLY lift the painting(s) straight upwards out of the case and begin to unwrap them. We may have used different types of cling film, bubblewrap, cellophane and tissue paper as best suits the work. **GO SLOWLY and BE CAREFUL WITH SCISSORS and KNIVES** as they can nick the painting inside the wrapping. **YOU HAVE BEEN WARNED!**
4. Lean the painting(s) against a wall and enjoy the pleasure of owning something so special ☺. Then clear away the packing before you trip over it and fall against the painting!
5. Hang the painting(s) using either the cords fitted by the artist if framed, or the invisible bracket system we have provided if a box canvas – see over.

INVISIBLE HANGING

To hang the painting flush against the wall, without any fixing visible from the front, use the small brass bracket(s) we have fixed on the back.

- Picture pins in your wall are all that is needed.
- Screws could be used for greater firmness and strength. It depends on the weight of the painting and the strength of the plaster in your wall.
- The square brackets have serrated edges. Just place the bottom edge onto the pin. Yes, it is as simple as that, and, yes, the very bottom edge, not any of the inner edges. The whole square bracket just rests on the pin. The serrations and the lips at the corners will prevent the painting from any movement or sliding off. It seems suspiciously simple but it really works well – we use them ourselves in the gallery.

FIXING with 2 BRACKETS

1. You will need a spirit level to position the second pin level with the first.
2. One bracket at each side has been fixed on by us, with the bottom edges at exactly the same distance below the top edge of the painting – but check! The distance will be 15cm for most paintings but may be 20cm or 10cm for larger or smaller paintings.
3. You will see X's midway on each side of the brackets. Identify the bottom X on each bracket and measure the distance between the corresponding X's on each.
4. Position the painting where you want it to hang and one of you hold it there!

5. Mark the wall lightly with a pencil along the top horizontal edge at one side, above the X on that bracket. If critical, mark the vertical edge also, level with the X.
6. Put the painting down for now.
7. Measure 20/15/10cm down from your pencil mark to position the first pin/screw. For side accuracy, measure in the distance of the X from the vertical edge mark.
8. Use a spirit level to mark on the wall the distance to the X on the other bracket.
9. Fix the pins/screws into the wall where marked. Leave just enough length sticking out so that when the bracket rests on it, the pin or screw head neatly restrains the painting against the wall. The brass bracket can be bent (very gently!!) so that the head of the pin or screw *slightly* presses the painting onto the wall with no gap or freedom to move.
10. Final adjustment to make level. It will be impossible to adjust the pins/screws in most walls so there is provision to adjust the brackets on the painting. The screws fixing the brackets to the painting frame can be loosened and a few mm adjustment up or down on each side can be made to get the level perfect.

This neat hanging system is supplied by a major framing supplies company, Lion Framing, in Birmingham. Check out their instructions at www.lionpic.com (search for CWH1) – but they are not as clear as ours!

DISCLAIMER: *Having said all this good stuff, sorry, we have to cover ourselves by saying that the use of these brackets is totally at your own risk! Do call to discuss any doubts or questions. To date, we have had no problems of any sort reported by customers.*

Finally - we wish you pleasure every time you look at the lovely painting you have chosen!