

BAJA STUDIOS

HOW TO PACK and LABEL

Boxes

All boxes and crates should be labeled with the name of the show, the department and person they are going to. If there is more than one box or crate, three for example, label them, *Box 1 of 3*, *Box 2 of 3* and *Box 3 of 3*. Boxes occasionally get separated from trucks and/or larger shipments or arrive at the border without information as to what they contain or who they are for -- so the more complete they are labeled, the faster they will find their way to you. Advise your vendors to label their boxes well.

Trucks

Make sure all drawers, shelves and boxes are labeled (i.e., *Box #5*, *Drawer #1*, *Shelf #3*, *Rack #4*, etc.), and that each area is both accessible to inspection and easy to locate. The contents of each box, drawer and shelf should be reflected on the shipping manifest.