

# NLM Traveling Exhibitions

## Shipping Instructions

The National Library of Medicine (NLM) provides the following shipping information to help NLM traveling exhibition host venues prepare and ship exhibitions to their next display sites.

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### Shipping Arrangements

About two weeks before the end of the exhibition booking period, NLM will send you an email with contact information for the next host venue and a delivery deadline. Please plan for the following to allow the exhibition to reach the next destination by the provided deadline.

1. Contact the next host venue to confirm their shipping address and finalize outgoing shipping arrangements.
2. Allow at least three days for delivery.
3. Ship the exhibition to the next host venue, using a trackable service with a shipper such as FedEx, UPS, or DHL.
4. Share the shipping details and tracking number with the contact at the next host venue and NLM.

### Exhibition Container Preparation

Following these steps ensures that the exhibition is packed, shipped, and delivered in good condition.

1. Allow one day for deinstallation and packing of the banners and hardware.
2. Find a packet of FedEx hang tags and plastic ties inside a shipping container. If you do not find the tags and ties please contact NLM so a new supply can be sent immediately.
3. Place a shipping label in a hang tag and **secure the tag with a plastic tie to each container.**
4. Pack the banners and hardware into the cloth bags and place them into the container(s). Please refer to the installation guide for packing instructions.
5. Secure the container lid, checking that latches are locked and flat against the container. If the container has straps across the lid, secure the buckles and tighten the straps.

Please contact Jane Markowitz, Traveling Exhibition Services Coordinator, at [jane.markowitz@nih.gov](mailto:jane.markowitz@nih.gov) or 301-827-5276 if you have any questions.