



HOW TO PACK A MANNEQUIN FOR SHIPMENT



At Mannequin Madness we ship hundreds of used mannequins a year. Used mannequins do not come already pre-packed in tiny boxes like the new mannequins are that we get from China. So we had to create our own packing procedures and over time we have discovered the best products and procedures to use.

And since most of the time our used mannequins are one of a kind items, it is critical they arrived without being damaged in transit. Because even if we insured them, they were irreplaceable!



Thanks to these packing procedures developed by our logistics manager, Eric W. Brown, we rarely have complaints about mannequins arriving damaged. Even when the boxes have arrived crushed or dented, 95% of the item the contents are still intact.

Unfortunately large packages seem to be handled in a very rough manner by the shipping companies - even though they charge a premium price for large boxes! So while we can't guarantee that you will NEVER have a damaged mannequin, if you follow these procedures, we can strike the odds in your favor.

MATERIALS NEEDED:



● **Tape:** Carton sealing tape that is 2” wide and an industrial size tape gun holder.



● **Boxes:** If you are shipping a full size adult mannequin (versus a torso or child size mannequin) you will need 2 boxes that are 16”x 16”x 36”. Even if the mannequin splits apart at the waist you will need two boxes because you will telescope the boxes (more about that later)



● **Bubble wrap:** You can use loose bubble wrap but we recommend bubble wrap tubing which comes on a roll. We use the 12” wide to pack arms and the 24” wide for the legs and torso.

Bubble wrap tubing allows you to cut the desired length you need and then insert the appendage inside and it will be cushioned on all sides.



● **Packing material:** Air pillows are the best, followed by packing peanuts. You can also use shredded paper but you will need a lot more paper to provide enough cushioning and paper adds more weight to the box than air pillows or packing peanuts.

Please don’t skimp on the packing materials. This can make a HUGE difference in how the mannequins survives the journey.



Step 1A

Disassemble the mannequin. Tape the bottom of one of the 16" x 16" x 36" boxes and put in the mannequin stand first. Reinforce each seam on the box with tape.

If the base is metal, place it flat in the bottom of the box. If the rod is not soldered to the base, remove it and tape it to the metal base.

The stand will be the first item you put in the box. If the stand is metal put some tape on the bottom so that it will stick to the bottom of the box and not shift during transit. Place it flat in the bottom of the box. If the rod is not soldered to the base, remove it and tape it to the metal base. The add air pillows or packing peanuts on top of the stand.



Step 1B

If the base is glass, remove the metal rod from the flange and wrap it in bubble wrap. Then tape it to the base. If you have some old cardboard that is ideal to wrap around the glass base. Otherwise use the bubble wrap tubing.



Step 1C

If you have a glass base put the air pillows or styrofoam peanuts in the bottom of the box BEFORE putting the base inside. And put the base in diagonally like this:



Step 2A

Unroll the 12” bubble wrap tubing and cut enough material to extend slightly past length of the arms. Then put the arms inside the tubing.



Step 2B

Fold over the end of the bubble wrap on top of the hands to create a cushion for the fingers so they don't get broken during transit. Then tape the ends closed. *****

*****If the hands detach you can take them off of the arms and wrap them individually for extra protection.*





Step 3

Use the 24" bubble wrap tubing to wrap each appendage individually and close the bag with tape. Sometimes you can put a single leg in the 12" bubble wrap tubing. If the legs do not detach, they should both fit inside the 24" tubing.



Step 4

If the mannequin is one solid piece, then slide the entire mannequin into the bubble wrap tubing and tape it closed.



Step 5

It is always helpful to fold extra bubble wrap over the face of the mannequin. 'Cause if the face gets damaged during transit you can't conceal the damage with clothing like you can if damage happens on other parts of the body.



Step 6

You will now need to telescope the boxes in order to finish the packing. Telescoping is the practice of using two or more boxes of the same size to extend the size of the box needed to ship the product.

Start by taping the flaps of the box that would normally seal the box into an upright position.



Step 7A

Follow these next for steps if the mannequin splits in half. If the mannequin is one solid piece, skip to step 8.

Put the limbs in the box starting with legs, followed by the torso and then put the arms in the empty spaces.



Step 7B

Measure how far the contents extend beyond the edge of the first box, add 8 inches to this number of measure. You will know how much to cut from the second box to complete the package.



Step 7C

Place this box over the box with the mannequins. And tamp it down to get a good fit.



Step 7D

Add more packing material to fill all the empty spaces. Seal the top of the second box.

Then seal the seams together of the two boxes with a band of tape going vertically on each corner.



Step 7E

Then place one band of tape dead center between the boxes and go horizontally all the way around the boxes. Repeat with another band of tape on top of this one.



Step 7F

Add fragile stickers with the arrows facing the direction where the head of the mannequin is pointed . Voila !



Step 8A

If the mannequin is one solid piece it will be tall enough so that you can telescope the boxes without having to cut the second one down to size. Just lift the flaps of the second box and slide it on the box with the mannequin.



Step 8B

You will most likely need to stand on a step ladder in order to reach over the top to add more packing materials and tape the top closed. Then seal the boxes as in steps 7d -7f.





We put two labels on the box. One the is generated by the shipping carrier. Then we put a large label with our name and address so if the shipping label comes off, they will have our return address.

We buy all of our packing supplies from Uline. If you buy \$300 worth of packing materials at once from them, they ship it for free! Your local packaging store is also a good resource for packing materials. Sometimes they have recycled air pockets and styrofoam peanuts they will sell you at a deep discount.



We hope you found this tutorial helpful.