

SHIPPING INSTRUCTIONS

Marimbas, Xylophones, Vibraphones & Glockenspiels (Full instruments)

❖ Pack the Instrument's Bars

There are 2 ways to pack bars:

- For instruments strung up (Marimbas, Xylophones and Vibraphones, etc.)
 - Roll up each set of bars (strung up) in bubble wrap, then tape tightly (in bubble).
 - For instruments not strung up (Glockenspiels, Song Bells, etc.)
 - Un-string the bars and wrap a few at a time in newspaper, keeping the bars separated.
- Pack very tightly with plenty of packing material in a very good solid box and **TAPE ALL EDGES AND CORNERS.**
 - No packaging peanuts please (They don't work well and make a mess)
 - For **Glockenspiel bars** please use a double box.
 - Best to add a second layer of cardboard inside the walls of the box—all 6 sides.
 - For larger sets of **Marimba bars** that are rolled up, consider using two boxes.
 - One box for the accidentals and another for the naturals.

Include inside the box -

- A cover letter with name, school, store, orchestra, etc., shipping and billing info, telephone(s), e-mail, etc. and instructions.
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❖ Pack the Instrument

Marimbas, Xylophones, Vibraphones, Song Bells, Etc.:

- Wrap all the instruments parts in bubble wrap
 - Resonators, Rails, Casters, legs, etc.
 - Pack the wrapped parts inside good solid boxes with at least 2" of space on all edges. You can purchase the boxes at a shipping store or often get them for free from bike shops, appliance/furniture stores, etc.
 - Place extra cardboard inside the box along all sides and ends. (especially do this with heavy parts such as resonators and large end pieces)
 - Fill the extra space in the boxes with tightly packed newspaper or bubble wrap.
 - Tape all edges and corners.

- **If packed correctly** there should be no movement of parts within the box. If you shake the box and you feel/hear parts moving you need to add more packing material.

Glockenspiel Case:

- For a folding case - secure the accidental rails inside the case with newspaper or bubble wrap so that once it is latched closed the rails do not move around inside the case.
- Once the case is latched closed without any movement inside it: Pack the case inside good solid boxes with at least 2" of space on all edges. You can purchase the boxes at a shipping store or often get them for free from bike shops, appliance/furniture stores, etc.
- Place extra cardboard inside the box along all sides and ends.
- Fill the extra space in the boxes with tightly packed newspaper or bubble wrap.
- **If packed correctly** there should be no movement of parts within the box. If you shake the box and you feel/hear parts moving you need to add more packing material.

---And remember to insure your boxes---

Ship to:

**Fall Creek Marimbas
64-G School St.
Victor, NY 14564
585-924-4790**

(FedEx or UPS is best.)
