

# 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 on cord) in bubble wrap.
  - For instruments not strung up (Glockenspiels, Song Bells, etc.)
    - Wrap the bars a few at a time in newspaper, keeping the keys 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 (or multiple layers of newspaper)
  - 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:**

- Secure the rails inside the case (disregard if the rails are mounted) 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 either, 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  
315-879-0885**

**(UPS or FedEx is best.)**

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