

EXHIBITION SERVICE

How to coordinate the transportation of works of art ?

Exhibition organizers and transport managers in large cultural institutions : you commission us to transport an exhibition.

Lenders : you want your works to be routed according to your requirements. Couriers : you rely on our assistance.

How should the complex relations between organizers, borrowers and lenders be managed ? How can efficiency, security and meeting deadlines be reconciled in all circumstances ?

For all exhibitions, a specialized team handles these issues.

With skills in all aspects of transportation and packing, full knowledge of museums, bilingual and trilingual staff, an effective computer system and real-time communications facilities, we can meet these everyday challenges.

At LP ART, your contact, from the order to the bill, is the coordinator. The fact that he is thoroughly familiar with his role ensures efficiency and facilitates collaboration.

Coordination methods

WHAT HAS TO BE COORDINATED ?

Transporting exhibitions involves a series of customized operations that must be coordinated quickly and according to a defined budget (e.g. 25 foreign arrivals, 10 region arrivals, 15 truck journeys in Paris). For each operation everyone involved must work in perfect coordination.

An air arrival for instance, will involve :

- the lender and his courier,
- the dispatching agent,
- the airline,
- our supervisor at the airport,
- our customs clerk,
- our drivers, with a truck and suitable equipment,
- the staff of the museum borrowing the works.

Coordination is a genuine profession involving assessing, planning and managing all these movements.

WHAT CONDITIONS ARE NEEDED FOR EFFECTIVE COORDINATION ?

At least three conditions are necessary for good coordination of all these movements :

- **Knowledge of all the aspects of the profession** : routing (air, land or sea), packing, handling, security rules, administrative and customs formalities, etc
- **Rigorous method** : operations are organized and conducted in a defined order, ensuring that all the data are available and that coherent instructions are issued at each stage of the operation. The exhibition coordination software installed by LP ART creates an obligation as to method and uniformity of the procedures and the documents issued. It leaves room for initiative while banishing improvisation.



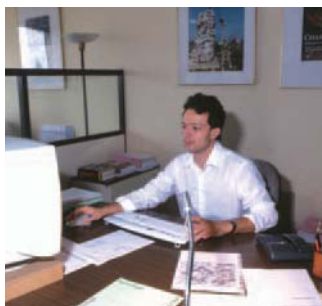
Coordination methods



→ **Good tools** : a battery of fax machines, e-mail, GSM communications, liaison with the central customs computer (SOFI) and, for each coordinator, a high-performance computer equipped with specialized software to manage schedules and edit documents.

WHO IS RESPONSIBLE FOR COORDINATION ?

At LP ART, eighteen exhibition coordinators are at your disposal in Paris and elsewhere in France. Everything affecting the protection of the works and the security of the transport conditions comes under their responsibility. In practical terms, the coordinator makes appointments, orders the manufacture of the crates, draws up a packing list, issues the various work and transport documents, prepares the customs and fine arts documentation, makes freight reservations and maintains permanent contact with the lenders, borrowers and correspondents in other countries.



How can you avoid temporary overloads ?
How can you prevent problems of security or equipment damage ?
How can you monitor a journey in another country from a distance ?
The coordinator will be able to give you the answers.

The coordinator's role at LP ART

- receiving and processing the list of works to be transported,
- agreeing with the client on the methods to be set out in the estimate,
- drawing up the schedule,
- having the crates made,
- making preparations for the customs and fine arts formalities,
- making all necessary transport and travelling reservations for the works and couriers,
- ensuring security for the freight,
- organizing transportation and handling (trucks, teams, tools, etc),
- placing orders with correspondents in other countries,
- monitoring the operations and keeping the client informed on a daily basis,
- issuing the documents corresponding to each movement,
- receiving all the documents after the services have been provided,
- preparing invoices.

Works & organization documents

SITE VISIT REPORT

The site visit report is a document summarizing all the information about a work (particularly the dimensions and materials) in order to make arrangements for its handling and packing.

INSTRUCTION SHEET

The instruction sheet is a general document containing important technical instructions for each operation : number of staff and resources to be available on a particular date at a particular address.

COLLECTION/DELIVERY SHEET

The collection/delivery sheet contains all the data on the collection and delivery addresses. The works, crates or packages to be transported are clearly stated. The collection/delivery sheet, signed by the sender and the recipient (who may state any reservations) is the official transport document for all road trips in France. For foreign countries, a corresponding transport order is also required, as approved by the French Ministry of Transport : the CMR.

ROUND

A round is a series of collections and deliveries made consecutively over one or more days.

The document includes : the collection/delivery addresses and dates, the number of kilometers, the departure and arrival times, the visiting times and any useful comments.

PACKING LIST

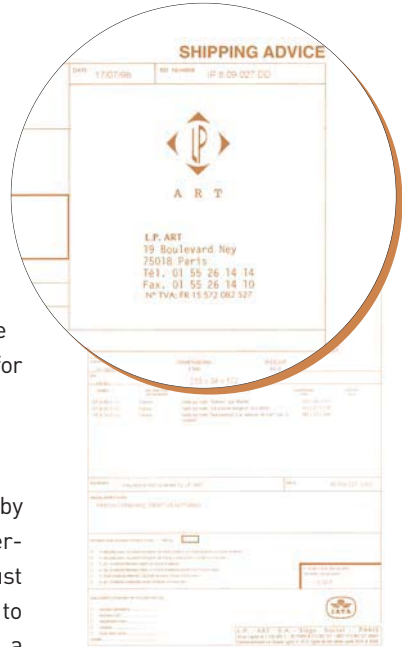
The packing list defines the contents of the crates : number of works, dimensions, titles and reference numbers. If there is a large number of crates, a list of the crate reference numbers is attached to the packing list.

Works and organization documents

SHIPPING ADVICE

The shipping advice shows all the characteristics of a consignment. The original is sent to the addressee before departure. This is an important document, so check it carefully.

For example, a shipping advice must include the following information : sender's identity, addressee's identity, number of crates, dimensions and weights of the crates, flight and air waybill numbers, flight departure and arrival times, courier's name, payment instructions for the consignment, insurance and specific comments.



SCHEDULE

A good schedule is simple and must be understood by everyone involved (drivers, customs clerks, airport supervisors and also exhibition organizers or curators). It must be standardized for all those involved and must be easy to amend as and when any changes occur. At LP ART, a schedule is drawn up on the basis of the following information : date and time of the operation, type of operation, total number of crates, crate numbers, courier's name, collection address, comments and additional requirements.

mardi 21 septembre 2004

Heure	Opération	Agent / Prêteur / Destinataire	Nb de caisses	Dimensions	Convoyeur	Hôtel	Divers
08:35	Arrivée Canada 2 ----- Arrivée sur vol AF 359 en provenance de Toronto. Accueil du convoyeur, transit, transport et livraison au Grand Palais.	- Addison Gallery of American Art - Cammann (Cortland) - FOOG ART MUSEUM - Musée des Beaux-Arts de Lyon - Musée du Petit Palais Calverson - TATE GALLERY - The New York Public Library	11 caisses	07-147X30X122 08-87 x 76 x 76 09-87 x 73 x 76 12-91 x 42 x 68 30-114 x 41 x 97 31-127 x 38 x 122 32-163 x 48 x 148 33-147x55x139 40-138 x 24 x 109 44-199 x 32 x 155 51-89 x 71 x 49	. Mme Marlin Begut (Musée du Petit Palais)		Dop 12669 1/25M3 2 inst. Dop 12670 1/ Vito 1 Superviseur

mercredi 22 septembre 2004

Heure	Opération	Agent / Prêteur / Destinataire	Nb de caisses	Dimensions	Convoyeur	Hôtel	Divers
08:35	Arrivée Canada 3 ----- Vol : AF 359 Accueil du convoyeur, transit, transport et livraison au Grand Palais.	- INDIANAPOLIS MUSEUM OF ART - TATE GALLERY	6 caisses	01-110 x 43 x 100 02-133 x 44 x 118 03-157 x 67 x 130 06-214 x 48 x 143 11-157 x 43 x 136	- Mr Smith	Hôtel Mercure Haussmann 20, rue Roquépine 75008 PARIS Tél : 01 42 68 11 64	Dop 12671 1/25M3 2 inst. Dop 12672 1/ Vito 1 Superviseur

A well-drawn-up schedule is one that the client and installers understand immediately : it is the best sign that an operation is properly under control.

Official transport documents

Legally, each transport method has a corresponding document binding on the carrier and limiting its liability.

TRANSPORT ORDERS

Transport method	Transport order	Use
Road	LP ART collection/delivery form	Sufficient for any road transport in France.
	CMR international waybill	For all European and international road transport.
Air	Air waybill (AWB)	Single document accompanying the freighted work. Initially, the collection/delivery form is used as the transport document up to the border point in the airport. On arrival, the air waybill is required for customs clearance.
Sea	Bill of lading (BL)	The original is sent by post and a copy accompanies the work on the boat.
Rail	CIM waybill	For all rail transport.

The safety certificate

A new development dating from March 2004, the safety certificate is issued by companies holding authorized agent certification. The document, a copy of which must be attached to the AWB, sums up the package's history from the time of its closing and its visual control to the time of its delivery to the airline. It provides proof that the freight is secure.

Official transport documents

AWB 131 1763 1740

Nome et adresse de l'expéditeur / Shipper's Name and Address
**Galeries Nationales du Grand Palais C/O L.P.
ART - 19 Blvd Ney - 75018 Paris**

Numero de compte de l'expéditeur / Shipper's Account Number

LETTRE DE TRANSPORT AERIEE
Not Registered
Emission
Not Registered
AS GURILL
Issued by
L.P. Art Galerie L.P. et C. Co. S.A.

Nome et adresse du destinataire / Consignee's Name and Address
**Koza Kobunka Museum
61 Okamoto-cho - Tenjinmaji-Iradegawa -
Kamigyo-ku -
JP-602 KYOTO**

Numero de compte du destinataire / Consignee's Account Number

Relevé de marchandises
Il est précisé que les marchandises énumérées ci-dessous sont destinées à l'usage de l'Etat et qu'elles sont destinées à être transportées conformément aux règlements en vigueur de l'Organisation Mondiale du Commerce.
Il est précisé que les marchandises énumérées ci-dessous sont destinées à être transportées conformément aux règlements en vigueur de l'Organisation Mondiale du Commerce.

Numero de ville de l'agence de transporteur aérien / Agency Code and City
**LP ART PARIS
19 Boulevard Ney
F-75018 PARIS**

Code IATA de l'agence / Agency IATA Code
20 47040/7510

Numero de compte / Account No.

Aéroport de départ (Adresse du premier transporteur) et itinéraire nominal / Point of Departure and Itinerary Routing
ROISSY CHARLES DE GAULLE

Par quelle compagnie / Issuing Airline
SA JAPAN AIRLINES

Par quelle destination / Airport of Destination
JAL 426/10

CCO
Document de transport / Handling information

ORD NY France

Chicago - O'Hare

INVOICE ATTACHED
Also notify - DETROIT DESTINATEE
OF ART - 3200 Woodward Avenue
USA-48202 Detroit - ETATS-UNIS - FL

Item No.	Quantity	Unit	Weight	Volume	Value	Description
1	323	Kg	323	2,72	2.509,00	Exhibition material 1 crate 232 x 39 x 213 cm

COURIER ON BOARD - Mes Amis POUCHÉLOIS
FRAGILE
MUSTY AS BOARDED
PLEASE HANDLE WITH CARE
PLEASE KEEP UPRIGHT AT ALL TIMES
PLEASE PROTECT FROM ELEMENTS AT ALL TIMES

Rate	Weight	Volume	Value
2.509,00	0,00	AWA :	9,10
0,00	0,00	CHC :	13,60
0,00	0,00	NYC :	32,30
0,00	0,00	ICC - ART - SA	
22,10	0,00		
98,10	0,00		
2.429,20	0,00	16/02/04	PARIS - Aurelia MARLEOT

AWB 057 5466 6461

Air waybill (AWB).