

## FINNISH NATIONAL GALLERY

### Shipping Requirements for Outgoing Loans

#### General

An FNG Registrar must approve all travel arrangements and routing in advance of the shipment. Any forwarding agent and/or its subcontractors (hereafter Forwarder) transporting FNG works has to be authorized to transport fine arts i.e. be a member of an international forwarders' industry organization specialized in fine arts transportation, unless otherwise agreed.

All trucks and trailers transporting FNG works have to have passed mandatory roadworthiness tests in the country in which the vehicles are registered. The Forwarder also has to meet any relevant requirements applied by Finnish Customs and its foreign equivalents, insurers and/or providers of Government Authority Indemnification.

The Forwarder provides the FNG with knowledge and service so that transportation to/from the FNG is performed in line with FNG museum standards and requirements.

#### Transportation by Truck

Trucks and trailers must have climate-control, insulated walls, air-ride suspension, working tailgate lifts, dual drivers as well as burglar/assault alarms and GPS-connected surveillance system, unless otherwise agreed.

All vehicles must also be equipped with mobile phone with cell coverage in the current area/s and approved locks. Temperature control has to operate both on fuel and on electricity. The temperature is adjustable to + 20 degrees Celsius +/- 4 degrees and maintains an even curve.

FNG works have to be secured with wall rails and clean straps in the vehicle cabinet. If needed, complete and clean supportive materials (blankets, paperboard etc.) must be used to protect the works.

After the FNG works have been loaded into the vehicle cabinet, they cannot be reloaded or rearranged, unless otherwise agreed. No storage is permitted without prior permission of the FNG Registrar.

Transportation must be performed without interruption, save for necessary breaks and overnight stays. During breaks, trucks transporting the FNG works must never be left unattended. At overnight stays, the fine art truck has to be locked in under supervision and kept in compliance with the temperature control provisions above.

#### Air Shipments

The Borrower/Forwarder surveys available and suitable flights: what airlines traffic the route, the freight capacity of the aircrafts and what aircrafts have palletised and/or container cargo. Direct passenger or cargo flights are preferred. If non-stop flight is unavailable, the Forwarder has to make arrangements for its shipping agent and/or the FNG courier on location of the flight's stop to be present at the airport to ensure that the artwork is not off-loaded or transferred to the wrong aircraft.

All cargo is to be wrapped in plastic, and properly strapped and netted whether palletised and/or containerised. Crates are to be transported in an upright position, in the flight direction and well strapped. The following items must not be placed on the same pallet or in the same container with the artwork, although they may be elsewhere on the aircraft: liquids, live animals, hazardous materials, ammunition, flowers and plant material, and food.

The Borrower/Forwarder shall notify the FNG registrar beforehand if scanning, sniffing or x-ray will be performed at the airport. The FNG loans must be on a separate air waybill with expedited customs clearance. Opening of the crates at the airport is prohibited, unless the Forwarder's agent and/or FNG courier is present. If intermediate storage is required, the crates have to be kept in VIC (Very Important Cargo), or similar storage facilities.

The Forwarder and/or the FNG courier supervise the FNG works during unloading from the truck at the airport until they are loaded and secured in the aircraft. Once the crates have been left on the pallet or in the container in VIC, the Forwarder shall prevent their reloading or alterations on the pallet or in the container without the FNG courier's express approval. The Forwarder should provide a copy of the air waybill, pallet number(s), and loading position within the aircraft to the FNG courier. The Forwarder assists the FNG courier and arranges necessary permits to enable the FNG Courier to supervise unloading of the crates at the receiving airport.

#### **Courier Accompaniment**

The FNG shall make every effort to keep its courier costs to a minimum. The need of a courier is separately assessed for each loan.

Unless otherwise agreed, the FNG couriers are required to escort their shipments from the moment of departure through the moment of delivery at the final destination. Couriers shall always be met by English speaking staff at the Forwarder's or its subcontractors'.

The FNG courier must be present for unpacking, condition check, and installation of arriving FNG loans, and must also be present for de-installation, condition check, and re-packing of return (and/or ongoing) FNG loans.

The FNG courier will travel in business-class when accompanying the artwork, and in economy when traveling without the artwork. The FNG invoices the Borrower separately for any of the courier's local transportation costs.