



THE DENVER  
ARCHITECTURAL  
FOUNDATION



## Boxes Needed!

We need your help to acquire a variety of boxes for our young builders to use to create **Box City 2017**! Box City will be held on **Saturday, April 29 from 9:00 to 2:00 PM** at the Wellington Webb Municipal Building.

**What?** Boxes! Lots of boxes! And tubes too!

**What should the boxes and tubes be made of?** **Cardboard. Just cardboard.** We will **not** accept boxes, tubes, or any objects that are made of or contain plastic, metal, glass, wood, foamboard, vinyl, styrofoam, sheetrock, wire, or anything else that isn't cardboard. **Just cardboard.**

**How big should the boxes and tubes be?** We want a wide variety of box shapes and sizes to encourage creative structural design by our young builders! However, a box can be too big for Box City.

Please do **not** donate boxes that are larger than approximately 2 feet in any dimension. Smaller boxes ranging from just a few inches up to 2 feet in dimension are welcome. Tubes should not exceed 6 feet in length.

We **do** want boxes and tubes that are...

- Made of quality **cardboard** only.
- Structurally sturdy—no bent or buckled sides, smashed corners or edges, etc.
- Complete—boxes should have six sides (fully enclosable) or five sides (open on one side)
- Clean—please, no boxes that are dusty, dirty, greasy, grimy, etc.
- Empty—please remove all packaging inserts, styrofoam peanuts, shipping labels, receipts, etc.
- Safe—please remove any metal staples from open box flaps. Staples that are firmly secure in holding the box together are OK.
- Examples of good boxes: smaller moving boxes, file storage boxes, printer/copier paper boxes, shoe boxes, etc.
- Examples of good tubes: paper towel tubes, plastic wrap/aluminum foil tubes, gift-wrap tubes, shipping tubes (round or triangle-shaped).
- Unassembled (flat) boxes that can be assembled into a complete box by Box City volunteers are welcome!

**We do not want boxes and tubes that...**

- Directly held food or produce
- Contained hazardous or toxic materials
- Are flimsy or made of thin cardboard, such as gift boxes from department stores
- Have excessive tape holding them together
- Contain non-cardboard components like plastic, wood, etc.
- Have holes, openings, or missing parts

**When and where to drop off your boxes?** We will have two Box Drop-Off Times:

**Friday, April 28 from 5:00 – 7:00 PM**

**Saturday, April 29 from 7:00 – 9:00 AM**

Our Box Drop-Off Zone will be on Court Place in front of the main doors to the Webb Building. We will have two curbside parking spaces bagged for exclusive Box City use. Box City volunteers will be waiting curbside to receive your boxes.

We do not have any means of storing boxes off-site before the event. Boxes must be dropped off at the Wellington Webb Municipal Building during these two Box Drop-Off times only.

Please see the map on the following page.

**Questions?** Please send your questions to Box City 2017 co-chairs:

Jason Morrison ([jpmorrisonco@gmail.com](mailto:jpmorrisonco@gmail.com)) or

Ken Schroepfel ([ken.schroepfel@gmail.com](mailto:ken.schroepfel@gmail.com))



**Wellington Webb Municipal Building  
Court Place between 14th and 15th Streets**



**Box Drop-Off Zone (approximate location)  
Volunteers will be curbside to receive your box donations**