

## 10 Exhibition medals, certificates and prizes

### 10.1 Medals

The NZPF regulations [clause 6.3] currently state medals shall be awarded for entries in classes where medal levels are assessed except for adult development 8-page (½-frame) and youth development.

In addition, generic medals, the 'Len Jury' medal, are issued for first-time exhibitors to encourage such entrants. The 'Len Jury' medal is provided on request by the Federation once entries have closed for the exhibition and numbers of medal required are known.

#### **Design of medals**

The NZPF regulations indicate originality in size or shape of medal is acceptable. The design would usually have a strong link to the exhibition logo, and this will have an influence in the shape of the medal another major factor being cost.

While originality is accepted consideration should be given to the distribution to exhibitors who were not present at the exhibition or for commissioners who are obliged to carry the medals for all exhibitors, they are responsible for. Thus weight, volume and robustness should be considered.

#### **Distribution of medals**

Normally medals are given to:

- Exhibitors – one for each exhibit.
- Jury members – one for the Chairman, secretary and each judge (including any apprentice).
- Commissioners – one for each.

Commonly they are also given to:

- The dignitary, if used, who opens the show.
- Each member of the organising committee including NZSDA, NZ Post and NZPF representatives
- Non-committee members who have made a major contribution to the show.

#### **Acquisition of medals**

The estimate of the number required is used in obtaining quotes particularly if seeking funding to cover the cost (and some funding agencies do consider requests to cover the cost of medals). The chosen supplier will have lead times for manufacture and delivery to be considered.

Once obtained the medals are stored and handed to the bin room manager when the show commences.

### 10.2 Certificates

The NZPF Regulations [clause 6.2.8] state 'every award will be supported by a "certificate", recording the award, Felicitations if expressed, the name of the exhibitor and the title of the entry.'

#### **Design of certificates**

Most certificates issued by exhibitions are printed on A4 in portrait orientation. There is no requirement for this orientation or size but many of the exhibitors will have received other certificates in the past and may well place them in a folder which benefits from having similar size and orientation.

The certificates are expected to clearly describe the name, date and location of the exhibition and commonly the masthead style including the exhibition logo is used for this purpose.

With colour printers more readily available the organising committee should determine which of the following to adopt:

- pre-print certificate stock and print details onto this stock; or
- print design and details directly onto blank stock.

The former could mean the printing task may be quicker and marginally cheaper in terms of printing cost, particularly if a black and white printer is all that is required, but adequate pre-printed stock is needed to ensure it does not run out. The latter provides more flexibility and less waste stock but could take marginally longer and the printing more expensive.

The certificates are commonly light card with a weight of 160 gsm and although this could be heavier the weight is limited by the capability of the printer used for printing the details of exhibitor, etc.

It was once common for the information to be applied by a calligrapher, but such skills are not common now. In addition, the time between final notification of the awards and presentation at the Palmarès can be extremely short which can create problems with hand-printing. While some people might like the outcome, this method is not recommended.

If pre-printed stock is to be used this should be produced well in advance of the show.

#### **Printing of certificates**

The jury secretary now uses a software programme which creates a mail merge file ensuring the correct information, fonts and layout is used to fit within the space available on the certificate.

It is important to note the jury chairman may not be able to 'sign-off' on all the awards until as late as midday on the Saturday, the day of the Palmarès. Consideration should be given for electronic signing of the certificates.

Only then can printing of all the certificates proceed. This task should be completed, and the certificates handed to the bin room manager in time for them to be sorted for presentation to those exhibitors who will be present at the Palmarès.

### **10.3 Exhibitor prizes**

#### **Range of prizes and awards**

The NZPF regulations describe general conditions relating to a range of prizes in clauses 6.2.3 to 6.2.5 and 6.4. Specific or additional points the organising committee should note follow.

(a) **Grand Award**

The Grand Award is now provided by NZ Post (previously a committee could arrange for purchase and seek reimbursement). As this is the major award for the exhibition it is normal for the catalogue to contain an image of the prize. The request to the NZ Post representative seeking an award should therefore be made in time to allow for production of the catalogue and the request should also ask for an image suitable for publication.

(b) **Runner up to the Grand Award (Fletcher Cole Memorial Trophy)**

The trophy is funded from the Fletcher Cole Memorial Trust (administered by Federation) and the organising committee may select the object (up to a value currently of \$400) and seek reimbursement through the treasurer or secretary of Federation. An application for this refund before the show is acceptable. Again, an image of this prize should be obtained and included in the catalogue.

(c) **Youth Grand Award**

Recent exhibitions have included a Youth Grand Award (provided by PYC).

(d) **Campbell Paterson Ltd Award:**

The organising committee should write to the sponsor to ensure this award 'for an outstanding exhibit of New Zealand material' will be available for the exhibition and, if so, ensure suitable acknowledgment of the award is given.

(e) **Mowbray Collectables**

Recent exhibitions have included a cash award provided by Mowbray Collectables 'for an outstanding exhibit by a New Zealand resident'. The organising committee should approach Mowbray Collectables to ask if a similar award will be available and, if so, ensure suitable acknowledgment of the award is given.

(f) NZPF Travelling Awards

The NZPF travelling awards Federation Cup, One-frame Tray, Marcel Stanley Trophy and Banfield Cup are presented on behalf of NZPF at each national exhibition. As described in the NZPF Approved Regulations, this requires the organising committee to ensure:

- Questions on the entry form enable determination whether an exhibitor is eligible for consideration of one or other of the awards.
- The secretary of NZPF has ensured the previous winner of an award returns it to NZPF or the organising committee before the exhibition.

(g) Richard Armstrong Memorial Award

As described in NZPF regulations the exhibition organising committee should, once entries have closed and the potential exists for the award to be granted, write to the Zeapex Trust seeking confirmation an award will be available and its nature. The Zeapex Trust will typically also provide material to accompany the award to give background to it.

**Note:** NZPF has agreed it will make reimbursement for the costs associated with engraving the recipient's name on the NZPF Travelling Awards and the Richard Armstrong Memorial Trophy. This recognises it is not generally possible to engrave the names on the trophies before they are presented to the recipient. The organising committee should make recipients aware of this. If the engraving is not carried out the secretary is obliged to have this done before making the trophy available for the next exhibition and timing could become critical.

(h) Other Special Awards

The organising committee should seek donations of awards from societies and individuals. Efforts should be made to obtain sufficient prizes to allow most classes to have a special prize (not necessarily 'Best in Class') and most youth exhibitors to receive something.

A donor should be encouraged to suggest a preferred recipient (e.g. a thematic or open exhibit) but it should be made clear the decision about who receives the award rests with the Jury chairman.

**Store and list prizes**

The prizes and awards will arrive over a significant period before the show and some, e.g. the Federation travelling trophies and late donations, may even arrive on set-up day. A secure place for holding them up to and including set-up is required.

A table should be prepared listing all the prizes. This should include the name of the donor the nature of the prize (e.g. if it were a book the title and author) and any requirement in terms of how it is to be won (this applies to awards (a) to (g) above) or the preference indicated by the donor (awards (h) above). Appendix 10.1 provides an example of the table that should be prepared.

The list can also be used for preparing labels which are used to identify the awards and their donors when they are displayed at the venue (see section 11.6). These labels, apart from informing the public, also assist in ensuring the right prize is given at the appropriate time to the right person.

Information relating to the eligibility of exhibits or exhibitors is entered by the exhibits officer with assistance from the secretary for Federation and the jury secretary. During judging suggestions are made of possible recipients and with the agreement of the jury chairman the name and exhibit details are added by the jury secretary.

The completed table is intended to be used by the committee of judges appointed to recommend appropriate recipients to the jury chairman whose decision is final. Once approved it is the basis for the prizes in the Awards List and for presentation at the Palmarès (see section 15).

## 10.4 Distribution of medals, certificates and special awards

### Palmarès

The best time to have medals, certificates and special awards presented is at the Palmarès. A suggested order of presentation with possible presenters is described in section 15.

It is highly desirable that all relevant committee members know which recipients are going to be present at the Palmarès. This will enable the relevant medals, certificates and prizes (with their packaging) to be taken to the Palmarès venue and organised there to facilitate their presentation.

#### **Presentation at the venue**

Some exhibitions have held a special prize and certificate presentation at the venue, often on the Sunday, for those exhibitors, particularly youth, who were not at the Palmarès. Because of other activities on that day, particularly critiques at the frames for exhibitors, there may be limited opportunities to make such presentations.

#### **After the show**

The bin room manager will insert medals and certificates not previously presented in the exhibit envelopes for return to the exhibitors by whatever process has been agreed. [Note overseas commissioners may, for weight or other reason, prefer medals to be provided separately.]

Wherever possible, the organising committee should try to identify appropriate people who may be willing and able to carry bulky, weighty or fragile special prizes on their behalf to an exhibitor. Any prizes remaining will have to be sent by an appropriate method to the recipient.

## Appendix 10.1 Schedule of special prizes and awards

Example table varied as appropriate for the exhibition. [Notes overleaf]

Prize/Award [Note 1]	Requirements or Donor prefer [Note 2]	Exhibit [Note 3] Recipient [Note 4]
Grand Award – donated NZ Post (detail) [Note 5]		
Runner-up to Grand Award donated Fletcher Cole Memorial Trust (detail) [Note 5]		
Best Exhibit by a New Zealand exhibitor - Mowbray Collectables (\$1,000)	Exhibitor must be domiciled in NZ.	
Best Exhibit of New Zealand Material - Campbell Paterson Ltd Award (NZ\$1,000)	Exhibitor may be from any country.	
Youth Grand Award - Philatelic Youth Council (detail)	Any youth exhibit other than youth development.	
NZPF 'Federation Cup' NZ Novice two or more frame exhibit	Not to adult development class. First or second entry in adult (other than development) classes. Previous winner not eligible. Eligible exhibitors: [Note 6]	
NZPF 'One Frame Tray' NZ Novice one frame exhibit	Not to adult development class. First or second entry in adult (other than development) classes. <b>Previous winner not eligible.</b> Eligible exhibitors [Note 6]	
NZPF Marcel Stanley Trophy Adult development 1- or 2-frame	Any exhibitor in class. Eligible entries [Note 6]	
NZPF Banfield Cup Adult Dvpt ½-frame	1st time 'adult development' of ½ frame.	
Richard Armstrong Memorial Award - Trophy plus sum of money - Zeapex Trust	Youth (NOT Youth development) exhibitor who is considered most deserving (not only worthy but also most likely to benefit most from the prize). Need not be recipient of the highest marks in the Youth classes. <b>Previous recipients not eligible. Ineligible</b> exhibitors are: [Note 6]	
Private [named] donor (detail)	Youth development - any exhibitor in class	
Private [named] donor (detail)	Any exhibitor in Postcard 1-2 frames.	
Society [named] (detail)	Prefers goes to Thematic, Open or Maxi	
Private [named] donor (detail)	Prefer goes to a 'deserving' lady exhibitor	
Private [named] donor (detail)		
Society [named] (detail)		
etc., etc.		

### Notes

- (1) 'Prize/Award' should provide the details of the donor and the description of the prize or award.

This column is useful in preparing labels for the prizes/awards where they are displayed at the exhibition.

- (2) 'Requirement or Donor prefer' should detail the specific eligibility requirements for the Award/Prize. Where the Donor has indicated a preference, the awards committee will consider eligible awardees in this category but may recommend an alternate.
- (3) As some exhibitors could have multiple exhibits and more than one may be eligible for consideration for a prize it is important the exhibit is clearly described to ensure there is no doubt as to which receives the prize / award.
- (4) 'Recipient' is clearly the exhibitor (and the related exhibit) which is to receive the prize / award. This information is entered by the awards committee for the jury chairman's approval.
- (5) 'Grand Award' and 'Runner up to the Grand Award' is determined by secret ballot by the jurors and announced at the Palmarès. The nominees for these prizes are generally listed in the Awards List.
- (6) These cells should include the names (and exhibit) of those eligible and, where appropriate, the names of those who are not eligible. This information can be completed before the exhibition by the exhibits officer, secretary of Federation and the jury secretary.