12 Frames

12.1 Numbers required

The number of frames used in the show may be limited by:

- the size of the venue (for typical layout dimensions which determine space requirements see section 12.3); or
- the number that can be transported economically to the venue (primarily dictated by the quantity in the two locations in the North and South Island and the implications this will have on transporting the frames to and from the venue).

The formula used in determining the payment schedule in the NZ Post contract ($4,000 for >100 [50 units], $10.000 for >250 [125 units] and $16,000 for >350 [175 units] frames entered in the competitive classes) will also clearly influence the budget and the number of frames aimed at by the organising committee.

A source of major confusion can arise in terminology. In relation to exhibits a frame (containing 16 'normal-sized' pages) represents one side of a physical frame (now commonly referred to as a 'unit'). Thus, an exhibition with 400 competitive frames (the term used by exhibitors and the NZ Post contract) has 200 units.

In addition to the competitive exhibits most exhibitions also have other displays which may include:

- Material relating to the theme of the exhibit or the local area.
- A special display from the Jury Chairman (who cannot enter a competitive exhibit at the show) or some other notable local philatelist or an archival collection.
- A separate competition of philatelic or postcard entries not judged by the jury but rather by public vote or some other method.
- Material from a hobby other than philately or deltiology (e.g. cartophily, phillumeny or numismatics).

A Youth Court generally also has frames (commonly four units) and the committee may also find mounting exhibition notices or publicity for local stamp societies in frames may be effective.

It has been found a contingency of say 10% extra frames is desirable to allow for frames that may be damaged in transit or fail at the venue and cannot (or should not be used).

Note the NZPF $6 frame levy applies to every side (whether fully occupied or not) used for display (i.e. not only competitive) but does not include any spare (contingency) units transported to the venue.

12.2 Location and quality of frames

The NZPF has refurbished its frames – primarily replacing pockets – and has 640 units available for use at national exhibitions with 250 units located in Christchurch and the balance of 390 units at Speldhurst, near Levin.

The legs have generally been found to be in good order. However, some may have one or more of the mounting holes distorted and these should not be used until repaired or are discarded. In addition, it is essential the bottom of each leg (i.e. the end which rests on the floor when installed) has a plug inserted – if need be, a plug can be removed from the top and reinserted in the bottom. Without the plug the surface of the venue floor could be damaged and incur costs.

12.3 Frame layout plan

The layout of the frames will be affected by the need to ensure:

- good circulation for people viewing the exhibits recognising many could have mobility issues and some may well be in wheelchairs;

- access for emergency exits remain clear and any other areas where the venue management may have restrictions are avoided (noting the venue contract will provide for venue management approval of any final layout plan);
- adequate space is provided for the trade stands (noting they should have a say in the space and its location relative to the exhibition entry, etc.);
- the optimum amount of illumination reaches the frames

> For the Capital Stamp Show 2015 it was found necessary to ask the venue management to allow tests of levels of illumination on a display frame when the lights were turned on for a prior event. As the frames are vertical and the top is some 1.8m above the floor this can reduce illumination to the bottom rows of the frame. All four rows on a frame need to have good illumination. By holding the test frame vertically and rotating it horizontally through 360 degrees the best lighting alignment could be determined, remembering both sides of the unit had to be equally lit. This was checked in several places within the venue to ascertain the evenness of lighting. This was particularly important near each side as the lighting distribution could have meant excessive shadow onto any vertical side facing a side wall. These tests enabled the best orientation for the frames to be determined and the closest the frames could be mounted to the sides of the venue.

Diagram 12.1

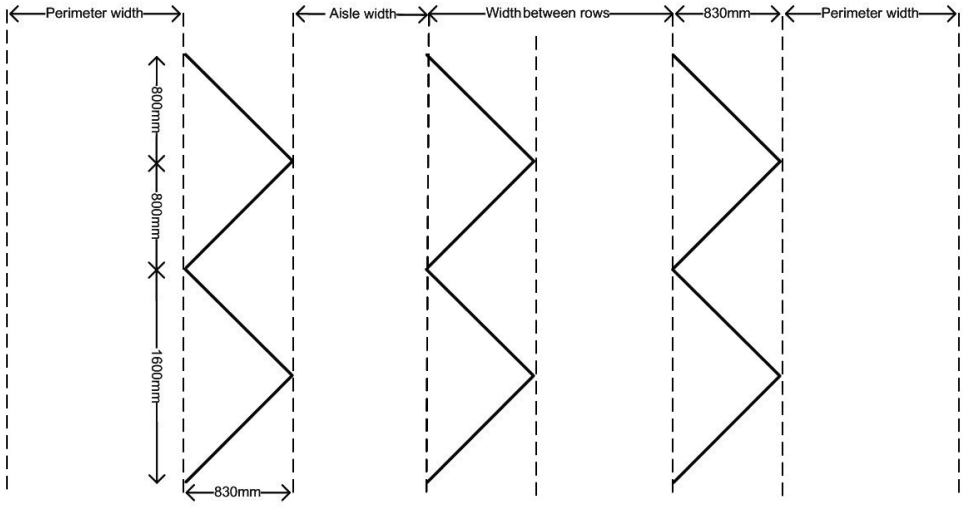


Diagram 12.1 shows dimensions required for the correct layout of each frame and indicates important elements of spacing between rows and the perimeters at each end.

Typically, the end of each row of frames is positioned with a mark (chalk, tape or other means acceptable to venue management). Taking the 830mm width required for the frames, allowing for some small inconsistency in laying the frames out, it is suggested these marks be at least 1750mm apart. The dimension described as 'width between rows' should thus be at least 1750mm.

This means the 'aisle width' would be at least 920mm which is just above the minimum for wheelchair movement. It is desirable for the aisle widths to be wider and commonly the aim is to have 2000mm for the width between rows implying an "aisle width" of around 1170mm. Such a dimension provides a reasonable space for small clusters of people in front of each frame yet still allow some movement by others along the aisle. Obviously, if space permits, a "width between rows" of greater than 2000 is desirable as this frees up movement along the aisles, improves lighting at the exhibits and occupies space where otherwise the venue might look less 'occupied'.

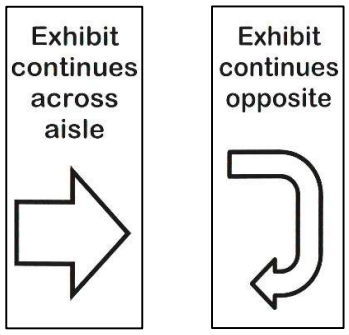
Around the perimeter of the area occupied by frames it is important there is adequate space for the larger number of people moving in these areas. A desirable perimeter width is 3000mm. This becomes more critical where there are trade stands with customers standing or sitting and possibly encroaching into the perimeter space. Where the perimeter is bounded by a wall some relaxation may be acceptable.

Unless it is absolutely necessary (i.e. the shape of the venue or the numbers of frames that have to be installed), it is recommended a row should generally be 12-16 units long and no longer. This provides good circulation and flexibility in terms of layout but also provides a degree of stability.

The numbers of frames in each row and block of rows will not be determined until the exhibit allocation has to be made as the size of each exhibit and of each class has an impact. There is a need to minimise the number of split exhibits – i.e. those having to continue across a gap in the frames or continue onto a facing frame. It is important to avoid any exhibit having to continue by wrapping it behind the frame or frames it starts on. Where an exhibit does continue across an aisle or to a facing frame a label mounted on the right-hand surround of the frame can prove useful to ensure the whole exhibit is seen by an observer (see Diagram 12.2).

Diagram 12.2

Laminated labels approximately 5cm high by 2 cm wide



Layout of classes and exhibits in the frames can be an intricate task and is usually led by the exhibits officer with input from the hall manager, bin room manager and the jury chairman.

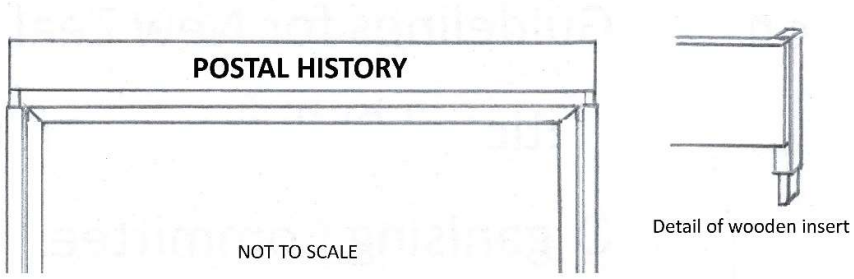
Once the layout has been approved suitably detailed diagrams are developed for inclusion in the show catalogue (see 8.1), provided to the bin room manager (see section 14.5) and the hall manager (see section 12.6).

12.4 Preparation of labels

There are a range of labels mounted on the frames.

a) Frame numbers, mounted at the top left of the frame surround, which are absolutely essential to ensure the exhibits are mounted within the correct frame; the jury are able to mount the correct awards once decided; viewers are able to locate those exhibits of interest to them; and, helpers and jury members are able to suitably reference a frame requiring attention from the hall manager or some other official.
b) Frame sponsorship labels (see 3.7) for mounting on the top middle or right of the frame surround.
c) Labels for exhibits that continue across aisle or behind [see Diagram 12.2].
d) Class labels are not obligatory but provide useful guidance to viewers. National exhibitions have used labels as shown in Diagram 12.3 mounted above the first frame for the relevant class. The top cap of the legs on each side of the frame are removed (and carefully stored for later replacement) and shaped wooden inserts fitted inside the legs. The 'class label' (normally made from flute board) is then screwed onto the wooden inserts.
e) Awards labels which are mounted by members of the jury on the centre, top surround of the first frame of an exhibit, usually on the second day of the exhibition.

Diagram 12.3



These labels are best prepared in advance of the exhibition and given to the appropriate person [labels (a) – (d) hall manager, labels (e) jury secretary] on set-up day.

At several exhibitions labels (a) to (c) and (e) have been printed on standard (80gsm) paper, laminated and then cut to size. These were then affixed to the frames using 'White tac' or a similar product which allows them to be lifted easily after the show and any 'White tac' removed. Other methods such as 'removable' self- adhesive labels have either failed (i.e. fallen off during the show) or are difficult to remove at the end of the show and, if not removed then often cannot be removed completely later leaving a residue of gum or paper on the frame requiring special effort to clean.

12.5 Transport of frames to the venue

Weight and dimensions

The following uses the weight of each unit and legs to calculate a weight for an example 500-frame (250 unit) exhibition. Obviously, similar calculations can be made for differing numbers of units.

The units weigh approximately 16.5kg each. Thus, 250 units would come to around 4,125kg. However, for contingencies we always take more frames than the minimum required. Unfortunately, some stress does occur through transport and handling and repairs at the venue are not always possible. Based on say an additional 25 (10%) for this it would mean an additional 412kg.

The legs are wrapped (using pallet wrap – say 125mm wide – at each end) in bundles of 16 – four wide by four high – preferably aligned so the tops are at the same end of the bundle. This number can be carried relatively easily by one person and if bundled firmly they generally travel and store well. [Note the wrap is easy to remove at destination leaving no residue (unlike adhesive tapes) but the committee clearly should have rolls of pallet wrap available for the bundles' return.] With a weight of 10-12kg a bundle. 250 units will mean 250 legs plus an additional leg for each row of frames. This suggests say 18 bundles (288) should be ample leading to an additional weight of 180-220 kg.

Based on these figures for 250 units with legs the total load would be in the order of 4,750kg. Such a load cannot be loaded onto a truck and then legally driven by a driver with only a car driver licence.

Vehicles used for transport of frames

Private trailer/s

Trailers can, of course, vary considerably in size and load carrying capacity. The trailer should be matched by a suitable vehicle with adequate coupling, towing and braking capability. A typical private trailer towed by car of suitable power is generally limited to around 750kg. This potentially allows for a maximum of 40 units with say 3 bundles of legs if the dimensions (width and length) allow. Clearly this is inadequate for carrying the numbers of frames required for a national exhibition but may suffice for transporting a small holding of frames to supplement frames transported in truck that can be driven by a car-licenced driver. It should also be noted the trailer must have a suitable cover to ensure the frames do not get wet or dirty during transit.

Container

A container is transported by a commercial heavy vehicle with a fully qualified driver and the container will also be required to be mechanically sound (particularly in terms of its attachments to the truck).

A possible advantage of a container is it might be possible to load it at the storage site for later pick-up by the truck and the container then deposited at the venue ahead of schedule (venue permitting). Similar capability might occur for return trip after the event.

However, as this is likely to be carried by a commercial operator, they will have obligations regarding loading and may insist on their staff loading and unloading at each end.

Truck/s

The all-up weight of truck and load (frames and legs) is considered in determining whether it may be driven by a person without a heavy transport driver licence or correctly qualified driver is required. A vehicle's gross laden weight rating will determine the maximum load it can carry.

As an alternative to a single, heavy truck capable of carrying all the frames and legs with a commercial driver, two smaller hired trucks that could be driven by drivers with only car licences were considered by the Capital Stamp Show 2015 committee. The two-truck hire option gave more flexibility and less cost.

Loading

At both storage locations (Christchurch and Speldhurst) the units are stored and would be loaded loose (i.e. not in boxes as did occur for some sites in the past).

The frames are stored with a cardboard sheet between each unit and must be loaded into the carrying vehicle the same way. The cardboard provides protection against scratching and provides some buffer while the units are in transit. [However, cardboard can sometimes become tightly impressed into some screwheads requiring removal before the screws can accept a screwdriver.]

When loaded 'loose' it is essential they are loaded upright and fit snugly. This means each unit is loaded as close to the previous one as possible as it is nearly impossible to push more than two together at a later stage. Any obvious gap between the bottoms of the units will allow movement while in transit and provide potential for damage.

For a standard truck with hard canopy (say 2.4m internal width) around 48-50 units can be loaded vertically across the deck. The units are 1.3m wide so it is not efficient to load them lengthwise (and that can lead to other problems as well). Units should desirably not be loaded on top of the units stored on the deck but, if they are, they must be well padded from the units below and are loaded flat and are able to be tied to minimise movement.

Timing and manpower

Generally, the most critical aspects of timing are when the organising committee can access the venue or its parking or loading area, on or before the set-up day, and how long they might be able to remain after the show closes. In the first instance, the extent to which the organising committee can afford to book the venue prior to public opening day plays a major part.

Under normal circumstances the venue should be available from around 6:00am on the 'set-up day'. Earlier access to the venue itself could likely impose additional venue charges or may mean waiting for access to parking space or loading docks to allow the previous user to vacate the site. Careful negotiation with venue management may allow the frames to be delivered to the site before set-up day even if this only means the trailer, truck or container is parked in the loading dock the night before.

If using a commercial operator for transport the operator needs to know in plenty of time to ensure driver hours are not exceeded and the organising committee should be aware of charges from truck operation outside normal hours might incur (particularly any activity on a Sunday).

Manpower for loading or unloading the transport at the frame storage site and at the venue before and after the show could have major timing implications.

If a commercial operator is being used the loading and unloading at each end will be part of the contract. It is imperative there is a clear understanding of the timing and access issues.

Typically, if the frames are to be manhandled onto a trailer, truck or container from the storage area this will take place at least the day before set-up. If the organising committee hopes to use local resources, they may only be available for certain periods of the day (e.g. school students after school, service clubs after work, etc). This may mean loading will have to take place one day earlier or travel to the venue much later in the day or alternative manpower might have to be located (e,g. MenzShed or other service club who have retired personnel or others with less time restriction or consideration of paid labour from a local employment centre).

At the venue, the manpower requirements are often more time constrained (a need to have exhibits mounted and ready for judges to start their work) and require a level of general fitness not normally associated with retirees (arising due to the lifting and placement of the frames into the legs). Sports clubs (e.g. rugby, cricket) could provide a good source of fit, disciplined young people and give their club a source of funds.

Note applications for grants from funding agents to cover any costs stressing the use of sports clubs, community groups or local labour as appropriate for these activities may well prove successful.

Equipment

Various trolleys or other wheeled devices may assist in moving frames. These may be available at the venue or could be hired or borrowed. It is essential the venue management accepts their use within the venue. It is important any such devices are safely loaded both in terms of protecting the helpers but also to reduce the likelihood of the frames falling off and being damaged or damaging venue property.

12.6 Installation of frames at the venue

Tools and equipment

The hall manager should assemble all the tools, equipment and materials required. See Appendix 11.1 for a suggested check list of tools, equipment and materials.

Marking of layout

If possible, the hall manager should have marked the beginning of each row of frames and, if the number of frames differs in rows, the number of frames for each row. Venue management may well have restrictions on the form such marking takes but options such as chalk or tape that can easily be removed afterwards may be acceptable.

Work team

Installation of frames, particularly if there is a strict timetable to meet can be a physically demanding task. As the set-up day is typically a Wednesday or Thursday and therefore a workday it may be difficult to obtain enough volunteers from the philatelic society who are able to do the work. As described above, use of service clubs, community groups or sports clubs with a suitable, agreed payment has been found to be an effective way of obtaining the numbers and at the time required.

The society volunteers, who will be needed for mounting the exhibits later, will still be of value during the frame erection stage by supervising or providing guidance to the work team.

The number of people required will be dependent on the time available. But it has been found desirable to have no more than two or three people erecting each row.

Organising work team

If possible before set-up day the hall manager should brief the society volunteers who will be supervising or guiding the teams. Their level of briefing will depend on any previous experience they have had erecting the exhibition frames in the past.

Once all the work team has assembled on set-up day the venue management will, in terms of their OSH plan, be required to brief everyone regarding emergency procedures and any specific site risks or procedures. The hall manager then provides an overview of the tasks and arranges a demonstration of how the frames are erected. The hall manager and the society team volunteers will be wearing hi-viz vests and, depending on the security arrangements to be applied at this time, every other team member may also be given a hi-vis vest to wear.

The work team should then be split into small teams of 2 to 3 people. One or two of these sub-teams will be responsible for bringing the frames and legs into the venue for the other sub-teams who will each be responsible for erecting a specified number of rows.

Each of the erecting teams should ensure:

- The bottom of each leg has a plug to avoid floor damage.
- There are no obviously damaged frames erected – if any are found they should be carefully placed in an agreed location for closer inspection by the hall manager.
- The rows should be aligned reasonably accurately with adjacent frames set with the internal angle no less than 90 degrees to each other (this allows the doors to be opened without hindrance).

Layout and condition check

The hall manager arranges for:

- Confirmation the layout is as planned.
- A check of frame condition, making simple repairs or replacements from spares.
- Cleaning any frames requiring it (often some cleaning needs are not seen until the frames are erected.
- fixing frame numbers (on the top left surround corner of each frame) using 'White-tac'.

Exhibits can now be installed [see section 13 Bin room management].

Mounting exhibits and required frame maintenance

The bin room manager should release the exhibits to be mounted to avoid both doors on a unit being 'open' at the same time (i.e. 'open' means both screws on a door are not fully engaged). If both doors are open at the same time, there is a strong likelihood the frame will distort making it difficult to close the doors or at worst the frame may collapse and must be replaced.

When an exhibit is to be mounted in a frame, repairs will become evident. Typically, these include:

Screws

Issues include screws:

- Cannot be turned – head appears to be the wrong size, threads have been stripped, screw is bent or screw not standard. The screwdriver being used may be a square drive size 1 (smaller) or 2 (larger) and one of the proper size may enable the screw to be removed. In the other cases pliers are required to firmly grasp the screw head to turn it out. A replacement screw (a size 2) can be installed once the old one has been removed.
- Are so loose the door is not held at the top, bottom or both. The screws that should be used are square head 6- or 8-gauge. If the screw is a 6-gauge going to the larger 8-gauge should suffice but if it is already an 8-gauge a new screw hole should be drilled and the old hole covered so it will not be reused ('White-tac' could be a useful short-term option).
- Cannot be screwed in – i.e. the hole is misaligned. This may be solved by unscrewing both screws and lifting that edge of the door slightly to realign.

There should be an adequate supply of replacement screws. Any pre-used screws that have failed for any reason should be discarded and not mixed with the supply of new screws.

Pockets

The NZPF refurbishment of frames has largely removed problems with pockets. However, there may be some issues.

- The top pocket of a frame has been dislodged when the insert was fitted into the frame. These can be readily seen and need to be retaped before use. These frames should be put to one side, and it may be possible to retape them (or it may become necessary to fix them due to reduced numbers of acceptable frames).
- The pockets were covered with a protective plastic sheeting which is not always easy to see. In some cases faint lettering might be visible on one of the pockets. In this case the covering plastic is relatively easy to remove and all other pockets on that side of the unit possibly have similar, less visible, covering which should be removed.

Under no circumstance should any additional tape be applied to the pockets (as they were in the past). They are sufficiently robust and strong enough to hold material without the use of any reinforcing tape.

Other issues

A range of other issues could occur including:

- Broken hinge – is generally only evident when the door is opened. This cannot be fixed on site and the frame needs to be replaced as otherwise it is insecure.
- Frame moves relative to the others in the row. This may arise because the screws inserted into the legs need tightening (this requires the frame to be removed from the legs, screws tightened slightly, and the frame reinserted) or the holes in the legs have been enlarged or

have become misshapen (this will require a replacement leg and some assistance to allow this to happen as the frames on either side will no longer be self-standing).

- Frame distorts when opened. This may arise because the door on the other side is not properly closed, or a corner fitting has broken. In both cases the frame will need to be taken down. It is possible some adjustment can be achieved which allows both sides to be closed and if this can be done the frame can be returned. Otherwise, the frame will have to be replaced as it will if a corner fitting has broken.
- Recent use of the frames has found the occasional and unexpected collapse of the bottom of the frame. It is thought this is largely a sign of the age of the units (built for NZ1990) and the corner plastic fittings are no longer fulfilling their task. When this happens the inside board and pockets also falls, and repair is made more difficult if material has already been mounted. Care is needed to ensure no unreasonable pressure is put on the surrounding units while trying to remedy the problem. Opening both sides of the unit and carefully reinserting the board and pockets, followed by taping the bottom rail to the inside bottom (inside the door) and closing the unit doors should suffice. A record of the issue (particularly frame numbers) should be made, and the hall manager should ensure any such frame is monitored during the exhibition.

NB Where a unit is replaced there may already be an exhibit mounted on one or both sides. Care is needed to ensure such exhibits are remounted into the new unit and this process should be overseen by the hall manager and, where appropriate, a commissioner if it is an overseas exhibit.

Priorities for erection of frames and labels

First, those frames and frame numbers for competitive entries should be erected first. This allows exhibits to be mounted and the jury can start judging when the exhibits are mounted.

Frames and frame numbers for non-competitive displays should be erected next. This allows the bin room actions, including mounting of these displays, to continue while volunteer labour is available.

Other frames e.g. those for the PYC Youth Court and any to be used for notices, posters or other material that is not a responsibility of the bin room team should follow.

The Class signs, exhibit continuation signs and sponsorship labels should then be installed.

Checking

Once all the material has been mounted and labels installed the hall manager (and his assistants) should check every frame to ensure the frames are properly aligned (often having moved during the mounting exercise), all the labels are correctly installed, there are no obvious errors in the mounting of material and, most importantly, all the doors are securely fastened.

12.7 After set-up and during the show

Only the hall manager or designated relief should assist judges correct any errors in the mounting of exhibits (e.g. pages in the wrong order, material not properly mounted or even upside down) or where they wish to study an item within a frame.

The hall manager or designated relief should remain in a high-viz vest as this helps with location and identifies their status if frames are to be opened. During the exhibition opening of frames should only be done at the behest of the jury chairman and should never be done alone.

Throughout the exhibition the frames should be regularly checked to ensure they remain secure.

12.8 Dismantling

The hall manager should assemble tools and equipment that will be needed.

Once the exhibition is closed, the public have vacated the venue and the work team have donned their high-viz vests the exhibits will be dismounted (see section 13).

Some work team members should be assigned to loading the units not used during the show.

- First will be those which are damaged and have not been able to be repaired. These should have a label on each identifying the nature of the repair required. When returned to their origin these should be the last off and stored separately so remedial work can be carried out.
- Second are those spare units that were not needed.

The class signs can be taken down carefully (they may be wanted for future shows), and plugs reinserted into the top of the legs.

As soon as all units are emptied of exhibits the dismantling team may begin.

All labels remaining and any residual 'White tac' can now be removed from the units. It is essential units are returned in a clean condition with all labels removed.

Teams of 2-3 are best as fewer can put strains on the individual, the frames or the legs while more can be inefficient.

The working team will be keen to dismantle the units as soon as they can but they should be urged to maintain a steady flow, rushing can cause injury or damage.

The frames must be packed carefully - see 12.5.

12.9 Return delivery

Unless previously agreed the venue management will expect the units (and other material from the show) to be removed immediately after the show. The organising committee should therefore plan for quick removal of the units from the venue (unless overnight storage has been agreed and this could depend on whether the venue has a client coming the following day) and arrange overnight storage if it is unlikely they could be returned to their normal storage site and unloaded that night.

In most cases the means of delivery to the storage site and unloading, if required, will follow the reverse of the original pick-up.

Appendix 12.1 Checklist of tools, equipment and supplies for frames.

Square drive screwdrivers - no. 1 and no. 2 [Note replacement screws have been for size #2 and more of this size screwdriver will be needed.]

Philips screwdriver

Flathead screwdriver

Drill and bits. NOT to be used for routine opening and closing of frame doors but rather for drilling new holes in the frame or mounting top corner plates.

Hammer

Mallet

Utility knife

Marlin spike (or similar) for cleaning cardboard out of screw heads where necessary to allow removal of screw.

Pliers – primarily for undoing stripped screws

Razor blade scrapers – mainly for scraping old label and tape residue from frames and legs.

Screws: square drive, 20 mm., N^{o} 6 and N^{o} 8 gauge

Corner plates – for use at the end of rows (not always used but do ensure greater stability of the frames)

Step ladder for fixing corner plates

Double-sided tape for fixing pockets to backing board (requires specific product c.f. standard option)

Pallet wrap (say 125mm wide) - several rolls for binding legs after exhibition

Duct tape (or equivalent) – temporary fixing of bottom plates, etc

Nylon washers - for side screws on each frame unit [if needed could be taken from discarded frames]

White tac (or equivalent)

De-Solv-It (or equivalent)

Methylated spirits

Turpentine – found most useful for cleaning legs and aluminium frame surrounds

Jif (or equivalent)

roll of superwipes or similar (approx. 150 wipes/roll)

Gloves

Pen and Post-it notes

Wooden inserts for class labels

Class labels