

13 Bin room management

13.1 Introduction

The bin room holds exhibits on behalf of the organising committee and so has a responsibility for the following broad objectives:

- A receiving process that ensures the organising committee knows exactly what is received into the bin room:
 - exhibits;
 - frames within exhibits; and
 - pages per frame.and the exhibitor agrees by signing off
- A mounting process that ensures exhibits are mounted safely (two people mounting, one side of a frame opened at once, etc.) and efficiently (a pre-planned process that supports the needs of the Jury and others).
- Collecting material (e.g. medals, certificates, catalogues, etc.) on behalf of the organising committee to be provided for each exhibitor.
- A dismounting process that quickly and safely get exhibits back into the bin room (a pre-planned process supporting the needs of the Hall Manager).
- A distribution process that ensures exhibitors get their exhibits back safely for which they sign out taking back responsibility for their exhibit from the organising committee.

The system detailed below describes a process which has critical elements that should apply to any system used. However, there is no ONE prescriptive process but the overall objectives of the bin room should guide whatever system or variation is used.

The main point is the bin room manager must have carefully thought through each stage of the process for themselves.

13.2 Security

As security of exhibits is of utmost importance access to the bin room area behind the front desk should be restricted at all times to the manager and bin room staff. Admission of other personnel should be on the authority of the manager only.

No exhibit or exhibit envelope should be removed from the bin room without a signature first being obtained for the exhibit or envelope on the official receipt.

13.3 Organisation

A bin room is the nerve centre of any philatelic exhibition during the preparation, mounting and dismounting of exhibits and their return to the exhibitor. A bin room will invariably be the first point of contact an exhibitor has with the exhibition management and first impressions are lasting impressions. It is therefore imperative that a bin room operation is efficient at all times.

At no time should any signs of crisis be shown and any discussions or differences should be settled away from public view.

A bin room organisation consists of a bin room manager, bin room staff and mounting/dismounting teams. The bin room should be staffed by a minimum of two persons at any one time.

Bin room manager

- Discusses with the organising committee issues relating to the entries, floor plan, planned timing of frame erection and commencement of judging.
- Plans the layout of the bin room and identifies the equipment required for the operation.
- Prepares instructions for the operation of the bin room.

- Conducts training of mounting and dismounting teams prior to the exhibition.
- Supervises the overall operation of the bin room and mounting teams.
- Ensures security of the bin room at all times.
- Ensures correct procedures are followed to allow for maximum security of exhibits at all times during mounting and dismounting.

Bin room staff

- Process and store exhibits received from exhibitors and commissioners.
- Issue exhibits to mounting teams and envelopes to dismounting teams.
- Receive and process dismantled exhibits from dismounting teams.
- Assist with the manning of the bin room as required.

Mounting and dismounting teams

- Mount exhibits received from the bin room.
- Dismount exhibits and return them to the bin room.
- Ensure the exhibit is mounted neatly and in the correct sequence.
- Process exhibits in accordance with instructions.

13.4 Before the exhibition

(a) Paperwork

The exhibits officer provides the following:

- (i) A tracking form for each exhibit [See examples in Appendix 13 A1 and A2]

Note the tracking form is a key element of the system described below. It is used to track each step a single exhibit goes through; has the necessary signatures to demonstrate who has been involved in the mounting and dismounting of the exhibit; and, provides a record of any special processes for the exhibit. Another successful bin room system uses a process of recording a single process (e.g. mounting or dismounting) for all exhibits. This process is described in more detail in Appendix 13C – alternate to Tracking Form.

- (ii) One receipt form personalised for each exhibit (three to an A4 sheet) which is stapled to the bottom of the exhibit's tracking form. [See example in Appendix 13 A4] OR

A combined receipt form for each Commissioner which details all of the exhibits brought by the Commissioner. [See example in Appendix 13 A3]

- (iii) An A4 sheet for each exhibitor with name and entry number(s) printed at the top. This sheet is placed in a plastic pocket which will contain all the material (such as certificate, critique form, medal, future exhibition prospectuses, etc.) to be handed to each exhibitor when exhibits are uplifted at the close of the exhibition. [See example Appendix 13 A5]

- (iv) Lists of

- exhibits in class order;
- exhibits in frame order;
- exhibitors in alphabetical order of surname/first name;
- exhibits being sent by courier; and
- exhibits being returned by courier.

Exhibits are not necessarily in frame order in exhibition catalogues and the first three tables are useful for a number of purposes including cross-referencing and queries both before and during bin room operations. The courier listings enable checks at appropriate times in the bin room procedures.

(b) Frame layout

From the 'exhibits in frame order' list a frame layout plan on A3, or even A2, size is prepared (printed or hand drawn – for examples see Diagrams 13.1 and 13.2 below) with individual frame numbers beside each frame. With a coloured pen (red) the start and end of each exhibit is marked. This enables quicker marking of the plan during mounting.

Diagram 13.1 – example layout plan (partial from Royalpex 2017)

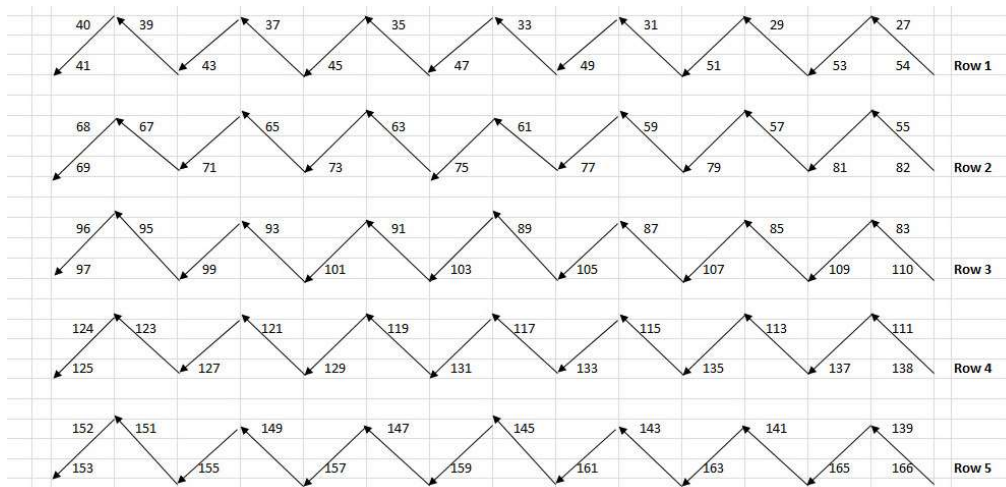


Diagram 13.2 – example layout plan (partial from Christchurch 2016)

1	2	3	4	5	6	7	8
316 331	332 347	348 367	368A 368 387	388 407	408 427	428 447	448 461
317 330	333 346	349 366 A & B	369 386	389 406	409 426	429 446	449 460
318 329	334 345	350 365	370 385	390 405	410 425	430 445	450 459
319 328	335 344	351 364	371 384	391 404	411 424	431 444	451 458
320 327	336 343	352 363	372 383	392 403	412 423	432 443	452 457
321 326	337 342	353 362	373 382	393 402	413 422	433 442	453 456
322 325	338 341	354 361	374 381	394 401	414 421	434 441	453a 455
323 324	339 340	355 360	375 380	395 400	415 420	435 440	453b 454
		356 359	376 379	396 399	416 419	436 439	
		357 358	377 378	397 398	417 418	437 438	

Diagram 13.2 is a diagrammatic version of a layout. The advantage of this format is the relative simplicity of developing the layout with an Excel spreadsheet and formatting it, as shown here by the use of colour, to identify individual exhibits. However, some people might prefer the more representational effect of Diagram 13.1. It is this format that is most likely to be included in the exhibition catalogue.

Having the rows of frames numbered and these numbers affixed at both ends of each row helps the mounters more quickly locate the row they are to work in. The numbers remain throughout the exhibition and are useful for the hall manager during and at the end of the exhibition and for the dismantling teams.

There will be many factors outside the control of the bin room manager which will determine the order in which exhibits will be mounted (e.g. the erection of frames, affixing of frame numbers and, most importantly, the arrival of the exhibits). However, the manager needs to consider how these might impact on mounting and how the effect might be minimised.

As frames should not be opened on both sides at once any mounting plan should reduce the likelihood of this occurring and/or mounting teams being held up until the other side of a frame is secured.

The processes described below for marking the frame layout are aimed at providing regularly updated information for the bin room manager. This includes identifying exhibits and frames as:

- the exhibits arrive and are 'checked in';
- an exhibit leaves the bin room to be mounted; and
- empty envelopes return to the room with the exhibit mounted.

These markings provide the bin room manager (and other bin room staff) with a clear graphical representation of progress and identifying frames likely to be open on one side for mounting and therefore those which may not be available for mounting on the other side.

(c) Storage boxes

Sufficient numbers of boxes to store ALL the exhibits in their envelope should be gathered before the exhibition. It may be desirable the boxes are all of the same shape and size to make storage in the bin room more efficient and tidier. However, assembled boxes do take up space and differing sizes can allow storage of boxes within others.

‘Banana boxes’ are often ideal because of their size and strength and these large boxes can more easily cope with larger or double-page sizes. However, 12-bottle wine cases or similar sized boxes have been found adequate.

The local supermarket may be a good source of such boxes but they will have to be approached well before the event to ensure the numbers can be obtained. This does mean as the boxes are acquired storage will be needed. Commercial file storage boxes can be an ideal size; often come flat (reducing storage space) and are then assembled at the venue. However, there may be a cost associated with this option.

The number of complete exhibits which can fill each box is estimated. At one end of each box a printed label is affixed which details the frame numbers in which the exhibits it will contain are to be mounted.

(d) Other bin room equipment

- highlighters (pink and yellow), scissors, pens (red and black or blue), note paper (e.g. ‘Post-It’), packaging tape, etc.
- square head screwdrivers (note there are two sizes) for opening and closing frame doors
- [the Hall manager is responsible for spare square head screws]
- plastic pockets for exhibitor sheets (see 11.3(a)(ii))
- large ring binders (suitable for A4 paper with 8cm width spine).

(e) Bin room layout

Every bin room will be different in terms of location, size, shape, access / egress, etc. but in general the set-up will have the following features.

- At the front, three to four tables/trestles – the ‘front desk’. This helps control access to the working area of the bin room and are used in the process of receiving exhibits as they are brought to the exhibition; during mounting and dismounting of exhibits; and, when the exhibits are returned after the show has closed. A separate table may be set up on one side for handling exhibits of commissioners.
- At the back of the room, tables/trestles for storing the boxes, preferably on top but numbers and size (of boxes, tables or space) might require some being stored below.
- Exhibitors should be encouraged to take away any of their packaging, but some space does need to be set aside for exhibitor packaging coming in couriered deliveries and the cases used by Commissioners.
- A table for checkers (see 13.5(c) STEP 3).
- Chairs will be required for checkers and for the staff receiving exhibits however, unless the bin room is very large, chairs for others may create barriers to movements within the bin room.
- Security and OSH (including fire safety) issues must be carefully considered and addressed appropriately.

Note the bin room manager should liaise closely with the hall manager to ensure necessary furniture (tables, chairs, etc.) is available for the mounting and dismounting stages of the bin room operation. Additional furniture may have to be hired if there is insufficient available with the venue. In this case some flexibility, in terms of alternate use during the exhibition, may reduce the amount and therefore cost, of furniture hired.

(f) Other bin room factors

The location and/or size of the bin room may have an impact on the environment in which the staff is working. If excessive heat is likely to be an issue a check should be made of ventilation options (e.g. windows or fans). If the room is likely to be cold can any heating be provided?

The Capital Stamp Show bin room was in an ideally sized, secure corner within a loading bay area but was adversely affected by the fact the loading bay doors were open. The Wellington 'breeze' that arose meant the bin room staff were cold and paperwork required weighting down.

During the period when exhibits are being received and then mounted (often running to several hours) consideration needs to be given to refreshment and relief for staff. It is generally undesirable for drinks to be consumed in the bin room (or at least in the area where the exhibits are being handled).

(g) Exhibits delivered by courier

Couriers' delivery dockets are to be signed by the recipient (appointed by the organising committee) of the package who should also record on a simple receipt list the name of the sender (and tracking number) of each package and when received.

The couriered packages are NOT to be opened and are delivered, along with the receipt list, to the bin room manager at an agreed location and time generally before the day of mounting exhibits. The bin room manager should check the details of the packages against the receipt list then sign and file it appropriately.

The manager should also check the couriered exhibits against the list of entries that were to be couriered (see 13.4(a)(iv)).

13.5 Receiving the exhibits at the exhibition

(a) Delivered by courier (as per 13.4(g))

As these will have been received by the bin room manager prior to the day of mounting exhibits they will generally be available for checking first. In some cases, the bin room manager may have, with assistance, carried out checking and completing all the required documentation prior to arrival at the venue. Otherwise, the procedures described in 13.5(c) below would be followed.

If the exhibit is to be returned by courier and the necessary return packaging or label is not present, the exhibits officer should be advised as it may be possible to obtain these from the exhibitor before the end of the exhibition. The absence should be noted on the tracking form and later amended if the missing material arrives before the end of the exhibition.

(b) Delivery by commissioner

A specific member(s) of the bin room staff should be assigned to look after Commissioners.

- (i) In some situations, the Commissioner may have arrived in New Zealand well prior to the exhibition and has arranged special storage for the exhibits (generally all within a locked, case) with the Organising Committee and may pick up their case on the day before mounting. In this situation, if previously arranged, (ii) may apply otherwise when they have picked up their case (iii) applies.
- (ii) The Commissioner may have arrived with their exhibits the day before mounting and by pre-arrangement meets with the bin room manager who carries out, with assistance, checking and completing all of the required documentation. This process provides a service Commissioners often appreciate but also ensures there are a reasonable number of exhibits ready for mounting the following day.

At the Capital Stamp Show this process was used as the cost of the venue limited the set-up time – frames were erected in the morning and ready for mounting exhibits at 7:30am. The night before all of the couriered entries and many of the six Commissioners' exhibits were processed by the bin room manager and an assistant in a large bedroom at the exhibition hotel hired expressly for this purpose. The manager and assistant slept in the room overnight providing necessary security and the exhibits were transported to the venue early on set-up day using a van that had been hired by the organising committee.

- (iii) The Commissioner arrives at the exhibition with exhibits.

Every commissioner will (or should) have checked the accuracy of the documentation and completeness of each exhibit they are bringing to the exhibition. Instead of receipts for each individual exhibit the Commissioner has brought, an excerpt from the spreadsheet of their

exhibits is used and the Commissioner is asked to sign for all of these entries in bulk on the sheet. See example page at Appendix 13.1 A3.

The person responsible for Commissioners should check/confirm when the exhibits arrive whether there are any specific arrangements that may be required for the Commissioner to dismount their exhibits due to travel arrangements (it is desirable for the bin room manager to sight the commissioner's travel tickets) after the exhibition (or if the Commissioner is staying in NZ for a period after the event and has arranged special storage for the exhibits with the Organising Committee). In either case, the information should be recorded if this has not been done already.

The bin room manager has to ascertain whether each Commissioner:

- (i) wants their exhibits to be entered into the bin room AND
 - (A) mounted in the same manner as other exhibits (i.e. they are included in the standard bin room procedures); or
 - (B) they wish to mount them themselves; OR
- (ii) wants their exhibits to be kept separate from the standard bin room procedures and to mount them themselves (i.e. they take full responsibility for the exhibits in their charge).

Case (i)(A) the exhibits are received into the bin room once they have been checked by bin room staff and the Commissioner simply signs the bulk schedule of the exhibits he or she has passed over to the bin room. The mounting of the exhibits follows the steps shown in 13.6(c). There is an expectation the Commissioner will check the mounting of the exhibits in their charge to ensure no errors have been made in the mounting.

Case (i)(B) the exhibits are received into the bin room once they have been checked by bin room staff and the Commissioner signs the bulk schedule of the exhibits he or she has passed over to the bin room. The relevant tracking forms are handed to the person designated to the Commissioners' table who

- provides a brief for the Commissioner on the relevant mounting procedures detailed in 13.6(c) and provides a tracking form for an exhibit. [It is best not to have too many exceptions to the overall plan and thus, while it is ensured the Commissioner and his or her helper mounts their exhibits, it is best if they follow the bin room manager's mounting plan. Some flexibility may be required but this should not disrupt the overall mounting process.]
- requests the Commissioner return the tracking form when that exhibit has been mounted; and
- goes to STEP 3 of 13.6(d) when the tracking form is returned.

The Commissioner should be provided a helper to assist with the mounting.

Case (ii) the exhibits are NOT received into the bin room and the Commissioner signs the bulk schedule duly annotated to state the Commissioner is taking full responsibility for mounting the exhibits and full responsibility that all exhibits are correct as per the descriptions. The relevant tracking forms are handed to the person designated to the Commissioners' table who:

- provides a brief for the Commissioner on the relevant mounting procedures detailed in 13.5(c).
- arranges a helper to assist with the mounting
- requests the Commissioner return the bulk schedule and empty envelopes when their exhibits have been mounted; and
- when the empty envelopes and bulk schedule are returned the tracking sheets, duly annotated, are given to the front desk and the floor plan is marked off with PINK highlighter and the empty envelopes are kept separate within the bin room (and generally within the Commissioner's case).

(c) Delivery by hand – exhibitor or their agent

An exhibit receipt is to be issued for each exhibit and the full procedures described below should be followed.

STEP 1 Front desk - exhibit check-in

- Find tracking form in ring binder – complete the top half of the top panel. Record if someone else is picking the exhibit up.
- Check the correct number of envelopes are being handed over and the details on the front of each is correctly filled in.
- Check the exhibitor's return instructions are shown and confirm they still apply.
- If the exhibit is to be returned by courier, is the required packaging and labels included? Mark YES or NO.
 - If YES the packaging and labels should be placed in the relevant exhibitor's plastic pocket – see STEP 2.
 - If NO the exhibitor or agent should be advised they need to obtain the necessary item/s before the end of the exhibition.
- Sign the receipt stapled at the bottom of the tracking form; detach it; and, give it to the person delivering the exhibit.
Stress the importance of producing this receipt at pick up time.

STEP 2 Bin room staff 'runner'

- Give exhibit and tracking form to a checker.
- Place any courier packs/labels in the exhibitor's plastic pocket so that it can be readily extracted when needed.

STEP 3 - Checkers

[A copy of these bullet points can usefully be affixed to each checker table.]

- If you are unsure of anything please consult the front desk.
- Make sure the envelope contents agree with the plan on each envelope.
- Check pages are numbered and named.
- Check contents on each page look OK (i.e. if there are any obvious missing items or material loose in a sheet protector). If not, advise the front desk.
- If there are any large/double pages in separate packaging record this on the tracking form.
- Complete the receipt details in the top panel of tracking form and sign with your number.

STEP 4 – Bin room staff 'runner'

- Show front desk the completed tracking form
- Put the tracking form in front of the specific exhibit envelope(s) and place them in the appropriate place in a box.

STEP 5 – front desk

- When the 'runner' shows the completed tracking form [STEP 4] circle the relevant frame numbers on the floor plan in RED ball point.

(d) Exhibitors delivering and mounting own exhibit

Some exhibitors insist on mounting their own exhibit. The exhibit must enter the bin room in the normal way and the only difference is that the exhibitor becomes one of the mounting team for the exhibit.

13.6 Mounting of exhibits

(a) Timing

The mounting sequence may depend on the Hall Manager (who might have to put frames up in a certain order due to physical constraints or other set-up requirements) or Jury Chairman (who may wish to have certain classes up first). The bin room manager should have discussed

this issue with the Hall Manager and Jury Chairman beforehand, but circumstance may arise on set-up day that requires change and some flexibility is required.

Mounting can only start once the frames have been erected and numbered; once enough exhibits have been checked in; and, volunteers have turned up. The exhibition relies very heavily on volunteers to help set an exhibition up. When a volunteer turns up they need to have something to do as otherwise they determine they are 'not needed' and leave. It is important the Hall Manager and Bin Room Manager understand this and have clear priorities for assistance on set-up day.

(b) Helpers

Many organising committees are constrained by venue rental costs and have less time to set-up than they might prefer. This often means the Jury is obliged to start judging early on set-up day leading to mounting of exhibits having time pressure. This is exacerbated due to the need for jury members, who have been helping to mount exhibits, having to attend a Jury meeting reducing numbers of potential mounters at a critical time. Discussions between the Hall Manager, Jury Chairman and Bin Room Manager should clarify priorities and timing on the day.

All helpers **MUST** sign the 'helper' register and obtain an ID card. [For details of register and ID cards see Section 11.1 Security.] They should use the name or number on their ID card for receipt and return of envelopes. Use of a number is generally more identifiable on the paperwork and quicker than signing.

Helpers will also be issued with a high visibility jacket. [The jackets are passed on from the previous National exhibition.]

(c) Instructions for mounting teams

Mounting teams should consist of two or three persons. While full briefing of teams on mounting is desirable prior to the exhibition this is rarely possible. The following instructions should be provided. This may be given verbally, or you might consider handing out written instructions, as shown in Appendix 13D, so the helpers can read while waiting for the first exhibits to be mounted.

- One member of a team will sign the tracking form when an exhibit is handed over.
- Take a square head screwdriver if you do not have one.
Note powered drivers **MUST NOT** be used. The powered driver might screw too tight for manual opening or worse, and more frequently, strip the screw thread or the screw hole meaning the frame cannot be secured.
- Before opening a frame door ensure that the other side is not open and is securely fastened. Both sides of the same frame **MUST NOT** be open at the same time or the frame can collapse.
- Mounting of material within the frame.
- Once the material has been mounted in the frame close the frame door and screw securely.
- If you have problems opening a door (e.g. the screw is damaged) or securing a door (e.g. the screw turns but does not secure the frame) notify the hall manager or an assistant to resolve the issue.
- Return empty envelopes and tracking forms to the Bin Room and collect and sign for another exhibit.

(d) Procedure for mounting exhibits

STEP 1 – Front desk

- A bin room staff member locates the required tracking form and relevant exhibit checking if any large pages are stored elsewhere and places them on the front desk with the tracking form on top.
- A member of the mounting team signs the tracking form. [Note mounting teams may be given the equivalent of three one-frame exhibits at a time, along with their tracking forms which they must sign.]

- Just before the exhibit is handed over mark off the frame numbers being handed over in YELLOW highlighter on the floor plan.

STEP 2 – Mounting team

- Mounting teams proceed to mount the exhibit(s) and when completed return to front desk handing over tracking form(s) and empty envelopes.

STEP 3 – Front desk

- When the empty envelopes and tracking form are returned the floor plan is marked off with PINK highlighter (YELLOW out + PINK back = ORANGE when exhibit mounted).

STEP 4 – Bin room staff

- File empty envelopes back into the boxes in frame order.
- Sort tracking forms into frame order and file in ring binder. This task can be done later.

13.7 During the exhibition

- Discuss with the Hall Manager any priorities for dismounting.
- Confirm with Commissioners the planned procedure at dismounting time and any priority for their exhibits.

Prepare the dismounting plan [see 13.8(b)] including any urgent dismounts that have been pre-notified and agreed. (It is desirable for the bin room manager to sight the travel tickets of anyone, including Commissioners, seeking urgency.) Having a clear plan beforehand is essential as the exhibits come down very fast and a bottleneck at the bin room should be avoided.

This plan may be drawn on a diagram similar to those shown in Diagrams 13.1 or 13.2; by using a list such as that shown in Table 13.1; or, by laying out the tracking forms (with or without envelopes) in the order proposed.

Table 13.1 – example of tabular form of dismounting plan (partial plan for Royalpex 2017)

Row	Frames			
1 left	27-34	35-40		
2 left	56-63	64-68		
3 left	83-90	91-95		
4 left	111-118	119-124		
5 left	140-147	148-152		
6 left	167-174	175-178	179	180
7 left	200-204	205-206	207-208	
8 left	224-231	232-236		
9 left	etc.	etc.		
10 left	etc.	etc.		
11 left				
12 left				
1 right				
2 right				
3 right				
12 right				

Reference to Diagram 13.1 will show the 'left' refers to one side of each row while 'right' to the other. By working through this table the chances of frames being open on both sides at once is minimised. The bin room manager will obviously have to be conscious of the 'urgent' dismounts; those being taken down by any Commissioner; and recognise that some teams will be quicker than others in dismounting frames.

- Gather up any certificates, medals and special prizes not collected at the Palmarès. Add the critiques; catalogues; awards list; future exhibition prospectuses; and, other literature for each exhibitor and insert appropriately into each of the exhibitor's plastic pockets distributing the pockets out into several big ring binders in order of exhibitor surname/first name.
- Check the table of exhibits to be returned by courier (see 13.4(a)(iv)) against the information detailed on the relevant tracking forms making any necessary changes or notes on the table.

13.8 Dismounting of exhibits

(a) Dismounting requirements

Providing tables for exhibitors to check their exhibits (if they wish to) can be desirable.

Six bin room staff at dismounting is considered useful, one each to:

- do all the floor plan highlighting out and in;
- find the envelopes;
- find the tracking form and put on top of envelopes;
- give out the envelopes and signed tracking form;
- receive back the envelopes and sign tracking form; and
- sort returning tracking forms into SURNAME order.

(b) Dismounting plan

The bin room manager has prepared a plan (see 13.7(c)) for dismounting exhibits taking fully into account the urgent requests, those exhibitors who mounted their own exhibits and who probably wish to dismount them as well, Commissioners and their preferred method of operation (see 13.5(b)) and trying to reduce the likelihood of any frame being opened on both sides at the same time.

(c) Dismounting exhibits

STEP 1 - Bin room

- Following the dismounting plan bin room staff select tracking forms and get the appropriate envelopes, including any filed separately for large pages, from their box. This must be done carefully and check frame numbers.
- Have a table of exhibit envelopes laid out in the plan sequence with tracking forms on top in advance of starting dismounting. Once started dismounting happens very quickly.
- Highlight dismounting plan in YELLOW as dismounting teams sign each tracking form.

STEP 2 – Dismounting teams

- Dismounting helpers, properly identified (ID card and high visibility jacket), sign tracking form and take it with exhibit envelopes to the frames.
- Return exhibit envelopes and tracking forms to bin room.

STEP 3 – Bin room

- As exhibits and tracking forms are returned check all envelopes are present and use PINK highlight on the dismounting plan.
- Bin room staff member puts exhibits back into boxes in frame order.
- Another bin room staff member progressively sorts the tracking forms into alphabetic order of surname/first name.

(d) Commissioners' exhibits

As with mounting there is a range of possible scenarios. The bin room manager or person designated to the Commissioners' table must know whether a Commissioner:

- (i) wants their exhibits to be returned to the bin room AND
 - (A) dismounted in the same manner as other exhibits (i.e. they are included in the standard bin room procedures); or
 - (B) they wish to dismount them themselves; OR
- (ii) wants their exhibits to be kept separate from the standard bin room procedures and to dismount them themselves (i.e. they take full responsibility for the exhibits in their charge).

Case (i)(A) the exhibits are received into the bin room and passed to the Commissioner who checks each envelope. Once all of that Commissioner's exhibits have been returned and checked the Commissioner signs the bulk schedule for their exhibits.

Case (i)(B) the frame numbers comprising the Commissioner's exhibits have been marked in yellow on the plan and the tracking forms and bulk schedule for the Commissioner is held by the person designated to the Commissioners' table. A tracking form for an exhibit is presented to the Commissioner who dismounts the exhibit removing the need for the Commissioner to check the exhibit is complete. When all of that Commissioner's exhibits have been returned and confirmed by the person designated to the Commissioners' table the Commissioner signs the bulk schedule of the exhibits. The tracking forms and bulk schedule are passed to the front desk and the frame numbers are marked in PINK.

Case (ii) the frame numbers comprising the Commissioner's exhibits have been marked in yellow on the plan and the tracking forms and bulk schedule for the Commissioner is held by the person designated to the Commissioners' table. The bulk schedule for the Commissioner's exhibits is passed to the Commissioner who dismounts the exhibits removing the need for the Commissioner to check the exhibits are complete. When all of that Commissioner's exhibits have been dismounted and confirmed by the person designated to the Commissioners' table the Commissioner signs the bulk schedule of the exhibits. The tracking forms and bulk schedule are passed to the front desk and the frame numbers are marked in PINK.

(e) Exhibitors who insist on dismounting their own exhibit

The exhibitors who have insisted on mounting their own exhibit are also likely to want to dismount them and this would have been factored into the dismounting plan. When they receive their envelopes and tracking form request they return the tracking form when their exhibit has been dismounted.

When the tracking form is returned go to STEP 3 of 13.8(c).

13.9 Return of Exhibits

The bin room manager obtains the hall manager's assurance that all frames are empty before returning any exhibits.

(a) Commissioners

Whichever method the Commissioner has opted for in terms of dismounting (13.8(d)) the final outcome is each will have in their hands all of the exhibits, special prizes and exhibitor pockets they are responsible for. All necessary documentation will have been provided for the bin room records and the Commissioner is then free to leave.

If a Commissioner intends staying in New Zealand for a period after the show and has arranged for their locked case containing exhibits, etc. to be stored by the organising committee this should be passed by the Commissioner to the person designated by the Organising Committee. It is NOT a bin room manager's responsibility.

(b) Collection by hand - exhibitor or agent

- Deal with any pre-arranged returns first.
- People who wish to collect exhibits from the bin room **MUST** produce the original copy of the exhibit receipt to obtain the exhibit. Note an exhibitor or agent (who may be acting for more than one exhibitor) may have several exhibits to collect.
- A bin room staff member gets the tracking form and exhibit for one receipt at a time, doing it carefully, checking frame numbers and for any over-sized pages stored elsewhere and any packaging detailed on the form.
- The exhibit is handed over as the exhibitor or agent signs the tracking form. If the person collecting the exhibit differs from the person who delivered it ask them to print their name clearly as well as signing.
- Once all of a single exhibitor's exhibits have been handed over the exhibitor's appropriate plastic pocket of paperwork, plus medals and special prizes, etc. is handed over.

(c) Delivery by courier

At the end, the only exhibits, tracking forms, pockets and special prizes uncollected should be those which are to be returned by Courier.

The Bin Room Manager should check these exhibits against the table of exhibits that were to be couriered (see 13.4(a)(iv) and 13.7(f)) and once satisfied sign the table and have it countersigned by the relevant member of the organising committee who will be arranging for the exhibits and associated material to be couriered.

13.10 Retention of paperwork

The Bin Room Manager transfers the files containing tracking forms and Commissioner's receipts to the Organising Committee which should retain the receipts for a suitable period in case of subsequent queries. A period of one year should normally be more than adequate although a policy for longer term retention should have been established by the organising committee (see section 2.4).

Acknowledgements

Federation would like to acknowledge the contributions to this chapter of Jenny Long, Pat and Colin Capill and Leigh Gravestock who have managed the bin rooms at several recent national exhibitions.

Any person seeking advice on running a bin room should contact one or more of these people who have indicated their willingness to assist.

Jenny Long, Christchurch jennylong@xtra.co.nz


Pat and Colin Capill, Tauranga colinpat2525@gmail.com

Leigh Gravestock, Wellington suzie.is@gravestock.co.nz


Appendix 13.1 Example forms

Information contained within << >> is variable and is provided from the exhibition's exhibitor database.

A1 Example tracking form for NZ exhibitors [see 13.4(a)(i). The form is printed at A4 size].

Royalpex 2017 Stamp Show 	Bin Room Tracking Form	Frame Range: << >>
	Exhibitor: << >>	Frames Required: << >>
Class: << >> Title: << >>		
Receipt Details: <input type="checkbox"/> Commissioner <input type="checkbox"/> Courier <input type="checkbox"/> Hand <input type="checkbox"/> Post <input type="checkbox"/> Other..... <input type="checkbox"/> Additional packaging enclosed Return Intention: << >> Page and Frame Count Matches Exhibit? YES/NO Bin Room Person: Comments		
Mounting Mounting Team Received Exhibit:..... Bin Room Received Empty Envelopes:.....		
Dismounting Dismounting Team Received Empty Envelopes:..... Bin Room Received Envelopes:..... Page and Frame Count Matches Exhibit? YES/NO		
Return Details: Entry collected from Bin Room by: (Print Name)..... I acknowledge receipt of exhibit from Royalpex 2017 Stamp Show Bin Room. Signed:		

A2 Example tracking form for overseas exhibitor delivered by a Commissioner (A4 size)

Royalpex 2017 Stamp Show 	Bin Room Tracking Form Exhibitor: _____ Class: << >> Title: << >>	Frame Range: << >> Frames Required: << >>
Receipt Details: <input type="checkbox"/> Commissioner: Australia - Commissioner - Australia Page and Frame Count Matches Exhibit? YES/NO Bin Room Person: Comments:		
Mounting Mounting Team Received Exhibit:..... Bin Room Received Empty Envelopes:.....		
Dismounting Dismounting Team Received Empty Envelopes:..... Bin Room Received Envelopes:..... Page and Frame Count Matches Exhibit? YES/NO		

A3 Example Commissioner's receipt table (A4 size, landscape)

Family Name	Given Name	Title of Exhibit	Frames Required	Frame Range	Received on (date)	Returned [date]

AUSTRALIA

Accepted into Bin Room by:.....

Commissioner confirmed return of Exhibits Listed Above:.....

Notes:

A4 Example entry receipt form – see 13.4(a)(ii) (one third A4 size)

Royalpex 2017 Entry Receipt

Frame: << >>

Envelope(s): << >>

<<exhibitor name>>


<<exhibit title>>

Accepted into Bin room by:.....

Exhibits will be available once all entries have been returned to the bin room on Sunday 26th November. 6pm to 6.30pm is the estimate time the exhibit will be available for collection.

Return this receipt to collect this exhibit.

A5 Example sheet for exhibitor's pack - see 13.4(a)(iii). Printed A4

	ROYAL 2017 STAMP SHOW	Exhibitor: «Family Name», «Given Name» N^o of Exhibits:															
24 - 26 November 2017																	
Return: «Return»																	
List of Exhibits <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>Frame</th><th>Num of Frame</th><th>Title</th></tr></thead><tbody><tr><td>318</td><td>«e1N»</td><td>«E1T»</td></tr><tr><td>«e2F»</td><td>«e2N»</td><td>«e2T»</td></tr><tr><td>«e3F»</td><td>«e3N»</td><td>«e3T»</td></tr><tr><td>«e4F»</td><td>«e4N»</td><td>«e4T»</td></tr></tbody></table>			Frame	Num of Frame	Title	318	«e1N»	«E1T»	«e2F»	«e2N»	«e2T»	«e3F»	«e3N»	«e3T»	«e4F»	«e4N»	«e4T»
Frame	Num of Frame	Title															
318	«e1N»	«E1T»															
«e2F»	«e2N»	«e2T»															
«e3F»	«e3N»	«e3T»															
«e4F»	«e4N»	«e4T»															
Palmares: YES / NO Collected Catalogue: YES / NO																	
Items for Inclusion if NO to above: «Count of ID» Certificates «Count of ID» Medals 1 Catalogue 1 Awards List Items to be included: «Count of ID» Critiques 1 2018 Prospectus 1 Other Material (if any) <div style="text-align: center; margin-top: 20px;">Thank you for supporting Royal 2017 Stamp Show!</div>																	

Appendix 13.2 Instructions for mounting teams

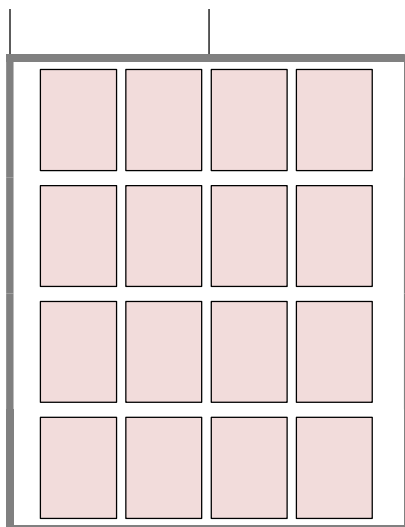
Your mounting team will consist of two or three people ALL of whom will have an ID card and be wearing a high visibility jacket. Security of the exhibits is very important. The only people permitted in the exhibits area during mounting will have ID badges.

- One member of the team will sign the tracking form when an exhibit is handed over.
- The team should have a square head screwdriver.

Note powered drivers **MUST NOT** be used. The powered driver might screw too tight for manual opening later or worse strip the screw head making it difficult to remove or strip the screw thread or the screw hole meaning the frame cannot be secured.

- Before opening a frame door ensure the door on the other side is not open and is securely fastened. Both sides of the same frame **MUST NOT** be open at the same time or the frame can collapse.
- Particularly at the end of each row ensure the frame door is supported when opened (to prevent twisting and potential damage to the frame) and a chair can usually be used for this purpose.
- Mount the material within the frame carefully and neatly.

A standard 16-page exhibit should be mounted so the pages are distributed equally around the centre of the frame width as shown below.



However, some flexibility is required as pages can vary between 21 and 23cm and sometimes there may only be two or three larger pages in a row.

Match the layout that the exhibitor describes on the exhibit envelope but **make sure the exhibit looks good in the frame.**

- Once the material has been mounted in the frame close the frame door and screw securely.
If you have problems opening a door (e.g. the screw is damaged) or securing a door (e.g. the screw turns but does not secure the frame) get help from the hall manager or an assistant to resolve the issue.
- Return empty envelopes and tracking forms to the Bin Room and collect and sign for another exhibit.

Appendix 13.3 Alternate to Tracking Form

The following form can be generated by the exhibits officers. One is used for the mounting of exhibits while a second is used for dismounting – the form being suitably titled for each situation.

Exhibit detail						Helper name/number	
Class	Fr	Fr Numbers		Exhibitor	Title	Envelopes OUT	Envelopes IN
4.2	8	1	8	Exhibitor name 1	Exhibit title 1		
4.2	3	9	11	Exhibitor name 1	Exhibit title 2		
4.2	5	12	16	Exhibitor name 1	Exhibit title 3		
4.2	4	17	20	Exhibitor name 1	Exhibit title 4		
7.1	7	21	27	Exhibitor name 1	Exhibit title 5		
7.1	5	28	32	Exhibitor name 1	Exhibit title 6		

The mounting or dismounting team member signs or marks the appropriate box when picking up the envelope and then when returning it. With this process if there were say 150 exhibits the list might be contained on 4 sheets of paper rather than the 150 individual tracking forms.

While this is one of the benefits of this system it does not provide for specific notes that are otherwise contained on the tracking form. Any such notes would likely be made by the bin room manager but these may not be as readily accessible to other bin room staff as they would on the tracking form