

2 Administration

2.1 Presence at previous exhibition

It is desirable key members of the organising committee go to the preceding national exhibition and observe and speak with their equivalents at that exhibition. The organising committee would then meet shortly afterwards to debrief and discuss things that seemed to work well or could perhaps have worked better. The committee might identify those things they like to emulate, or what they would like to avoid or improve for their exhibition.

2.2 Reports

It is important a timeline of reports is established and maintained. The following define some of the regular reports required of an organising committee.

- If the organising committee is a sub-committee of a society regular reports would be expected to the parent society throughout the period leading up to and after the show.
- Many sources of grants or sponsorship will require reports at specified times.
- The NZPF Approved regulations for national exhibitions (NZPF regulations) require reports before and after the show to the executive committee meetings (held three times a year). These include regular reports from the NZPF Co-ordinator and Chairman of the organising committee. After the show their reports will be joined by a report from the Jury chairman and the exhibition's final report will include a full, reviewed financial report. [See, for example, NZPF regulations clauses 5.4.2, 8.1, 8.3 and the requirements for NZPF co-ordinators and Jury Chairman.]
- The NZPF may require special reports and the organising committee must comply with such requests. [See NZPF regulations clause 8.3.]

2.3 Meeting schedule

It is desirable to set a schedule of meetings for the period up to and immediately after the show. This enables the committee members to diary the meetings but also ensures regular updates on the tasks. Most organising committees hold meetings at two-monthly intervals early in the planning period, move to a one monthly interval say 6 months out from the show and fortnightly or even weekly meetings in the last two months.

Some flexibility in timing is desirable. For example, the NZSDA and NZ Post representatives are possibly not resident in or near the exhibition location. If they have a scheduled visit to that location, it may be possible and desirable to reschedule a standing meeting or arrange an additional one to meet with the representative. They will appreciate the courtesy and a face-to-face meeting between them with the organising committee is often of immense value.

2.4 Records / filing

The secretary and treasurer will be responsible for the main record and filing efforts and the treasurer will need to comply with IRD and normal accounting requirements. However, it is likely during organising the show other people will be tasked with duties requiring they have a clear understanding of record keeping needs – for example, the exhibits officer, product sales, etc.

2.5 Contract management and business relationships

Contracts and business relationships will be established for the show. It is important these be managed professionally, and all timelines and processes imposed are met. The range of contracts or business relationships will include those with:

- Show venue management.
- Catering, security, electrician, first aid, etc. which are often 'preferred suppliers' of the show venue management.
- Furniture suppliers e.g. tables, chairs, dealer stands and partitions.

- Transport including moving of frames, storage (if required), hire vehicle.
- Accommodation for judges, overseas commissioners and, possibly, dealers.
- Palmarès venue.
- Agreements and contracts with NZSDA and NZ Post (see 1.7 and 1.8 below).
- NZPF appointed customs agent (for overseas exhibits travelling into and out of the country).

2.6 Insurance

Public liability

Most show venues used for National exhibitions require the organising committee to have public liability insurance. In some cases, the venue is able to offer coverage and this is likely to be a good option. A typical figure for public liability cover is in the range of \$2-4 million but this need not be expensive.

Event insurance

Event insurance (normally covered by an internationally based company) is not something that has been regularly considered but the organising committee could be faced with major costs if the event were cancelled by an outside event (e.g. earthquake). Speak to the venue management and/or an insurance broker to understand costs and implications of having event insurance or not.

2.7 Worker management

It is necessary for specific managers to identify the number and type of people required and the times they are needed. The spectrum of work required includes:

- Loading frames and associated material onto transport from the storage units before the show and unloading and packing back into the storage unit afterwards (Frames manager).
- Installing trade and other stands (where this is not done by the supplier), frames and furniture at the venue before the show and dismantling afterwards (Hall manager)
- Mounting exhibits before and dismantling afterwards (Hall Manager with Bon Room Manager)
- Manning the bin room before and after the show (Bin Room Manager).
- Manning entry and society tables (Shop Manager)
- Other activities (Activity Co-ordinator)
- Hall security (Hall Manager)
- Drivers (Transport co-ordinator)

The Volunteer Co-ordinator, with the information provided, is responsible for developing a roster to cover the tasks and to manage, with the other Managers, shortfalls or surpluses of manpower.

For voluntary labour approach local societies and individuals and seek time availability, etc. While this can be done well in advance, once people have volunteered, they should be kept advised about progress, reassured they will still be needed, etc. Attached as Appendix 2.1 is a web-based form used at some recent exhibitions. Volunteers are asked to cover a wide range of tasks requiring different physical and mental attributes – there will be sure to be something for anyone to do. It is important when the volunteer labour arrives on schedule, they are not left standing or sitting around with nothing to do. There have been occasions when this has happened and, by the time they are required, the labour has drifted off.

For paid labour, generally from service or sports clubs, advance requests should be made well in advance, so they are able to place the request in their own schedule. Several clubs should be approached seeking expressions of interest and a choice made based on their response. The timing, type and amount of labour and the suggested payment must be agreed (see 12.5 Timing and manpower). Paid labour is generally required for the physical task of erecting or breaking down the frames.

Whether paid or volunteer labour is used much of the requirements are the same.

- Provide job descriptions.

- Brief manpower on tasks and oversee appropriately (see 11.7, 13.2).
- Provide refreshment and breaks (see 11.3).
- Security – signing in and out, badges, etc (see 11.1).
- Ensure health and safety briefing of staff is provided (see 12.6).
- Ensure volunteers and supporting societies are thanked (see 16.2).

2.8 Transport co-ordination

The single, biggest transport task is that of moving the frames from their storage to the venue and return. This is covered in detail at section 12.5 including consideration of options available to the organising committee.

The other transport tasks should be considered as an administrative, logistical and cost issue open to a wide range of options. These tasks include:

- Obligatory transport of overseas judge / commissioners between their arrival airport to accommodation and return (see section 6.4).
- Expected transport of NZ-based jury members between their arrival airport and accommodation.
- Possible transport of jury and others from accommodation to exhibition or Palmarès venue and return.
- Travel by car of NZ-based jury members to the exhibition town and any parking requirements at the accommodation (see section 8.1)
- A range of other tasks including:
 - Delivery of exhibits from the exhibition courier address to the exhibition (see 13.4(g)) and from the exhibition to the courier depot after the exhibition (see 13.9(c)).
 - Delivery of a variety of returns after the exhibition (see 16.1)
 - Delivery of certificates, prizes, etc. to the Palmarès (see 10.4)
 - Picking up the printed Awards List (see 15.5) [although the printer might offer a delivery option].
 - Delivery of meals and drinks for self-catered options for volunteers, jury, etc. (see 11.3)

Considerations are the distances, times, number of people, size and weight of items to carry as well as the number of drivers and vehicles required.

Many exhibition committees have opted for hiring a people mover (say capable of carrying up to 12 people) which is of a size that it can also be used for carrying reasonable size and number items. Pre-ordered taxis or shuttles enable billing back to the organising committee while taxi company vouchers overcome some of the issues of payment claims from passengers. And, of course, use of private vehicles may suffice for many tasks.

2.9 New Zealand Stamp Dealers' Association

The NZSDA Agreement with the NZPF is the basis under which NZSDA members and the organising committee operate. Found on the NZPF website at <https://nzpf.org.nz/exhibitions/exhibition-organisation/contractsaccords/nzsda-nzpf-agreement/> it should be carefully read by members of the organising committee. The agreement provides basic requirements and respective obligations between, and duties of, both parties.

The agreement provides for an individual contract for each exhibition. The basic contract is provided as an appendix to the agreement but provides for variations based on individual circumstances of the exhibition. Most common areas of variation are equipment requirements for the dealers (e.g. tables, chairs, partitions, stand lighting); catering (i.e. whether dealers are provided drink and food during the show); and, the numbers of complementary tickets provided to dealers for the Palmarès. The contract also provides for a sum to be paid by the NZSDA and a schedule of payments (usually three).

When an exhibition is approved by NZPF, the secretary advises the NZSDA. They in turn inform NZPF and the organising committee who will be the NZSDA representative.

In relation to NZSDA the organising committee should:

- Agree any NZSDA equipment requirements and their supply.
- Agree on the number of complementary Palmarès tickets.
- Negotiate and sign NZSDA contract.
- Maintain contact with NZSDA representative throughout – email and personal contact, provide copies of agenda and minutes.
- Agree trade stand layout.
- Agree and implement an appropriate level of security throughout the period of the exhibition.
- Ensure payment schedule is maintained.
- Discuss possible accommodation deals that might benefit NZSDA and the organising committee.
- Agree timing of set-up and support to be provided.
- Discuss and agree channels of communication during show.
- Maintain liaison with the NZSDA representative during set-up and throughout the show (normally through the hall manager).
- Ensure the support provided by NZSDA is appropriately acknowledged in publications, at activities such as the Palmarès and at other opportunities.

2.10 New Zealand Post Limited

The NZ Post Sponsorship Agreement for National Philatelic Exhibitions is the basis for the significant funding by NZ Post to the organising committee. This can be found on the NZPF website <https://nzpf.org.nz/exhibitions/exhibition-organisation/contractsaccords/nz-post-nzpf-agreement/> and should be carefully read by members of the organising committee. The agreement provides basic requirements and respective obligations between, and duties of, both parties.

A representative is appointed by NZ Post and this person is the contact between them and the organising committee.

Apart from the financial support (provided through the NZ National Philatelic Trust) and provision of the Grand award (which they provide rather than it being purchased by the organising committee who were then reimbursed) NZ Post generally:

- Have a sales stand at the show (and normally have first choice of location) where they sell their product and provide a postmarking facility.
- Publicise the event in a range of media (e.g. their website, *Focus* and may provide flyers sent to the collectors on their list in the larger geographical area around the show's venue).
- Design, with input from the organising committee, a postmark for each day of the event and a first day of issue postmark for the miniature sheet issued for the show.
- Design and issue a miniature sheet, again with some input from the organising committee.
- Provide an uncut sheet with multiple miniature sheets available for auction at the Palmarès.

They are also open to approaches for other forms of support and advice. However, none of this should be taken for granted and it is important good relations with the NZ Post liaison are maintained.

NZ Post and the organising committee should:

- Sign the contract.
- Assist with product design (e.g. miniature sheets and personalised labels).
- Agree on the numbers of complementary Palmarès tickets.
- Work co-operatively in designing the show miniature sheet and the postmarks to be used each day of the show all produced by NZ Post.
- Agree stand position and layout.
- Ensure the contributions of NZ Post, including the donated Grand Award, is understood, and suitably acknowledged in publications, at activities such as the Palmarès and at other opportunities.

NZ Post is open to other commercial support being sought by the organising committee, but this cannot be assumed. For example, NZ Post is not averse to additional sponsorship arrangements from local or other suppliers, but the contract does require they be approached before any such

arrangement is finalised. This applies particularly where the alternate supplier seeks some form of 'naming' rights.

2.11 Theme and logo

As early as possible the organising committee should decide on a theme for the show. This will drive the logo design for the show (which will appear on letterheads for correspondence, Bulletins and a wide range of advertising material e.g. advertisements in publications, on the show website, posters, banners, etc.) and will influence the design of any Personalised labels and other product that may be produced. It may also influence the way in which the show is publicised in the media and could influence other activities around the show intended to attract a broader range of public interest.

Appendix 2.1 Request for volunteers

The following is a web-based form used at two previous exhibitions. Whether produced as a web-based form or hard copy this information is essential for the Volunteer Co-ordinator to be able to produce a roster once the manpower requirements – time, number and type of people required for the many tasks carried out during the Exhibition – are known.

Exhibitions require a lot of voluntary assistance from well beforehand but more particularly at the setting-up stage; during the event; and, immediately afterwards.

The range of tasks means that there will be one that will fit YOU and the time you may have available. Please consider volunteering – you will have a great time and meet many interesting people.

Register your interest

Would you like to register your interest in volunteering to assist [exhibition name]? If you do please complete the following form.

The organising committee will be appointing a person to manage the volunteer help and they or one of their assistants will contact you in due course if you do register to identify how you could help and confirm or amend the times you are available.

Your Name (required)

Your Email (required)

Your phone number (required)

Your town or suburb (required)

Days and times you are available. Please indicate ALL that are relevant.

Wednesday [date]

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8:00-10:00 am

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10:00-12 Noon

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12 Noon-2:00 pm

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2:00-4:00 pm

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4:00-6:00 pm

Thursday [date]

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8:00-10:00 am

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10:00-12 Noon

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12 Noon-2:00 pm

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2:00-4:00 pm

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4:00-6:00 pm

Friday [date]

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8:00-10:00 am

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10:00-12 Noon

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12 Noon-2:00 pm

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2:00-4:00 pm

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4:00-6:00 pm

Saturday [date]

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8:00-10:00 am

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10:00-12 Noon

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12 Noon-2:00 pm

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2:00-4:00 pm

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4:00-6:00 pm

Sunday [date]

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8:00-10:00 am

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10:00-12 Noon

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12 Noon-2:00 pm

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2:00-4:00 pm

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4:00-6:00 pm

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6:00-8:00 pm