

6 Exhibits

6.1 Prospectus

The prospectus is one of the most important documents in relation to the exhibition. It is effectively the contract between the organising committee and each exhibitor. When an exhibitor signs their entry form, they are agreeing to the terms that have been set with an expectation the organising committee will honour the obligations described in the prospectus.

A model prospectus is available on the Federation website and, as it has been developed through experience of many past exhibitions, it is expected there would be little variation from the model. However, some changes may be proposed and will be needed for any special competition (eg Australasian Challenge, Championship class, Nations Challenge, special class outside normal judging criteria [e.g. Blenpex 2012 'Gourmet Challenge']) the organising committee decides to include. Before the prospectus can be published it must be approved by the NZPF co-ordinator [See NZPF regulations clause 3.3].

There are no specific rules which determine when the prospectus is issued other than to provide potential exhibitors adequate time to consider whether they will be entering and to forward their entry form. However, it has been considered good practice to defer publishing of the prospectus until after the final closing date of entries for the preceding NZ national exhibition and often the prospectus is made available, along with the first bulletin (see 5.7), at the preceding exhibition when it is enclosed with the returning exhibits.

It is normal practice to send copies of the prospectus and Bulletins to every NZPF affiliated society and a copy of their addresses can be obtained from the Federation secretary. Copies should be forwarded to any commissioner appointed for the exhibition, NZPF secretary and NZPF webmaster.

6.2 Entry fees

The prospectus will include fees exhibitors are required to pay.

Youth entries

The NZPF Approved Regulations at 3.2.7 state *"The national exhibition organizing committee is permitted to charge a fee to youth exhibitors but this fee shall not exceed \$10 per frame (side) including the NZPF patronage fee. [This regulation shall not preclude exhibition organisers from requiring an additional deposit. The deposit will be returned with the entry]"*

There are several classes available for Youth – FIP classes (where a qualifying mark enables the exhibitors to enter international exhibitions), a National 'Youth Developing Exhibit' class where the entrant is an experienced Youth exhibitor who is exhibiting fewer frames than they would be obliged to in the FIP classes and a National 'Youth Development' class restricted to New Zealand exhibitors exhibiting for the first time or for previous exhibitors who have not yet previously received 65 points or more for any exhibit at a national exhibition.

It has been common for no fee to be charged for the Youth Development class.

Adult development

This class is offered to encourage New Zealand resident exhibitors who have not previously been awarded 70 points or more for any one frame or multi frame entry at a National exhibition.

However, where a person has never exhibited at a National exhibition before there is scope for them to enter a ½-frame (8 page) exhibit. For such entries Federation has waived its levy of \$6.00 per frame and exhibitors receive a written critique and a certificate and no medal. It has been common for no fee to be charged for this half-frame adult development class.

General level of fees

The NZPF Approved regulations at 7.3 state *"Exhibitors shall be provided free of all costs, two admission passes for the duration of the exhibition, a copy of the official exhibition catalogue and an awards list."*

In addition, for every entry the organising committee is required to pay NZPF frame fees of \$6.00 per frame, provide a certificate and medal. Jury and other expenses (particularly the space requirements for frames and their transport to and from the venue) are incurred in relation to exhibitors. The organising committee in determining entry fees should take these costs into consideration.

There are suggestions exhibitors are discouraged from entering because of fees charged. Setting a fee that is much lower than other exhibition organising committees because, for example, the venue costs are much lower in one town rather than another (e.g. regional centre compared with major city) or because the parent society wishes to subsidise entrants, has placed unfair expectations or criticism on organising committees of following exhibitions.

6.3 Entries

The prospectus must clearly define critical dates:

- When entries are to be received – this date would typically be no closer than four months before the exhibition.
- When the exhibition committee will confirm acceptance of entries – often four to six weeks after the entry closing date (this provides some scope for extending the entry closing date, receiving late entries or making decisions where entries are over-subscribed, and some have to be declined).
- When the exhibits must be in the hands of either any commissioner or the exhibition organising committee or, if being delivered by hand, with the bin room manager at the venue. Travel plans may require a commissioner to set an earlier delivery and exhibitors must comply. Delivery by hand or courier (note postal delivery is not accepted) to the organising committee is usually set at least three days before the opening day of the exhibit. Delivery by hand with the bin room manager is generally set at 10am on the day before the exhibition opening day or on the day judging commences whichever is earlier.

6.4 Overseas entries

NZPF has formal accords with Australia and the Emirates Philatelic Association. For details see:

www.nzpf.org.nz/exhibitions/exhibition-organisation/contractsaccords/apf-nzpf-accord/

www.nzpf.org.nz/exhibitions/exhibition-organisation/contractsaccords/epa-nzpf-accord/

The accord with Australia applies to every NZ national exhibition while that with EPA applies every second year. Both provide for the appointment of commissioner/judges responsible for bringing exhibits with them to the exhibition and ensuring these entries and any certificates, medals and prizes return afterward.

Only if approved by NZPF, the organising committee may invite other countries to participate e.g. in a Nations Challenge. Invitations of this type would normally apply the provisions in the accords with Australia or EPA to commissioner/judges from such invited countries.

These provisions include:

- Any agreed payment for travel to and from New Zealand, pick-up and drop-off at the local airport and accommodation (including breakfast).
- Complimentary tickets to exhibition functions (e.g. Palmarès).
- Ensuring requirements of NZ Customs are met for the import and export of the exhibits by using the NZPF appointed customs agent including the payment of any fees incurred [see Appendix 6.1 Customs Requirements].

To ensure the efficient and secure handling of exhibits from those accord countries or other invited countries all entries MUST go through the appointed commissioner.

A member of an NZPF affiliated society who lives outside one of the accord or invited countries may enter a New Zealand national and, if accepted, they must take personal responsibility for ensuring the exhibit arrives on time, is taken out of the country and any Customs requirements are met.

A clause in the Regulations for the exhibition should state:

Any item within an exhibit from an overseas exhibitor which may be subject to quarantine on entry into New Zealand (e.g. feathers, straw, wood, etc.) or restriction on re-entry into their own country must be removed from the exhibit and replaced by a colour copy. The Commissioner must be advised such a replacement has been made and will inform the organising committee.

The purpose of the clause is to protect the Commissioner and the organising committee from unnecessary border crossing issues and protect the exhibitor from potential confiscation of the item. The organising committee would advise the Jury chairman to cover any query made by judges of the exhibit.

There will be some cases (e.g. the feathers used on express items pre-stamp period) where the item will have philatelic import or value and in such cases there may be concern an exhibitor might purport to hold an item he or she does not. In such cases if the Commissioner has any concern, they could make suitable enquiry of the exhibitor or seek a more formal certification the exhibitor does indeed have the item.

6.5 Invited displays

Organising committee may wish to include invited, non-competitive displays. Where these displays use the standard exhibition frames the \$6 NZPF frame levy is incurred.

6.6 Envelopes for entries

Envelopes suitable for enclosing a frame of exhibit material, printing of the cover sheet for each and then distribution to individual entrants can be expensive. Exhibition organising committees have tried a range of ways to minimise this cost. These have met with varying degrees of success.

Use of uniform envelopes of a good standard provides a degree of protection for the exhibits, reduces variations between individual entrants, eases the handling task for commissioners, improves efficiency in the bin room, and creates a good image of the exhibition. These benefits generally offset any savings that might be made by asking exhibitors to supply their own envelopes.

6.7 Secure location for delivery and storage of entries

Entries are required no later than a set time. This implies entries will start arriving well in advance. In the case of commissioners, they may decide to travel in New Zealand before or after the exhibition and would appreciate being able to store their exhibits during the time they are here.

The Capital Stamp Show included the Six Nations Challenge and consequently had five overseas commissioners attending three of whom intended to stay for up to a week either before or after the show.

The hotel they were staying in during the show had a secure, walk-in safe but because of the hotel's insurance policy this could not be used for storage while the commissioner was not staying with them. Commercial secure storage was expensive and had limited access times.

The committee arranged for exhibits being couriered to be sent to John Mowbray Collectables who also agreed to hold the exhibits for the overseas commissioners while they were in New Zealand. John Mowbray Collectables regularly deals with significant philatelic holdings (eg before an auction) and the insurance company they used, which happened to be one that many exhibitors use when travelling overseas to exhibitions, had viewed the premises and were happy with the levels of security provided.

While exhibitors are required to insure their own entries, the organising committee has a responsibility to take all reasonable care and this means the delivery address and any location used for storage of exhibits is safe and secure.

There must be a clear procedure for handling exhibits on arrival (see section 13).

6.8 Return of exhibits

The entry form describes the method by which the exhibits are to be returned. Many will be picked up at the exhibit by the entrant, their agent or a commissioner (see section 13).

Where the return requires the exhibit to be couriered the organising committee should ensure this is done quickly and efficiently immediately after the exhibition. It would be desirable to advise the entrant by email that the exhibit has been sent and provide the tracking numbers, so they are able to follow progress of their exhibit.

Appendix 6.1 Customs requirements

NZPF has appointed J F Ross Customs Broker Ltd, Auckland as their Customs broker to prepare and lodge export entry and import entry details with NZ Customs. Full contact details are as follows:

J F Ross Custom Brokers Ltd, Administrator House, Level 3/44 Anzac Avenue, Auckland City
PO Box 1653, Auckland 1010
Phone: 09 379 0973; Mobile 027 477 2760; Fax 09 379 7991; E-mail kevin@jfrosscustoms.co.nz

STEP 1

About 6-8 weeks before the exhibition the person appointed by the organising committee (committee contact) should email the broker as follows:

To: kevin@jfrosscustoms.co.nz

Subject: [Name of Exhibition] – request for export and import entry clearances

I have been appointed by the [NAME OF EXHIBITION] organising committee to be their contact person with you and this email is intended as advance notice for you.

You should already have been advised by NZPF. Could you please prepare Export and Import Entry clearances. The NZPF Customs Client Code should be used.

The exhibition will have commissioners bringing the described numbers of frames of exhibits from the following countries.

Country 1 number of frames

Country 2 number of frames

.....etc

I have written to each Commissioner giving them the details you require asking they provide this information no later than 12 days before their arrival.

We look forward to working with you on this.

[name]

[position in organising committee]

[full contact details of exhibition organising committee]

STEP 2

Each commissioner should be contacted with the following message:

I need your travel arrangements as soon as possible please. This will allow us to arrange for you to be met at the airport and taken to the hotel. It will also allow us to manage your exhibits as securely and efficiently as we can.

Customs and other requirements for entry of exhibits to New Zealand

Customs

The organising committee is obliged by the New Zealand Philatelic Federation to use a nominated customs broker. This greatly facilitates the movement of exhibits into and out of the country. However, it is essential the documentation provided to the customs broker is complete, accurate and on time.

He requires the following information:

Commissioner:

- Full name, passport number, nationality, physical address and contact details (phone, email)
- Date of entry, airport coming into New Zealand, flight number, estimated time of arrival.
- Date of departure, airport leaving New Zealand, flight number, estimated time of departure.
- A table showing the details of each exhibit being carried (for details required see below) and a total of the packages and overall weight of the exhibits.

For each exhibit:

- Full name and physical address (a PO Box or similar is not sufficient) of the exhibitor
- Title of exhibit
- Number of packets the exhibit is comprised of with numbers of pages in each. For most exhibitors the number of packets will equate to the number of frames with each packet containing 16 pages of normal-size or 8 pages of double-size. However, the exhibit may contain a number of double size pages which may be contained in a single packet while the remainder of normal-sized pages are contained in other packages with varying numbers of pages. Please be as precise as you can. You do not need to complete an inventory of each page unless that is requirement of your own Customs authority.
- The approximate total weight of the exhibit measured to the closest 100 grams.

- The stated value of the exhibit.

The suggested format for providing this information is attached.

The customs broker requires this **information in his hands at least 12 days before your arrival**.

Once the broker receives the 'Import Delivery Order' from NZ Customs a copy will be forwarded to you by email.

On the Arrival Declaration Card you must declare **"COMMERCIAL GOODS"** and show Customs a copy of the 'Import Delivery Order'. You should also have a copy of the full details you provided above and have readily available for inspection, if required, the individual entry forms for the exhibits you are carrying.

Once you have arrived in New Zealand the broker can then apply for the 'Export Delivery Order' you will require on your departure. This will be emailed to you and me before you are scheduled to leave.

Restricted material

If any of the exhibits you are carrying contain material other than paper (typically exhibits in the open classes) this material may be restricted for reasons of biological hazards. This would apply especially to bits of wood, feathers, leaves, hair, skins, wool and the like. If such an item is not declared when it should, the New Zealand Ministry of Primary Industries has the right to confiscate it and the commissioner can incur an instant NZ\$200 fine.

The exhibitor should replace the item with a colour photo or photocopy of the same size. They must advise the commissioner who can advise the organising committee the exhibitor holds the original and why it was substituted by a copy.

The suggested format for the information required by the broker is attached at Appendix 6.2

STEP 3

The Commissioner/s response should be checked for completeness and then sent to the broker.

If there are several commissioners coming to the show NZ Customs prefer to have a clear linkage for all the applications made by the broker. A letter should be sent to the broker under the exhibition letterhead which has full contact details for the show (a PDF copy attached to an email is preferred) as follows:

TO: New Zealand Customs Service

The [name of exhibition] is being held in [town] on [dates] under the auspices of the New Zealand Philatelic Federation. We have appointed J F Ross Customs Brokers Ltd as our broker.

Commissioners will be bringing collections on behalf of exhibitors from a number of countries for the show and returning with them after the show.

[signed]

[name]

[position held in organising committee]

The broker then makes the necessary applications to NZ Customs.

STEP 4

The broker sends an email to each Commissioner with an electronic copy of the 'Import Delivery Order' that will be shown to Customs on arrival. A copy of the email will also be sent to the committee contact.

The Import Delivery Order has very basic information but provides a link enabling Customs at the airport to access the full details of the exhibits previously provided to NZ Customs.

STEP 5

On the Arrival Declaration Card the commissioner must declare **"COMMERCIAL GOODS"**. The commissioner will need to advise Customs what they have and show the Import Delivery Order. Customs may want to examine the exhibits or just check number of envelopes against the Import Delivery Order.

The commissioner should have the mobile phone number of the committee contact who may be able to assist if any issues do arise.

STEP 6

Once the commissioner has arrived in NZ the broker can prepare the Export Delivery Order. This will be emailed no more than four days prior to departure to the commissioner with a copy to the committee contact.

The broker does not operate over the weekends and if the commissioner is leaving on Sunday or early Monday it is important the Export Delivery Order is received on the Friday before. If it has not been received by midday the commissioner or committee contact should contact the broker asking them to please email a copy of the Import Delivery Order.

STEP 7

The commissioner will advise Customs what they have and show the Export Delivery Order. Customs may want to examine the exhibits and or just check number of envelopes against the Export Delivery Order.

STEP 8

The broker will email invoices (two per commissioner - one for entering NZ and the other for leaving) to the organising committee's contact person. The invoice will be headed NZ Philatelic Federation as it is their Customs client code that is used in the transactions between the agent and NZ Customs. However, the invoice is a charge on the organising committee and should be paid quickly.

[Exhibition Name, Dates and Location]

Country of origin: _____

Commissioner's Full Name: _____ Passport No: _____ Nationality: _____
Address: _____ Email: _____ Phone: _____
physical address (a PO Box or similar is not sufficient)

ARRIVAL: Date: _____ Flight No: _____ Scheduled Time of Arrival: _____ Airport of arrival: _____

DEPARTURE: Date: _____ Flight No: _____ Scheduled Departure Time: _____ Airport of departure: _____

Name	Contact details	Title of exhibit	Packs	Frames	kg	Value *
		TOTAL				

Guidelines for NZ National Philatelic Exhibition Organising Committees