

Guidelines for New Zealand National Philatelic Exhibition Organising Committees



**New Zealand
Philatelic Federation**

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Introduction

Being part of the organising committee of a successful stamp exhibition can be extremely rewarding. An exhibition provides opportunities for:

- Exhibitors to show off their material and exhibiting skills.
- Public to view the exhibits and other displays that may be part of the show.
- Collectors to visit trade stands to sell some of their no-longer wanted items or buy material to improve their collections.

Exhibitions also provide people a chance to meet long-standing hobby friends and possibly make new ones.

Many society committees have been deterred from running an exhibition for the first time because they do not understand what may be required. Or, once they have committed to running an exhibition, they have not had access to information which they feel they need.

This publication is aimed at addressing these concerns.

Some responsibilities and actions of an organising committee are mandatory. Many of these are described in the New Zealand Philatelic Federation (NZPF) publication *Approved Regulations for New Zealand National Exhibitions*, however others will relate to the rules of your own society and in managing normal financial and contract relationships and other activities governed by New Zealand laws. This document hopefully makes clear those things the organising committee MUST do but also provides indications of things the committee should or could do and how these actions MAY be carried out.

Before any society can run a National Philatelic Exhibition an application must be made to NZPF. An application form can be found at <https://nzpf.org.nz/exhibitions/exhibition-organisation/national-exhibition-regulations/> clause 2.3.

When the application is approved, NZPF:

- Replies to the applicant as appropriate and includes information on the person who has been appointed as the NZPF co-ordinator for the exhibition.
- Informs New Zealand Post Ltd and the NZ Stamp Dealer's Association and agreements with these two organisations come into play.
- Advises the Australian Philatelic Federation and any other NZPF accord partner.
- Publicises the approval on its website and through the minutes of its meetings and newsletter.

The prime focus of this document is to give guidance arising from the experiences of previous organising committees to assist an organising committee to plan their own exhibition. Consequently, some of the ways of doing things have been tested in many exhibitions but, while this might suggest it is therefore the only way of doing it, your committee may consider an alternate (hopefully not without first assessing it against past practice).

If your committee is not sure please seek advice from your NZPF co-ordinator (once one has been appointed), contact the NZPF secretary at secretary@nzpf.org.nz or approach the secretary or chairman of previous exhibitions.

Timetable of activities

The following table attempts to provide a timetable of events related to the sections within the Guidelines. Obviously, there will be considerable variation from one show to another as the variables are just too great. The key to the table is as follows:

Period:

Start is the initial steps leading to a decision to have an exhibition, seeking NZPF approval, appointment of the NZPF co-ordinator, NZSDA and NZ Post representatives as well as the selection of the critical members of the committee (usually the chairman, secretary and treasurer). A preliminary budget would likely be prepared to give the planning team some understanding and acceptability of the proposal.

S-18 is 18 months before the show. A typical planning period for a show but some have been many years while others 12 months or less.



S-12, S-06, S-03, S-02, S-01 are the stated months before the show.

Show is the period of the show but does include the set-up day or days.

Post S is the period after the show.

[Note. This chart has been based around an 18-month planning period. If it were 12 months **S-12** would likely become **S-09** and **S-18** become **S-12**.

Cell colours

-  Indicates the period where the main activities in the specific area are likely to take place
-  Indicates the periods over which the activity is likely to take place.

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