

# Application to Stage a National Philatelic Exhibition

## Applicant society/club details

Applicant [Note 3]:

Postal address:

Contact email:

## Proposed exhibition

Name of the exhibition [Note 4]

Proposed dates

Type of exhibition [Note 5]

Approximate number of frames

Proposed venue [see Note 6]

## Proposed personnel [Note 7]

Proposed Exhibition chairman

Proposed Exhibition secretary

Proposed Treasurer

Proposed Jury Chairman

## Declaration

I have read the NZPF *Approved Regulations for National Exhibitions* and agree to comply with the terms, conditions and fulfil the obligations imposed on an exhibition organising committee described in those regulations.

I have also read the *Guidelines for New Zealand National Philatelic Exhibition Organising Committees*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position in applicant society/club \_\_\_\_\_  
[e.g. President, Secretary, Treasurer]

for and on behalf of \_\_\_\_\_  
[Name of applicant society/club]

## Notes

1. The registration fee for a NATIONAL exhibition [currently \$200 (incl. GST)] must be paid **before** the application will be considered. The fee will only be refunded if the application is declined.

Payment should be made by direct credit to the NZPF bank account 02-06300131777-00. Details on the transfer should include Application / [proposed name of exhibition].

2. New Zealand Philatelic Federation (NZPF) patronage will only be granted based on this application.
3. The application must be from a society/club which is affiliated with NZPF. If it is intended to form a separate “body” to stage the exhibition details should be provided separately.
4. No NATIONAL exhibition shall call itself “International” or “World”.
5. Refer to Article 2, NZPF *Approved Regulations for National Exhibitions*
6. The proposed venue should be further advanced than just an ‘idea.’
7. The NZPF Co-ordinator for the exhibition will be appointed by the NZPF executive committee.

### **Ideal attributes of an Exhibition Chairman**

Attributes that lead to success for an Exhibition Organising Committee.

Essential:

- Be a team player – success is measured by a team, not an individual
- Be collaborative by nature – ie not adversarial – needs to cajole not order as it is volunteers who are working for the exhibition
- Be a leader and well as a team player. Sometimes needs to be decisive but able to explain reasoning for a decision
- Be very well organised, good at managing deadlines with a proven track record of carrying through tasks to a successful and timely conclusion.
- Be well connected to a philatelic organisation having served on its committee and thus understands the branches of the philatelic community whether trade, clubs, NZ Post
- Should have extensive experience with exhibitions, including experience on organising committees (but not necessarily as an exhibition chair)
- Has a track record of chairing organisations (so able to manage meetings).

Desirable:

- Useful to have some judging knowledge so can appreciate the role of the Jury Chair
- Have a relationship with NZ Post and NZSDA, or at least be able to establish such links.
- Can develop a timeline of actions and keep committee members ‘on track’ to meet deadlines without being dictatorial or micro-managing.
- Has the strength to identify weak spots and take remedial action, including providing additional assistance where required.
- Able to understand and talk budgets, cash-flow and other financial tools.
- Can organise who can/will carry out particular tasks. ie has delegation skills.

Once preliminary approval is given by the NZPF, a timeframe will be set for expanding the personnel section. This should include specific roles such as bin room manager, hall manager, jury secretary, plus the whole organising committee so NZPF can assess the depth of the organisation.

8. A timetable for providing a budget will also be set. It should include details of funds to be sourced outside the organising body, including loans both internal and from trusts.
9. The secretary of NZPF may request any other information necessary to enable the application to be considered by the executive.
10. Forward completed form to Secretary, NZPF, 160 Soleares Avenue, Mount Pleasant, Christchurch 8081 or email [secretary@nzpf.org.nz](mailto:secretary@nzpf.org.nz)