

FIP COMMISSIONERS COURSE

17 August 2018
15.30 – 17.00
Prague

COMMISSIONER APPOINTMENT

Once your country has selected you to be the Commissioner for a FIP Exhibition, you should first read that Exhibition's IREX.

THE EXHIBITION IREX

The IREX may include *EXCEPTIONS* to your entitlements that the Exhibition Committee has FIP Approval.

For example

Some Exhibitions exclude Breakfasts

THE EXHIBITION IREX

Date for return of Entry Forms

8.3 Exhibit Application Forms duly filled shall be submitted, together with a copy of the introductory page, in one of the FIP's official languages, through the National Commissioners

Classes Available

Article 5 – EXHIBITION CLASSES

5.1 Non-Competitive Classes:

A/ Court of Honour

B/ Invited Exhibits

5.2 Competitive Classes:

- Class 1. Traditional Philately
 - A/ Czechoslovakia – National Class
 - B/ Europe
 - C/ America
 - D/ Asia, Oceania and Africa
- Class 2. Postal History
 - A/ Czechoslovakia – National Class
 - B/ Europe
 - C/ America
 - D/ Asia, Oceania and Africa
- Class 3. Philatelic Literature
 - A/ Philatelic books and research papers (published after 1st January 2014)
 - B/ Philatelic magazines and periodicals (published after 1st January 2017)
 - C/ Catalogues (published after 1st January 2017)
 - Exhibitors entering an exhibit in the Philatelic Literature Class are requested to fill in the separate “Philatelic Literature Exhibit Information Form” in addition to the “Exhibit Application Form”.

COMMISSIONER APPOINTMENT

You should also ask your Federation's Secretary what is the minimum number of exhibits you need to obtain privileges.

NOTE:

Limit on One Frames and Youth Exhibits



YOUR ROLE


1. Provide a photo
2. Provide an Email Address
3. Provide a Postal Address
4. Provide a Phone Number

NOTE:

**Always be prompt in replying to messages
from the Commissioner-General**



WHAT NOT TO DO

1. Do not book airfares until you know when the Exhibition Organisers WANT you to arrive.
 2. If you have a person travelling with you and sharing the room, tell the organisers.
- 

THE ENTRY FORM

The entry form will be either in Paper form or Electronic.

1. If paper you need to give to prospective exhibitors
2. If Electronic you need to either download the file or tell the exhibitor where they can download the form

THE ENTRY FORM

[1]
First Time
Entry

[2]
Name you are
known as

NOTE:
Surname is
FAMILY NAME
in some
Countries.

【 Exhibit Application Form 】
Fill in a separate form for each exhibit. Please fill in **BLOCK LETTERS**.

FIP Identity number/ if known		<input type="checkbox"/> First time entry	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	
First Name			Surname		
Pseudonym		Email		Tel	
Address					
Country		Date of birth (Youth class only) dd/mm/yy			
Title of exhibit					
Short description of the exhibit					
<input type="checkbox"/> Introduction page included		<input type="checkbox"/> Philatelic Literature Exhibit Information Form included (only applicable for Philatelic Literature exhibits)			

THE ENTRY FORM

【Exhibit Application Form】

Fill in a separate form for each exhibit. Please fill in **BLOCK LETTERS**.

[3]
Email
Is Important

[4]
Address
Country

NOTE:

YOUTH AGE
IS
IMPORTANT

FIP Identity number/ if known		<input type="checkbox"/> First time entry	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.
First Name		Surname		
Pseudonym		Email		Tel
Address	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Country	XXXXXXXXXXXX	Date of birth (Youth class only) dd/mm/yy		
Title of exhibit				
Short description of the exhibit				
<input type="checkbox"/> Introduction page included	<input type="checkbox"/> Philatelic Literature Exhibit Information Form included (only applicable for Philatelic Literature exhibits)			

THE ENTRY FORM

[5]
Title

Title of this exhibit (in English)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

[6]
Previous Title
If it has
Changed

Previous title

Short description of the exhibit (in English)

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

NOTE:

**YOU AS
COMMISSIONER
MUST ENSURE A
Title PAGE IS
INCLUDED**

1) Introduction page included Yes No

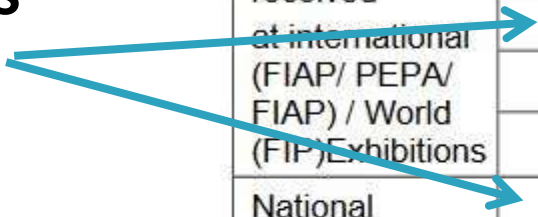
[7]

THE ENTRY FORM

CONFIRM DETAILS WITH EXHIBITION IREX



[8]
 Make sure Exhibitor has filled out correctly



[9]

Exhibitor MUST SIGN AND DATE



Exhibition Class		Sub-class		Number of frames		Sheet size(w x h)				x		
Past Awards received	Exhibition name				LG	G	LV	V	LS	S	SB	B
at international (FIAP/ PEPA/ FIAP) / World (FIP) Exhibitions					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Exhibitions					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The undersigned (exhibitor) hereby (I) agrees to accept all FIP regulations (GREX, GREV, SERVs) and the IREX applying to MACAO 2018 and (II) confirms that the exhibit is owned by me (GREX Art.11.2)												
Exhibitor's signature, Date					The exhibit will be delivered by:		<input type="checkbox"/> Commissioner <input type="checkbox"/> Myself <input type="checkbox"/> Other/ Please specify					
Commissioner's declarations – Remarks							Commissioner's signature, Date					

This Form must be returned through the Commissioners to reach via fax or email to the Organizing Committee, by

THE ENTRY FORM

Exhibition Class	Sub-class	Number of frames	Sheet size(w x h)		x						
			LG	G	LV	V	LS	S	SB	B	
Past Awards received at international (FIAP/ PEPA/ FIAP) / World (FIP)Exhibitions	Exhibition name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Exhibitions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Exhibitor's signature, Date			The exhibit will be delivered by:		<input type="checkbox"/> Commissioner <input type="checkbox"/> Myself <input type="checkbox"/> Other/ Please specify						
Commissioner's declarations – Remarks						Commissioner's signature, Date					
<div style="border: 1px solid orange; height: 40px; width: 100%;"></div>						<div style="border: 1px solid orange; height: 40px; width: 100%;"></div>					

[10]

YOU MUST SIGN AND DATE

This Form must be returned through the Commissioners to reach via fax or email to the Organizing Committee, by



CONFIRM DETAILS WITH EXHIBITION IREX



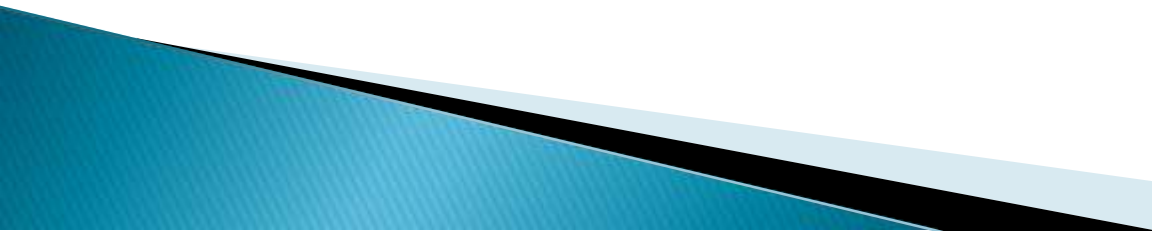
BEFORE THE EXHIBITION

CHECK AGAIN THE NUMBER OF EXHIBITS YOU NEED TO QUALIFY FOR HOTEL AND ALLOWANCES.


ENSURE YOU HAVE MORE ENTRIES THAN YOU NEED.



BEFORE THE EXHIBITION

1. Read the entry for the exhibitor has sent in and make corrections [saves time later].
 2. CHECK the class they have entered.
 3. If it is hand written it can be an advantage to TYPE OUT the name and address details again, as remember, NOT every country has English as its first language.
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BEFORE THE EXHIBITION

1. If 2 entries received by an exhibitor, request his/her preference. [Note: Exhibition Committee does not have to accept the order]
 2. Ensure you receive a draft or actual front page.
 3. Mail or email to the Organising Committee all entries well before the deadline.
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INFORMATION FROM THE EXHIBITION

YOU WILL RECEIVE A LIST OF EXHIBITS ACCEPTED
AND A LIST OF EXHIBITS THAT HAVE NOT BEEN
ACCEPTED.

FIRSTLY, acknowledge the organisers that you
have received this list as soon as possible.

THEN

Tell your exhibitors.



INFORMATION FROM THE EXHIBITION

Now check ALL the details of the
Accepted Entries.

1. Is the exhibitor's name correct
2. Is title correct
3. Is the Class correct
4. Are the number of frames correct

**If NOT then inform the
Commissioner-General**

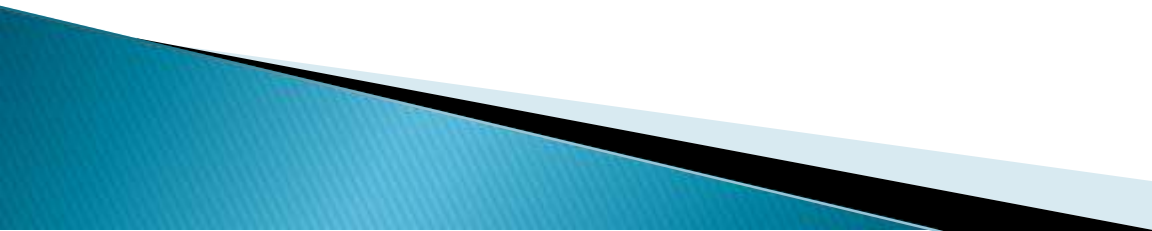
THE EXPERT GROUP

The Team Leader of the Expert Group will contact you if any of your exhibits includes items that have previously been viewed and issued with a notice.

Example letter


REQUEST FROM EXPERT GROUP OF XXXXXXXXXXXX

For all FIP stamp exhibitions, the Expert Group is trying to make some improvements by seeking the co-operation of national commissioners to send us in advance scans of certificates in respect of exhibit which had been queried at previous exhibitions, This is to help solve the operational problems of the exhibition management and to eliminate the need for the commissioners to be present to dismount and remount such exhibit during the exhibition.



SHOW TIME

The organisers will send you either envelopes or digital
A4 Front Pages for your Exhibitors.

1. You need to ensure your Exhibitor completes these.
 2. You need to check they are correct when you get the exhibit from the Exhibitor.
 3. You need to check the number of pages is correct.
 4. If there is an inventory sheet, you need to check that it is completed correctly.
- 

SHOW TIME

[1]
Check that these
details are CORRECT

[2]
VERY IMPORTANT

[3]
CHECK THIS IS FILLED
OUT CORRECTLY.

NOTE
NOT ALL EXHIBITIONS
HAVE THE SAME
STYLE OF FORM

FINLANDIA 2017 Exhibit Inventory Form

Exhibitor name	
Country	
Exhibit title	
Exhibition class	First frame nr



EUROPEAN STAMP EXHIBITION
FINLANDIA
2017
TAMPERE 24.-28.5.

Instructions Please follow exactly the same numbering system as in your exhibit sheets.
Please fill in **number of items** in each exhibit sheet:

A single stamp is 1 item.	A block of stamps is 1 item.	A cover is 1 item.
A booklet is 1 item.	A booklet pane is 1 item.	A postcard is 1 item.
A miniature sheet is 1 item.	A photograph is not an item.	A scan or copy is not an item.

Sheet nr	Nr of items	Sheet nr	Nr of items	Sheet nr	Nr of items	Sheet nr	Nr of items
1		33		65		97	
2		34		66		98	
3		35		67		99	
4		36		68		100	
5		37		69		101	
6		38		70		102	
7		39		71		103	
8		40		72		104	
9		41		73		105	
10		42		74		106	
11		43		75		107	

SHOW TIME

[4]
Check that this has
been signed and
dated.

21		53		85		117	
22		54		86		118	
23		55		87		119	
24		56		88		120	
25		57		89		121	
26		58		90		122	
27		59		91		123	
28		60		92		124	
29		61		93		125	
30		62		94		126	
31		63		95		127	
32		64		96		128	

Exhibitor's signature		Bin Room checked in		Bin Room checked out	
Date		Signature	Date	Signature	Date

Please make three copies of this form: 1. Exhibitor 2. National Commissioner 3. Bin Room

SHOW TIME

[5]

It is expected that this section will be completed by the Organising Committee

[6]

You will need to check that the information is correct when you **HAND IN THE EXHIBITS**

[7]

You will need to check when you **RECEIVE THE EXHIBITS BACK**

(logo of exhibition)

CONFIRMATION FORM FOR NATIONAL COMMISSIONERS

Country: _____

National Commissioner's Full Name: _____

	Frame Nos: From (eg: 10001 -	To 10008)	All pages MOUNTED are intact & in order (please tick)	Remarks (if any)	All pages DISMOUNTED are intact & in order (please tick)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Please use 1 fresh sheet for every 10 exhibits from your country

Confirmed by: _____ Acknowledged by Organising Committee: _____


Signature of National Commissioner/Date _____ Name & Signature of OC Personnel/Date _____

Dismounting:

I hereby confirm that all exhibition sheets and philatelic items as stated above have been collected.

Confirmed by: _____ Acknowledged by Organising Committee: _____

COMMISSIONER'S ROOM

1. You need to attend every session.
 2. When asked please confirm all travel arrangements.
 3. When told you need to be at the frames with the Expert Committee.
 4. You should be at the Critique Session to ask about an Exhibitor's Exhibit if they are unable to be at the Exhibition.
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COMMISSIONER'S ROOM

1. You need to collect the Exhibits when when instructed.
2. You need to collect all Medals; Catalogues and Palmares documents as instructed.
3. You need to check where and when you are to be taken to the airport at the end of the Exhibition.

DO NOT BE LATE TO MEETINGS.



**ANY
QUESTIONS?**

