

INDIA POST

REGULATIONS FOR PHILATELIC EXHIBITIONS (IP-PER)

1. OBJECTIVES

India Post, as a part of its Philately Promotion Program to further the cause of philately, sees in philatelic exhibitions a suitable opportunity.

To demonstrate to general public, in particular to youth, the cultural and educational values of philately and its attractiveness as a hobby,

To promote every aspect of Indian philately, nationally and internationally,

To demonstrate the state of development of philately in India in its various fields,

To facilitate expansion of friendly relations and close cooperation between India Post, philatelists, philatelic traders, and philatelic media persons,

To awaken the interest in philatelic competitions.

2. CATEGORIES

2.1 Levels & Sizes

2.1.1 District and Regional

It is the objective of India Post to organize philatelic exhibitions on a regular basis in all Districts of the country. However, if the District is too small a unit in terms of raising sufficient participation and interest in a philatelic exhibition, a Postal Region - which invariably covers more than one District - can be taken as the basic unit for the exhibition. In India Post's regulations for philatelic exhibitions the Regional and the District exhibitions would technically be on par with each other.

The head of a Division or a Region of India Post in cooperation with the active philatelic organizations of their area organize this category of exhibition. The size of District and Region level exhibitions shall be about 50-100 frames.

(Each frame must be capable of holding 16 sheets of A4 size)

2.1.2 Zonal

The head of a Circle of India Post in cooperation with the philatelic organizations active in their area organize this category of exhibition. The size of a zonal exhibition shall be about 500 frames. To provide a proper exhibition forum for areas where philately is yet to take roots, it has been decided to divide the country in zones, linking areas with low philatelic activity with those that are active. The Zones and their areas are listed in the annexure of this document. In case of a zone having more than one postal Circle, the postal Circle that has been more active in philately would normally conduct the exhibition with the assistance of participating postal Circles for the exhibitors from the entire area of the zone.

2.1.3 National

India Post organizes this category of exhibition in cooperation with the national philatelic organizations. The size of a national exhibition shall be about 1000 frames.

2.1.4 Continental (International)

India Post organizes this category of exhibition in cooperation with the national philatelic organizations and under the patronage of Inter-Asia Philatelic Federation (FIAP). The size of a continental exhibition shall be about 2000 frames.

2.1.5 World

India Post organizes this level of exhibition in cooperation with the national philatelic organizations and under the patronage of International Philatelic Federation (FIP). The size of a world level exhibition shall be about 3000 frames.

2.1.6 Specialized

India Post may organize philatelic exhibitions on one or a few of the exhibition classes, for example - youth philately, thematic philately, modern philately, at any level to promote particular class(es). India Post shall determine the size of a specialized exhibition in each case.

2.1.7 Combined

One or more categories of exhibitions may be combined, such as a District or Region level exhibition with a specialized, say Youth, Zonal or National exhibition. Similarly a Zonal exhibition may be combined with a specialized National or Continental exhibition and a National with a specialized Continental or World and a Continental with specialized World.

2.1.8 Philately Festivals

The hobby of philately has not systematically developed in many parts of the country. Therefore, a local exhibition at the District Level could find it difficult to obtain entries that match the rigours of established assessment norms of philatelic exhibitions. If such a situation is encountered, Philately Festivals can be organized instead of Exhibitions. However, these should be limited to the District Level only. A Philately Festival should be in accordance with the spirit of the 'INDIA POST Guide for Philatelic Exhibitions', but can have a flexible and less rigorous format to suit local conditions.

2.2 Frequency

It is desirable to hold exhibitions at Regional and District levels on a regular basis every year and those at Zonal and National Levels, once in two years and three years respectively. The exhibitions at Continental and World level may be organized about once in 5 and 10 years respectively.

2.3 Duration

The duration may be 2 days for District and Regional, 4 days for Zonal, 5 days for National, 6 days for Continental, and 7 days for World level exhibitions. The duration of exhibition is to be commensurate with the efforts and amount of expenditure involved.

2.4 Timings

The timings when the exhibition will open to the public will vary depending on local conditions. The exhibition may be open to public for a total period of 7 hours a day, minimum, either continuously or in two spells. Arrangements may be made for the jury to come earlier or stay later than public hours, as may be found suitable, in order to permit them to complete their task with minimum hindrance.

2.5 Venue

The venue of the exhibition should be selected with care and should be centrally located, easily accessible, and spacious enough to accommodate the number of frames proposed to be put up along with sufficient space for dealers' booths and parking. It must also be secure enough or lend itself to adequate security measures to safeguard the exhibits etc. The venue should additionally have adequate space for exhibition secretariat, safe storage for exhibits, jury room where required. space for holding Inaugural and award ceremonies, meetings, seminars, contests and other activities during the exhibition.

2.6 Frames

2.6.1 The standard philatelic exhibition frames with perforated board are double sided and each side is referred to as a frame in this document i.e.100 frames means 100 display sides and 50 physical frames. Each frame holds 16 A4 size pages including their transparent protectors. The pages will be mounted in 4 rows of 4.

2.6.2 The frames should be numbered and arranged accordingly. Special care should be

taken to ensure that there is sufficient space for movement of visitors.

2.6.3 Map showing the layout of the display area along with arrangement of frames should be prominently displayed at a number of places at the venue to guide the visitors.

2.7 Lighting

The lighting of the main display areas should be so arranged that each frame be properly lighted. Direct sunlight should not fall on the frames in order to avoid damage to exhibits. High-powered light source emitting heat should also be avoided for the same reason. Tube lights should not be fitted on the exhibition frames.

2.8 Climate Control

Arrangements should be made for adequate circulation of air, heating or cooling, and control of humidity to avoid damage to the philatelic items.

2.9 Other Arrangements

Free drinking water and sufficient toilet facilities should be available at the venue. On- or near-site business services, refreshment and lodging should be available to the visitors.

3. PATRONAGE

3.1 India Post encourages holding of philatelic exhibitions at all levels as a part of its Philately Promotion Program and may also extend its support to philatelic exhibitions organized by other organizations at any level in any part of India.

3.2 India Post may grant its patronage for national exhibitions, recognition for others and support for exhibitions at any level organized by other organizations.

3.3 India Post patronage guarantees to the organizers the support of India Post and its resources. It obliges the organizers to strictly implement India Post's 'Regulations for Philatelic Exhibitions', 'Philatelic Jurors Program' and 'Philatelic Awards System'. India Post recognition and support may be granted to exhibitions on agreed matters.

3.4 The organizers undertake neither to seek nor to accept any other philatelic patronage besides India Post, unless prior approval is obtained in writing from India Post.

3.5 Applications for patronage must be made in writing to the Chief of Philately Division of India Post HQ (DOG-Philately) ideally one year before the date of the event proposed.

3.6 The exhibitions should conform to the minimum number of frames stipulated for the concerned level by the Regulations for Philatelic Exhibitions.

3.7 India Post will appoint one of its officers as a Coordinator and all communications between India Post and the organizers must be through the Coordinator. The name, address, telephone numbers, and email address of the India Post Coordinator shall be published in the Bulletin 1 of the exhibition.

3.8 India Post represented by the Coordinator shall sign the agreement with the philatelic organization holding the exhibition. A model agreement is provided in the concerned annex.

3.9 The organizers are obliged to provide prompt and comprehensive information on all matters concerning the exhibition to India Post, the jurors, and the participants.

3.10 The organizers shall provide Booth(s) to India Post free of charge at the exhibition. The size and location of the Booth(s) should be to the satisfaction of India Post.

3.11 The Organizers shall agree to abide by the rules and regulations stipulated by India

Post as determined by DDG(Philately) from time to time, in the matter of conduct of the exhibitions. They shall also agree to any additional conditions laid down by India Post, if so required on administrative grounds.

3.12 The organizers' failure to adhere to the stipulations of the said agreement will result in withdrawal of patronage, recognition, or support by India Post.

4. MANAGEMENT

4.1 The necessary committees and sub committees should be constituted for smooth management. The Organizing Committee is the most important committee and shall be presided over by Head of Postal Circle, Region, Division or the concerned administrative unit of India Post, as the case may be.

4.2 The Local and District Administration, State Government, Media, Educational Institutions, corporate bodies, and philatelic organizations should be represented in the Organizing Committee to secure their cooperation. Opportunities for linking the exhibitions to other events like Departmental and State/Central Government functions, festivals, famous fairs and expos, school events etc. should be explored.

4.3 The concerned philatelic organization(s) shall be responsible for providing technical support on philatelic matters to the organizers. Its (their) role shall be duly acknowledged by giving its name in the credits as "organized in cooperation with". The philatelic organization(s) selected must be a legal entity.

4.4 It is worthwhile to remember that participation in the exhibition management is voluntary and is in the spirit of service to the cause of philately and may call for sacrifice in terms of time, resources, and effort.

4.5 The Organizing Committee may be constituted at least six months (one year for international world exhibition) prior to the exhibition. It should meet at least once in a month to consider and lay down broad policies. The frequency of meetings would increase as the event draws near. It may frame special rules for the technical & organizational details and procedures, within the framework of these regulations, for publication in Bulletin 1. A model of the same is included in the Annex-02.

4.6 A compact Steering Committee from among the members of the Organizing Committee may be set up to plan, coordinate, and control the various aspects of the exhibition. The Steering Committee may meet as often as necessary.

4.7 A number of compact sub-committees may also be set up as necessary. An indicative list of such sub-committees is as under: Allotment, Finance, Accounts, Technical, Exhibits, Youth Activities, Trade, Publicity, Publications, Reception & Hospitality, Program, Security, Awards, Jury Coordination, and Volunteers. The roles and responsibilities assigned to the sub-committees are given in Annex-03. The actual number of sub-committees and their roles should, however, be decided based on the circumstances and requirements of each exhibition. Two or more sub-committees may be combined to function better and to keep expenditure down at the discretion of the organizers.

5. CLASSIFICATION OF EXHIBITS

5.1. Non-Competitive Classes

5.1.1. Class of Honor

The exhibits that are of exceptional significance or interest. The minimum requirement is that the exhibits should have won Gold or the highest award in the relevant class at a higher-level exhibition within the last five years.

5.1.2. Official Class

The exhibits from National Philatelic Museum, Army Postal Service, Indian Security Printers, Stamp Designers, Business houses dealing in franking machines and other postal equipment and other similar agencies.

5.1.3. Jury Collections

The exhibits from Jury and Apprentice Jury appointed for the exhibition. The participation of Jurors is optional.

5.1.4. Special Interest

The well known exhibits from other postal Divisions, Regions and Circles, especially in those classes where there is no participant from the area, to demonstrate and promote those exhibition classes for future.

5.1.5. Above Competition

The exhibits that have previously won Grand Prize or the First and Second Runner Up position in the Championship Class, at the same level.

5.2 Competitive Classes

(Chapter 2 of Part II to this Handbook gives the guidelines for each competitive class)

5.2.1 Championship Class

5.2.2. Traditional Philately

- 2A Indian Classics
- 2B India up to Independence
- 2C Indian Princely States
- 2D India since Independence
- 2E Rest of the World

5.2.3. Postal History

- 3A India Pre Adhesives Period
- 3B India up to Independence
- 3C Indian Princely States
- 3D India since Independence
- 3E Rest of the World

5.2.4. Postal Stationery

- 4A India up to Independence
- 4B Indian Princely States
- 4C India since Independence
- 4D Rest of the World

5.2.5. Aerophilately Including Astrophilately

- 5A India up to Independence
- 5B India since Independence
- 5C Rest of the World

5.2.6. Thematic Philately

- 6A Indian Themes
- 6B All other Themes

5.2.8. Revenues

- 8A India up to Independence
- 8B Indian Princely States

8C India since Independence
8D Rest of the World

5.2.9. First Day Covers and Special Covers

9A First Day Covers and Special Covers - India
9B First Day Covers and Special Covers - Rest of the World

5.2.10. Modern Philately

5.2.11. Frugal Philately

5.2.12. Social Philately

5.2.13. One-Frame Exhibits

5.2.14. Philatelic Publications

14A Books, Pamphlets & Studies published within past 5 years
14B Periodicals published within past 1 year
14C Articles published within past 1 year
14D Catalogs published within past 2 years
14E Websites, Software and other electronic publications published within past 1 year

5.2.15. Youth (All ages as on the first of January of the year)

15A Exhibitors aged 11 and 12 years
15B Exhibitors aged 13 and 14 years
15C Exhibitors aged 15 and 16 years
15D Exhibitors aged 17 and 18 years
15E School Collections (Collective exhibits prepared by several students of a Section, Class. and School)

5.3 The expression "India up to Independence" includes British India up to August 14, 1947, Portuguese India up to December 29, 1961, and French Settlements in India up to November 1, 1954.

5.4 A collection, or part thereof, which was already shown in other competitive classes in an exhibition, cannot be exhibited under Modern, Frugal, Social, and One-Frame Classes.

5.5 The suggestions for creation of more new classes should be addressed to OOG(Philately).

6. EXHIBITS

Qualifications For Participation

6.1 The participation in non-competitive classes will be by invitation only. The insurance and transport costs of all. invited exhibits will be borne by the organizers unless otherwise agreed in writing.

6.2 Entries that have won Grand Prize or the First and Second Runner Up in the Championship Class shall not be eligible for participation in the Championship Class at the same level again. These can only be exhibited in "Above Competition" Class under Non-Competitive Classes at the same level exhibition. However these are eligible for participation in the next level exhibition in the relevant class.

6.3 Participation in competitive classes is open to residents of the concerned District, Region, or Circle/s, as the case may be. An exhibitor may not change the status of his residency (in the context of competing in philatelic exhibitions) for a period of two years after

competing in any philatelic exhibition. In pursuance of this principle, it would be required of all competitors to furnish an undertaking that they have not participated in the competitive classes of any philatelic exhibition held in any other District, Region or Circle (as the case may be) in the last two years.

6.4 Entries in the Championship Class must have achieved within last five years, a minimum of Gold at the same level. The winners of Gold have an option to either participate again next year at the same level to improve their ranking and aim for the Grand Prize of the Exhibition or enter the Championship class. However the exhibit that has participated once in the Championship Class cannot be exhibited in the relevant class again at the same level.

6.5 Entries in the competitive classes other than Championship Class must have achieved within the last five years, a minimum of Silver medal for classes 2 to 9 and 1 Bronze medal for class 15 at previous level exhibition or its equivalent. No former award is required for Classes 10 to 14 and all classes at Regional and District level. A Bronze at World or Continental exhibition is equivalent to Silver at the National, to Gold at Zonal, and to the Grand Prize at the Regional and District level.

6.6 Entries that have not been competitively exhibited before at any philatelic exhibition at any level and entries that have not achieved the minimum-qualifying award previously but have been extensively improved since may also be considered for entry as a special case at the discretion of the Organizing Committee. The Committee may call for the exhibit for scrutiny to ascertain that it is of such merit as to deserve special dispensation.

6.7 Exhibits must be mounted on A4 size white pages only and submitted under transparent protective covers. Exhibitor's name and address, Title of the exhibit and page number must be written on the back of each page.

6.8 A participant may not be permitted to enter more than one exhibit under a class.

6.9 Not more than 2 entries per individual or 4 entries per family will be permitted. However, entries in class 1 and classes 10 to 15 will not be counted for the purpose of this limitation.

6.10 Exhibits may only be entered under the name of the exhibitor and the use of pseudonyms is not permitted.

6.11 Every exhibitor must have owned his/her exhibit for a minimum of two years before being eligible to participate competitively. However, ownerships as on date would suffice in the case of exhibitions at the Regional and District Level as well as entries in the Youth category for exhibitions upto Zonal Level. This does not apply to the participants in the philatelic publications class.

6.12 Every exhibitor will abstain from exhibiting material that does not conform to the laws of the land. The legal restrictions and/or the details of the items not acceptable at exhibitions under patronage, recognition, or support of India Post shall be published in Special Rules of the exhibition.

6.13 Every exhibitor is obligated to abide by the 'Regulations for Philatelic Exhibitions', 'Philatelic Jurors Program', 'Philatelic Awards System' and the Special Rules of the exhibition published in the Bulletin 1.

6.14 Every exhibitor is entitled to (access to information relating to) the following free of charge: A season pass for admission to the exhibition (in case there is a paid entry ticket), Catalog of Exhibits, Jury Report with Award List, Certificate of Participation, Mark Sheet

with Jury's Observations, if any, and invitations to all official exhibition events excluding Awards Banquet.

6.15 In the case of a serious breach of these provisions, the Coordinator will, after careful examination of the facts, recommend measures to the DDG(Philately) that may include disqualification of the exhibitor from participating in further exhibitions, in any manner whatsoever, for up to five calendar years.

Entry Forms

6.16 A separate entry form is required for each exhibit. The entry form must be accompanied with a photocopy of the introductory sheet (the first page) of the exhibit showing the exhibit's concept. Each participant may be asked to furnish a list of outstanding items, if any, that he may have added after the last exhibition he had participated in. This may optionally be supported by clear photocopies.

6.17 The organizers will provide about a month from the date of availability of Bulletin 1 for closing date to receive entry forms. After publishing Bulletin 1 along with the entry form, wide publicity for participation must be organized. Releasing the Bulletin 1 in a function with invited media persons is a good idea.

6.18 In case the exhibitor demonstrably has given false information in his application, s/he shall be disqualified from participating in any manner whatsoever at that exhibition. In addition the Coordinator may, after careful examination of the facts recommend measures to the DOG (Philately) that may include temporary disqualification from further Exhibitions for a maximum of 5 years.

Acceptance and Notification

6.19 The organizers should strive to earmark about 25% of the frames for new exhibits that are entering any competition for the first time. Another 25% of frame space should be earmarked for youth exhibits.

6.20 The first meeting of the Allotment Sub-Committee may be held within a week of the last date of receipt of entries and the allotment of frames finalized expeditiously.

6.21 The application may also be checked to see whether it has been entered in the correct class or section. The organizers reserve the right to transfer an incorrectly entered exhibit to the correct class or section.

6.22 The decision of the allotment sub-committee is final. No reason need be given for the rejection of an application.

6.23 Notification of acceptance or non-acceptance by the organizers must be sent within a month to the applicants. The expected date for receiving the same by the applicant must be published in Bulletin 1.

6.24 In case of accepted exhibits the number of frames allotted to each exhibit and the amount of entry fees required will also be informed. To receive the entry fees at least two weeks time shall be provided.

6.25 Failure to submit an exhibit after entry has been accepted will result in debarring the exhibitor from exhibiting for 2 calendar years.

Allocation

6.26 Exhibits in Competitive Classes will be allotted the number of frames as follows:

Class 1:	5 to 8 frames
Classes 2 to 9:	5 to 8 frames
Class 10 to 12:	3 to 8 frames
Class 13:	1 frame
Class 15A to 15 D:	1 to 5 frames;
Class 15E:	5 to 8 frames.

(This is relaxable in the case of Philately Festivals and Regional and District level exhibitions; the revised norms should be published in advance)

6.27 The application shall be rejected if it does not meet the minimum number of frames required in the class. Eight frames shall only be allotted to an exhibit with a silver medal or higher award at same level, if requested. All other exhibits, including first time entries shall be allotted 5 frames only.

6.28 The organizers may keep a certain number of entries in reserve, with the consent of their respective owners, to deal with the contingency of no shows. The reserve exhibits may be for both non-competitive and competitive classes.

6.29 It is necessary to submit the exact number of pages as per the number of frames allotted. If the entire exhibit does not fill the allotted frames the evaluation of the same will be adversely affected. If the entire exhibit does not fit within the number of frames allotted, the portion beyond the allocated frames will neither be exhibited nor judged.

6.30 Entry Fees

The suggested fee structure is as follows:

Exhibition Classes	Division/Regional	Zonal	National	
Class 1	Rs. 200	Rs. 400	Rs. 800	per frame
Classes 2 to 8	Rs. 100	Rs. 200	Rs. 400	per frame
Classes 9 to 13	Rs. 50	Rs. 100	Rs. 200	per frame
Class 14	Rs. 100	Rs. 200	Rs. 400	per entry

There will be no entry fee for Class 15.

6.31 The entry fee is required to be sent by a prescribed date and allotment of entries where fees have not been received by due date shall be cancelled. Entry fees are not refundable.

Delivery And Return

6.32 The last date for the receipt of the exhibit may be so fixed that they are physically available to the organizers at least 48 hours before the inauguration of the exhibition.

6.33 The exhibits may be received through the Philatelic Bureaux, Philatelic Counters, or Post Offices designated for the purpose. In this case arrangements will have to be made at the bureaux for receipt, safe custody, and quick transmission to the organizers.

6.34 The exhibitors will bear charges of sending the exhibits directly to the organizers. The organizers shall return all exhibits at their own expense. However exhibitor shall bear the charges for insurance other than Insured Post.

6.35 Exhibit envelopes of suitable quality and strength may be got prepared. One exhibit envelope may be used for the 16 exhibition sheets of one frame only.

6.36 Each exhibit is required to be accompanied by an inventory of the exhibit in triplicate on the prescribed form.

6.37 Requisite numbers of exhibit envelopes and exhibit inventory forms will be sent to all exhibitors who have paid the entry fee at least three weeks prior to the opening date of the exhibition.

6.38 All exhibits must be delivered in the specially provided envelopes. The completed inventory forms must be placed in the envelope containing the first frame pages.

6.39 All exhibits delivered by mail must reach the Organizers at least a week before the opening date of the exhibition. The exhibits delivered personally by the exhibitor may be accepted two days before opening date of the exhibition.

6.40 The organizers must make special arrangements to receive the exhibits and for their safe storage. The exhibits should be kept in fireproof safes preferably under double locking system while in the custody of the organizers, but not mounted on frames.

6.41 A register to keep a record of the exhibits received may be maintained. Entries in the register may be class wise to facilitate referencing and checking.

6.42 On receipt, each page of the exhibit should be carefully checked with reference to the exhibit inventory and a copy of the inventory form may be given back to the participant.

6.43 The exhibitor in Philatelic Publications Class, must submit 2 copies, non-returnable, of each title to the organizers by the closing date for entries in this class. Periodicals shall comprise a complete volume or year. A selection of 10 articles is required for entries in Article section.

6.44 An early last date, ideally two months before the exhibition, is required for philatelic publications entries, as the copies need to be circulated to the juries for evaluation prior to the exhibition. The date must be notified in Bulletin 1. After the exhibition is over a copy of the literature entries may be preserved in the philatelic bureau and the other copy may be donated to a philatelic library or in absence of a philatelic library to a prominent public library of the area.

6.45 The exhibits shall be returned, except Philatelic Publications, to exhibitors present at the exhibition latest by the next day after the closing of the exhibition. (The publications received in the exhibition should be properly accounted for and transferred to the nearest philatelic bureau for taking into stock in the bureau's library). The mailing of the exhibits to the remaining exhibitors must also commence on that day. The dismounting shall be completed before morning of the next day after the closing of the exhibition.

6.46 The participants taking delivery of their exhibit personally or through their authorized agent are required to surrender the duplicate copy of the exhibit inventory: given to them at the time of submitting the exhibit.

Mounting And Dismounting

6.47 The mounting and dismounting of the exhibits will be performed by or under the supervision of the organizers. The organizers may allow the exhibitors to participate in the mounting and dismounting of the exhibits on prior arrangement and at a stipulated time.

6.48 The exhibits should be mounted with the help of special plastic clips and in the order indicated by the exhibitor. The use of adhesive tapes should be avoided. Special care should be taken to ensure that the exhibits or their protective covers do not get damaged.

6.49 One copy each of the exhibits in the publications class shall be available at reading

area for the visitors under the supervision of an officer appointed by the organizers.

6.50 An adequate number of teams should be constituted for the job of mounting an dismantling the exhibits to complete the task within a reasonable period of about 1 hours. It takes about 20 minutes to unlock, clean, mount and lock the frame on a average. The number of teams shall be determined on this basis. However the numbe of teams should not be too large for security reasons.

6.51 Each team shall be given a job card prepared in duplicate listing the exhibi assigned to it for mounting and dismantling. The officer in charge of the bin room shall retain the duplicate copy of the job card duly receipted as record.

6.52 Mounting aids like fluid and cloth for cleaning the glass and the board, plastic clips screws, screw drivers, wire and seals for sealing the frames etc. shall be supplied to each team.

7. ASSESSMENT OF EXHIBITS

7.1 The competitive exhibits are to be adjudged in accordance with the 'Philatelic Awards System'.

7.2 The jury as well as the team leaders, Jury Secretary, Jury Chairperson, Experts ani apprentices for the exhibition shall be appointed in accordance with the 'Philatelic Juror Program'. The decisions of the jury will be final. There will be no appeal.

7.3 The number of jury members for an exhibition is subject to prior agreement betwee the India Post Coordinator and the Exhibition Management. Special requirements (individual competitive classes and number of exhibits expected to be assessed sha also be taken into consideration. The number of jurors should be such that one jure should not normally have more than 100 frames to judge. The number of apprentice jurors should not exceed the number of jurors. The Exhibition Management shoul apply to the Chief Postmaster General (Regional and District level exhibition), (DDG(Philately) (Circle/Zonal and national level exhibition) at least six months prior to th date of the event for the appointment of the jurors. The jurors will be appointed from the panel maintained by India Post. Apprentice jurors will be appointed from those who apply for the same, or will be nominated by the authorized functionary of India Post.

7.4 National exhibitions having all classes must utilize a minimum of 10 national level jurors, national specialized exhibitions must utilize at least 5 national level jurors, zonal exhibitions must utilize 4 zonal level Jurors, Regional and District level exhibitions must utilize 2 District level Jurors. The number of jurors may be increased at the organizers' request.

7.5 One-third of the jury members shall be appointed on the basis of their skills and particular requirements of that philatelic exhibition. Another one-third shall be appointed on the basis of regional representation. These jury members should come from those regions that are represented by the greatest number of exhibits. Final one-third of the jury members shall be drawn from the Officers of the India Post em panelled for the purpose.

7.6 There shall ideally be an Expert Group which shall examine at least 1 % of exhibits for fakes and forgeries and report to the Jury Chairperson. At the request of the Expert Group, the Exhibition Management must remove exhibits or p'arts thereof from the frames so that the jury may subject them to close expert investigation. The owner of the exhibit may be invited to be present at such examination, if he is attending the exhibition.

7.7 Should an exhibit be determined to contain faked, forged or repaired items that are not clearly marked as such, it shall be downgraded by one or more medal levels depending on

the gravity of the case. If an exhibit contains many faked or forged or repaired items that are not marked as such, the exhibit may be disqualified and put out of competition to avoid any doubt. In such cases, the exhibitor shall be duly informed.

Awards

7.8 Standardisation in the matter of the content, weight and dimensions of medals is desirable. The medals shall be made of any inexpensive metal with 5gms 14-carat gold or silver or bronze as the case may be. All medals shall weigh 50 gms and have a diameter of 6 cms. These specifications may be varied for reasons of economy, but certificates would indicate proper category of medals. (For smaller exhibitions a simplified system of awards would be followed, which is detailed in para 7.16 below.)

7.9 There shall be a Grand Prize for the Championship Class, a Grand Prize of the exhibition for the best exhibit except the Championship Class, a Cup for the best exhibit in the Youth class, and a Trophy for the best School Exhibit. Grand Prizes specific to other classes may be instituted at the discretion of the organizers.

7.10 A number of special prizes may be awarded in all classes. Special prizes, without the imposition of conditions, will be accepted at the Organizers' discretion.

7.11 The art Objects selected for Grand Prizes, Special Prizes, Cups, and Trophies shall be of quality and style appropriate to a philatelic exhibition organized or recognized by India Post.

7.12 The Exhibition Management should endeavor to get corporate sponsors for special prizes in the shape of useful products to make these more attractive.

7.13 Sufficient number of medals of each type as well as the Grand and special prizes shall be placed at the disposal of the jury to be awarded at their absolute discretion.

7.14 All exhibits in non-competitive class shall be presented with a memento, and not a medal, as a token of recognition for their support and cooperation.

7.15 All exhibits will get a Certificate of Participation signed by the Jury Chairperson and the Chairperson of the Exhibition Management.

7.16 In the case of Philately Festivals and smaller exhibitions up to the District and Regional level, a simplified system of awards can be followed, if sufficiently high levels of competition are not expected. The awards in such cases can be called First, Second and Third Prizes respectively and these would be clearly indicated in the certificate issued to the winners. Giving away of Medals, Cups, Shields etc to the winners in individual classes are not mandatory at this level of exhibitions, but may be considered by the organizers if found necessary according to local situations. However, there should be a Cup for the best exhibit in the Youth class and a Trophy for the best School Exhibit. It would also be desirable to have a Grand Prize for the best exhibit of the exhibition, which could be a suitable art object of local significance.

Critique Session

7.17 All exhibitions at Circle/Zonal level and above should ideally schedule a Critique Session after the announcement of awards. This should be publicized and sufficient time should be provided for the exhibitors to interact with the Jurors. The Procedure for Conducting Critique Session is given in the annex.

7.18 As an alternative, exhibitors may provide to the organizers no more than two specific questions about their exhibit, and a self addressed, stamped envelope. The committee will forward the request for a written critique to the jury. Providing a written critique on specific

questions will be at the sole discretion of the jury.

8. PUBLICATIONS

8.1 The organizers should ideally publish a minimum of three bulletins. Bulletin 1 shall contain rules for participation as per model rules given in the annex. Bulletin 2 shall contain the catalog of exhibits, floor plan of the venue showing the layout of the exhibition program of the exhibition, and articles on philately. Bulletin 3 shall consist of the list (awards class wise as well as an alphabetical list of names of the exhibitors). It is desirable to publish an additional bulletin 4 containing a report on the exhibition and reports on inaugural and concluding functions, and on various programs (if any) during the show such as quiz and painting competitions. However, it may be required to reduce the number of bulletins as well as economise the production cost thereof in the case of smaller exhibitions.

8.2 The organizers may also bring out a souvenir, which apart from the highlights of the exhibition, may carry interesting features and articles on philatelic subjects.

8.3 A copy of all publications shall be supplied free of charge to every participant, including booth holders, members of the jury and committees/sub-committees. The organizers shall submit two copies of all exhibition publications to Philately Division of India Post.

9. PHILATELIC ISSUES

9.1 India Post may issue a series of stamps, miniature sheets, booklets, and postal stationery to commemorate the national, continental and world exhibitions. On other exhibitions, normally, only a Special Cancellation with a different design shall be provided on each day. Release of Special Covers on locally relevant subjects can also be considered. The specifications for Special Covers are as follows: Size - 10 x 18 cms, printed by offset on 175 gsm map-litho paper.

9.2 The Souvenir and duly postmarked Special Covers shall be available on mail order from the organizers. 2 Copies of the Souvenirs and 5 of Special Covers may be forwarded to the Director, National Philatelic Museum, New Delhi for record. Other rules and procedures in force at the time, regarding Special Covers and Cancellations will also be applicable.

9.3 The organizers must provide adequate advance publicity of the designs, price, and availability of philatelic items issued on the occasion. A circular to all Philatelic Bureaux and media may be issued at least one month in advance.

10. PUBLICITY

10.1 Publicity for the event should be timely, informative and widely distributed. The importance of publicity cannot be emphasized enough. Irrespective of the level of exhibition the organizers must understand the global nature of the hobby. Although the participation in the exhibition is open to residents of the area of the District, Region or Circle/s, the booth holders and visitors may come from all over the country and abroad. Also the mail orders may be received from all over the world for the philatelic issues brought out on the occasion. Thus there is a need for proper marketing and promotion of the event.

10.2 A tempo should gradually be built up from the announcement of the exhibition to its closing.

10.3 The philatelic community and educational institutions of the area should be contacted first for various activities and to promote the exhibition. Promotion among the youth segment should be central to the publicity efforts.

10.4 Press releases may be prepared and press conferences held for the announcement of the exhibition, release of Bulletin 1, after finalization of the allotment and confirmation of invitee exhibits, and on the eve of the inauguration. In this regard special liaison with official

media institutions such as All India Radio, Press Information Bureau etc. need to be maintained for maximum results of the publicity efforts.

10.5 Attractive posters may be put up at all post offices, postal vans, notice boards of educational institutions, popular shopping complexes and other commercial establishments. Advance information as well as conclusion report with relevant photographs may be forwarded to the concerned officers for incorporation in the India Post website and Philately Newsletter.

10.6 Information should be mailed to standing order deposit account holders about the exhibition and the philatelic items to be issued on the occasion.

10.7 Telecom service providers may be approached to play a message about the exhibition every time one picks up a phone.

10.8 A suitable provision in the budget should be made for advertising in the print and electronic media, before and during the exhibition. The advertising should be executed professionally to ensure desired results.

10.9 The exhibition should also be promoted by participating in other fairs and exhibitions.

10.10 The opportunity of holding release or presentation functions for the new issues of stamps should be used to promote the exhibition.

10.11 The show must take advantage of new and emerging technologies to promote the event. A dynamic web site and email address are minimum requirements. A multimedia presentation goes a long way to promote the exhibition.

10.12 If the organizers can invite local or national celebrities depending upon the level of the exhibition to promote the exhibition it undoubtedly will bring better results.

10.13 When India Post's employees are involved in publicity-related activities, they may also ensure that the relevant rules and procedures as existing at the time are followed.

11. PROGRAM OF ACTIVITIES

11.1 Only a small percentage of the stamp collectors of the country participate in the competitive classes in the exhibitions. To arouse their interest in competition as well as to attract the youth to this hobby, the exhibition shall provide the opportunity to organize many other activities.

11.2 Schools shall be invited in large numbers to send their students to visit the exhibition and participate in various activities. The Exhibition Management may if required make arrangements for transportation of students from schools and back.

11.3 The Exhibition Management should plan a range of Audio-visual presentation on various aspects of philately including a workshop at which senior philatelists may educate youngsters in the technique of preparing exhibits, and other subjects.

11.4 For youth activities sufficient space for a 'Youth Area' shall be provided at the exhibition. More information on Youth Area and activities is given in the annex.

11.5 An awards event that is of a type and standard that gives proper recognition to those being honored, especially the exhibitors and exhibition committee members, volunteers, and workers, should be scheduled.

11.6 The Exhibition Management should also plan a range of seminars and society

meetings for show attendees that has depth, breadth, quality and diversity.

12. SECURITY, LIABILITY, & INSURANCE

12.1 The exhibits are invaluable as they represent years of efforts and in some cases are irreplaceable. Irrespective of the value or award, the owners are emotionally attached to their exhibits. Hence these should be handled with utmost care and all precautions taken to guard them against damage by water, fire, and mutilation, as also against loss, and theft.

12.2 The organizers are responsible for all aspects of security and must take reasonable precautions to ensure the security and safety of all exhibits whilst they are in their possession.

12.3 Once the exhibits are mounted in the frames they should be secured against tampering by securing a wire through a set of holes in each frame and setting it with lead seal using a punching device similar to that used by electric and water supply organizations to seal meters. The punching device with distinctive marking should be in the custody of a responsible member of the Organizing Committee.

12.4 Adequate number of volunteers should be stationed at strategic places to keep watch over the frames during the hours when the exhibition is open to public. At the close of the day seals of the frames must be checked and all outlets securely closed and locked. In order to ensure maximum security the number of entry and exit points may be kept to a minimum and the unused doors and windows must be securely barred and locked.

12.5 Posting of police and/or private security guards to guard the venue day and night may be considered, if found necessary.

12.7 The organizers, their employees, members of organizing and other committees and sub-committees, the Jury or any other voluntary personnel shall not be liable for any loss of any exhibit, in whole or in part, or injury suffered by exhibitors from any cause whatsoever as a result of entering this competition.

12.8 Any subsequent dispute will be settled by the parties concerned or in the event of failure to do so, through arbitration by an agreed competent authority. In the settlement of disputes, each party will bear their own costs.

13. DEALER'S BOOTH

13.1 A provision should be made at the venue for adequate number of booths for local and out station stamp dealers, philatelic publishers, and postal administrations.

13.2 The area of the booth should not be less than 2 x 3 meters. Each booth shall be provided a table or counter, 2 chairs, 1 lockable storage cabinet, signage, waste paper bin and 3 fluorescent lamps. Additional equipment required by the booth holder shall be made available on payment.

13.3 Each booth may be let out for the entire duration of the exhibition at a license fee determined by the committee.

13.4 Booths shall be made available for moving-in at least a day before the opening of the exhibition.

13.5 Booths may be booked by sending an advance of 50% along with the application form. The balance payment shall be made by a date fixed by the organizers, in any case or before on the date of possession of the booth.

13.6 All applications shall be subject to approval of the organizers. The decision of the organizers to allocate the booths shall be final.

13.7 All booth holders shall refrain from dealing in illegal issues and the material that does not conform to the laws of the land. Anyone found indulging in such practices will be debarred from further participation in the exhibition and the fees paid will not be refunded. Further, the person would be debarred from participating in any future exhibitions.

14. GENERAL

14.1 These Regulations replace all other rules that have been previously promulgated.

14.2 The decision of the Coordinator shall be final on all matters other than Jury decisions, arising in connection with the exhibition. The Coordinator is responsible for ruling on interpretation of these regulations, at the exhibition.

14.3 The DDG(Philately) will take a decision for those cases where there is no ruling provided by these Rules. Exceptions to the provisions of these Rules may only be made by the DDG(Philately).

14.4 These rules shall be strictly observed in all exhibitions organized by India Post and under the patronage of India Post.

14.6 In the event of any discrepancies in the text arising from translation, the English text shall prevail.

14.7 A comprehensive report on the exhibition should be forwarded by the Chairman of the Organising Committee to the Philately Division, Department of Posts, Dak Bhawan, New Delhi-110001 within two weeks of conclusion of the exhibition. The full text of the Jury Report should form a part of this report.

14.8 All the normal rules, instructions, procedures and guidelines of India Post that are in force at the given point of time shall be binding on India Post personnel engaged in the organizational efforts of any exhibition.

14.9 These rules came into force on 1st August 2003.