The American Philatelic Society
GUIDELINES FOR NATIONAL COMMISSIONERS
TO INTERNATIONAL EXHIBITIONS

1. **Foreword**

   1.1 Only a small number of exhibitors ever have an opportunity to exhibit at the international level. The Guidelines that follow are addressed to commissioners working on behalf of exhibitors to international exhibitions. Commissioners are expected to have a thorough knowledge of these Guidelines. However, exhibitors will also find useful details here about what is involved when applying to exhibit, visiting an international exhibition, and returning home.

   This document focuses on the problems that may be faced by commissioners, and how to handle them smoothly and efficiently. This being said, we also understand the nature of the commissioner's duties varies from exhibition to exhibition.

   1.2 This 2017 document is a revision and update of the APS *Commissioner’s Guide* published in 1987 and revised in 1997. These Guidelines include the current rules and procedures and has been prepared with practical advice from commissioners to recent exhibitions.

2. **Function of a Commissioner**

   2.1 The Commissioner is the representative of the APS, and is the intermediary between the APS and its exhibitors and the management of the particular exhibition.

   2.2 For exhibitions that are under FIP rules, the commissioner should also consult Section IV (Articles 20-29) of the FIP’s General Regulations for Exhibitions (GREX – revised 2016). Copies may be found on the FIP Website [www.f-i-p.ch](http://www.f-i-p.ch).

3. **How a Commissioner is Appointed and by Whom**

   3.1 When an entity organizes an exhibition and invites the APS, the organizing committee will request a commissioner. This request is usually a year or longer before the actual exhibition.

   3.2 If an individual aspires to be a U.S. Commissioner to an exhibition outside of the United States, (excluding Canada), he or she should apply to do so well in advance through the chair of the APS International Committee.

   3.3 Commissioners are appointed by the Chairman of the International Committee. Potential commissioners cannot nominate themselves to the exhibition management. The Chairman of the International Committee will then inform the President of the APS of the appointment.

   3.4 If any organization does not send a nomination, this will be interpreted as meaning that the organization has no interest in our appointing a commissioner.

   3.5 For an FIP exhibition, an FIP member Federation may entrust the function of commissioner for its country to the commissioner of another country if limited interest is anticipated from that country’s exhibitors.
4. Qualifications of a Commissioner

4.1 Essential Qualifications
a. Be a philatelist who has exhibited at an international exhibition and/or has attended an exhibition away from the United States and experienced the process of travel and carrying exhibits, and security issues.
b. For FIP exhibitions, be conversant with FIP Statutes: GREX (General Regulations for Evaluating Exhibits), SREVs (Special Regulations for Evaluating Exhibits), and other current rules.
c. Have the ability and willingness to communicate easily with the Organizing Committee of the exhibitions and with exhibitors.
d. Have a wide range of practical experience, common sense, and a good temperament for solving problems.
e. Be willing to travel, and devote time, responsible care, and effort to carrying the exhibits of others to the exhibition.
f. Be willing and able to cover out-of-pocket expenses, including air fare, if not reimbursable by the organizing committee.
g. Be organized, and have the ability and willingness to write letters and other materials, communicate clearly, and be sensitive to deadlines.
h. Most importantly: a Commissioner should command the respect and confidence of exhibitors, in handling their valuable philatelic properties.

4.2 Some Desirable Qualifications
a. Have knowledge of the language of the country of the exhibition.
b. Be in good physical condition. In transporting the exhibits, it may be necessary to move several hundred pounds of material without assistance. The ability to carry the exhibits physically from one location to another is essential!
c. Some commissioners have found it desirable to be a member of the U.S. Global Entry Program.
d. Have suitable assistance at home to look after work or other matters in his/her absence.
e. Be able to spare time from normal duties to attend the exhibition for the entire duration of the event.
f. Live in a location with easy access to overseas flights, and with facilities for secure storage of exhibits in the interim between receiving them and leaving for the exhibition. It is strongly suggested the commissioner depart and return through the same U.S. international (gateway) facility. This could facilitate Customs issues.
g. Have familiarity with customs laws and regulations and the process for clearing materials with substantial value through customs in the home country, countries en route (if applicable), and in the country of the exhibition.
5. **Duties of a Commissioner**

5.1 The APS International Committee will notify the exhibition management promptly of acceptance of the appointment of the commissioner. At that time the new commissioner should ask for Bulletin No.1, entry forms and any other publications, camera-ready examples of the exhibition logo, and any handout materials.

5.2 Notify the exhibition management in advance if the commissioner anticipates that our exhibitors will desire a large allocation of frame space.

5.3 Be prepared to carry exhibits to the exhibition, look after them at all times, and return them safely to the owners with medals, certificates, and any awards won by them.

5.4 Start a diary/worksheet of events; target dates; expenses for post, telephones, faxes, stationery, and photocopying charges (even if not reimbursable by the member-country). Keep important names; addresses; and telephone, fax, and e-mail numbers of persons associated with the exhibition.

5.5 Contact the various airlines and ask if they have any special requirements for flights to the host country. Also confirm with the embassy, consulate or the Organizing Committee of host country of the exhibition what information is needed about visa, health, and customs requirements, to pass on to potential exhibitors.

5.6 Generate maximum interest among prospective exhibitors.\`

5.7 Act as sole correspondent with the exhibition management as an agent of the APS’s exhibitors.

5.8 Request special prizes from the APS and send a photo of the prize to the Organizing Committee. Determine how the prize will get to the exhibition.

6. **Publicity**

A Commissioner should:

6.1 Publicize the exhibition in philatelic magazines, newspapers, etc., giving full details such as name, place, date, and type of exhibition, number and size of frames, frame charges, and contact information for commissioner. Foremost, this information should be sent to *The American Philatelist* and *The Philatelic Exhibitor*. If possible, publicity also should be provided to the many philatelic sites now active on the Internet and World Wide Web. Notify specialty societies that may have a connection to the hosting organization. The non-philatelic press does not usually publish such news. Supply copies of the show logo to promote visual identification of the exhibition. Furnish a copy of publicity releases to the organizing committee of the exhibition.

6.2 Upon receipt of the prospectus, study carefully any Special Regulations and note particularly the size of the frames, number of pages per frame, what classes of exhibits will be accepted, frame charges, the final date for submitting entry forms, and any other special requirements.

6.3 Issue press releases announcing any new information about the exhibition, as it is received.
6.4 If possible, have on hand as references, recent national and international catalogues, and palmares. These are excellent resources in searching for potential exhibitors.

6.5 Contact prospective participants with a set of forms drawing attention to all of the pertinent information about frames, number of pages, etc. (as mentioned above), with special emphasis on the deadline for entries. Keep track of names and addresses of those to whom forms are sent. A personal approach to collectors known to have exhibits especially desirable for this exhibition is useful.

6.6 Make photocopies if short of entry forms sent by the exhibition. Be selective in sending materials, as some just enjoy receiving such mailings without any intention of participating.

6.7 After the exhibition, send a list of awards to The American Philatelist, The Philatelic Exhibitor and the chairman of the International Committee. A copy of the exhibition catalog and palmares should be sent to the APRL.

7. **Processing of the Applications**

7.1 On receipt of the application from the exhibitor, clarify any shortcomings immediately.

7.2 The commissioner is to act as the eyes of the APS and exhibition management. The commissioner should use personal knowledge and experience in recommending an application after verifying all the possible information required of exhibitors and their exhibits, as follows:
   a. Verify the exhibitor is a member of the APS and resident of the United States. (You can verify APS membership status by contacting the Society’s Headquarters: 100 Match Factory Place, Bellefonte, PA 16823, telephone 814-933-3803, fax 814-933-6128.)
   b. Do not entertain applications from other countries unless you have also been specifically appointed as a commissioner for that particular country.
   c. If an exhibitor applies from another country, ensure that the individual is a member of the APS.
   d. A pseudonym may be used by an exhibitor if he/she does not wish to be publicly identified, but the exhibition management and the jury must be informed of the actual owner’s name.
   e. The exhibit (not the exhibitor) must have received 75 points or a vermeil medal (or higher) in a WSP national exhibition. The requirements for Youth vary by age. For an FIP exhibition check the youth requirements in the GREX 10.4. Once an exhibit has been exhibited in an international exhibition and won an award, it is not necessary to requalify. No qualification is required for Literature Class.
   f. If an exhibit has not been exhibited in a WSP national exhibition and obtained qualification, it cannot participate in an international exhibition. If the qualification of a vermeil medal has been attained in another country, then the exhibitor must produce a certificate confirming such qualification. This certificate must be attached to the application.
   g. With the introduction of provisions for 20 percent new exhibits in each international exhibition, the commissioner should encourage qualified new exhibitors to participate.
h. The exhibit must be the property of the exhibitor. Any change of ownership, even from one spouse to another, means that the exhibit will be treated as a new one and has to requalify.

i. Typically, there is a limit of two entries per exhibitor or four entries per family. Some exhibitions may limit acceptance to one entry per exhibitor. There is no restriction for Literature Class entries. The Championship Class also is excluded from any limitation.

j. Check if all columns in the application forms are filled in correctly. Special care should be taken to verify the authenticity of the previous awards won by the exhibit (not the exhibitor). Any false information may lead to disqualification of the exhibitor. For an FIP exhibition, a common mistake is including regional, continental and bilateral international exhibitions under the international column for previous awards. They may be included only if they are FIP-recognized exhibitions.

k. Take proper care in regard to frame size: the number of pages that can be accommodated in each frame in relation to the size of the pages. Mention of any odd-sized pages should be highlighted for the benefit of the exhibition management.

l. Check the number of frames applied for and whether the quantity corresponds to the number of frames to be allotted for each category, if applicable.

m. Your assessment and recommendation in regard to the application will be both handy and helpful for newcomers.

n. For FIP exhibitions, ensure that any youth exhibit has not been shown previously in another FIP exhibition in the same year, as it can be shown only once a year, except in a specialized youth exhibition. Be careful that prior youth awards are identified as such.

7.3 FIP Championship Class

Read carefully GREX Articles 9.1-9.5, and especially note the following:

a. The qualification in this Class is that the exhibit must have won three large gold medals in three different years within the past 10 years, starting from the year in which the exhibit won its first large gold medal.

b. The exhibitor is eligible to show the exhibit for five calendar years of his/her choice within the span of 10 years after it becomes eligible. (Note: An exhibitor may show in all the exhibitions in any one year and still be treated as one calendar year.)

7.4 Application Routing

All applications and correspondence MUST be routed through the Commissioner. Exhibitors may NOT contact the exhibition management directly. Be strict in upholding this regulation.

7.5 Special Invitees

Special invitees may be approached directly by the exhibition management but the Commissioner must be kept informed of any such participation.
7.6 Irregularities
Any irregularity should be brought to the attention of the exhibition management and the chairman of the International Committee.

8. Acceptance of Exhibits, Inventory form and Procedures

8.1 The exhibition management will usually send a list of all accepted entrants to the commissioner about six months before the exhibition and indicate the number of frames allotted to each entrant. This list may be accompanied by Bulletin No. 2, and the jury list, if available. Envelopes for the exhibit may be sent by the exhibition management directly to the exhibitors or through the Commissioner. An inventory form should accompany the envelopes. Upon completion by the exhibitor, the exhibit and inventory form must be sent to the Commissioner.

A copy of the exhibit’s title page should accompany each entry form. Make a note on your worksheet for each entry form processed. While a Synopsis page is not generally required or even used at FIP exhibitions, it is to the advantage of the exhibitor to provide a Synopsis page on those occasions when they are sent to the jury.

8.2 Rejected exhibits or those requesting a different number of frames than allotted should be handled on a case-by-case basis, depending on individual circumstances and merit.

8.3 Remind the exhibitors that the signing of the entry form implies a commitment to exhibit. If the exhibitor fails to exhibit, the exhibitor will be barred from future international exhibitions. Frame fees are not refundable. For FIP exhibitions this action is considered under GREX Article 19.

8.4 If a commissioner finds that his/her country's applications have been totally rejected, or a smaller number of applications has been accepted than seems justified, in either case depriving the commissioner of the usual privileges (if a FIP exhibition, under Article 27), the commissioner should bring the matter to the notice of the organizing committee as well as to the chairman of the International Committee.

8.5 All entry fees are collected by the commissioner and forwarded to the exhibition management.

8.6 Application fees are payable when the exhibitor is notified of their exhibits acceptance.

8.7 Frame envelopes for the exhibit pages and inventory forms should be provided by the exhibition management. If the exhibition does not provide inventory forms, the commissioner should make them. Samples may be obtained from the International Committee.

8.8 Using the preliminary applications data, prepare a list of prior awards for each exhibit to give to the U.S. jury member(s), if there are any.

8.9 It is customary for jurors and commissioners to exchange small philatelic gifts. You should make an early start to request such gifts from APS and/or the U.S. Postal Service.

8.10 After the exhibition, experiences, both positive and negative, should be reported to the Chair of the International committee.
9. Transportation of Exhibits

9.1 It is imperative for the exhibitors and the commissioner to establish and agree to the intended means of exhibit transportation at least 90 days in advance of the show.

9.2 By Post
Sending exhibits by international mail is not considered safe. If the exhibitor decides to send by the post, make sure that the exhibits will clear customs without difficulty in the exhibition country. This method is not recommended. The commissioner has no responsibility for the transport, set up and take down of the exhibit.

9.3 By Air Freight
Instead of carrying the exhibits personally some exhibitors have considered air freight. However, customs regulations and the posting of bonds and the potential requirement of an agent make this method unattractive and is not recommended. The commissioner has no responsibility for the transport, set up, and take down of the exhibit.

9.4 Carried Personally
Some exhibitors wish to carry their exhibits personally or carried by a friend. This means, for one thing, having to stay for the duration of the exhibition, including having to arrive before the exhibition opens. Those exhibitors, who opt either to carry their own exhibits or have someone other than the commissioner take the exhibit, must become familiar with special procedures of international exhibitions. For one thing, the exhibition management may not be able to meet and assist individual exhibitors. Customs can become a serious issue. The commissioner has no responsibility for the transport, set up, and take down of the exhibit.

9.5 In no case may the commissioner agree to transport an exhibit “one way” because this can complicate custom issues.

9.6 Carried by Commissioner
The preferred method for most exhibitors to avoid any personal inconvenience is to have their exhibits carried by the commissioner, even though they pay an additional fee for the service. The APS approved exhibit carrying fee of $25 per exhibit and $20.00 per 16-page frame or equivalent. This fee can be modified from time to time. In the past, commissioners have carried exhibits in the cabin of the airplane. This has become increasingly difficult and expensive. In 1997, APS purchased special lockable cases for transit of exhibits as checked baggage. If checked baggage transit is to be used, that fact must be disclosed to the exhibitor in advance and the exhibitor should review the requirements of their insurance carrier.

It is important for the commissioner to carry spare locks for the cases because they have been known to break or get damaged in transit.

Upon returning, these cases may be retained by the commissioner until needed for the next event, or sent to the APS Headquarters in which case postage will be reimbursed by the APS.
9.7 Transfers Between Exhibitions
Prior authority should be given to the exhibition management of the first exhibition for transfer by the commissioner to a subsequent exhibition. In all cases of such transfer, the transportation method used for return of exhibits from the second exhibition must be established in advance by all parties involved.

9.8 Target Date
The commissioner must inform all those concerned well in advance that they must send exhibits to a fixed place, the earliest times and dates when exhibits will be accepted at that site, and the drop-dead date and time by which shipments must be received. Check to be sure that all required papers have been received from the exhibitors by the time the exhibits are in hand.

9.9 Insurance
The exhibitor must check with their insurance carrier for comprehensive coverage for exhibits while they are in transit (to and from) and on display at the exhibition. Such private insurance is the sole responsibility of the exhibitor. The exhibitor should ask for a statement of coverage from their carrier, if this is not already included in their contract. The Commissioner should refuse to carry any exhibit that is not insured.

9.10 Return Expenses
Return of the exhibit is at the exhibitor’s expense. Commissioners may ask for an advance to go toward return expenses, or bill when final charges are known. The final charges usually will be higher than the charges for sending the exhibit, because of extra material enclosed (awards, catalogs, etc.). The commissioner should make clear that any excess baggage fees will be shared by all exhibitors.

10. Packing and Repacking

10.1 Decide how you wish to carry the exhibits -- in a big trunk, in a box, in APS transit cases, or in small suitcases (convenient to handle but also easily stolen).

10.2 Inform the exhibitors of the necessity for repacking the exhibits for carrying to the exhibition. Keep the original containers received from the exhibitors for sending the exhibits back. Make it clear that you will not accept exhibits at the airport or in transit.

10.3 Obtain a signed release from each exhibitor, releasing you from any liabilities for handling the exhibits. This form should also include a section for the exhibitor to specify the means for returning the exhibit. Make it clear to the exhibitors that refusing to sign a release will be grounds for your refusal to transport the exhibits.

10.4 Keep records of receipts, vouchers, and expenditures. The total expenses preferably should be shared by the exhibitors. If the commissioner is carrying the exhibits in a way that will qualify them as excess baggage with the airlines, requiring additional air fees, these charges should be passed on to the exhibitors. The commissioner may wish to require an advance from exhibitors against these excess baggage fees; in any event, bill exhibitors for all applicable costs on return from the exhibition.
10.5 Take a supply of bubble wrap and tape to the exhibition for safe packing and return of special prizes. Remember, the commissioner will need more space for the return trip because catalogs, medals special prizes, etc. At times the Organizing Committee will send items but this can take months.

11. Customs

11.1 ATA Carnet
The ATA Carnet ("Admission Temporaire/Temporary Admission") system was adopted by the World Customs Organization in 1961 as a way to encourage world trade by reducing the obstacles caused by varying national customs regulations. In many instances, exporters using an ATA Carnet can reduce costs and facilitate movement of merchandise. As of this writing, an ATA Carnet is not suitable for transportation of U.S. philatelic exhibits. In addition to a basic processing fee determined by the value of the shipment, a Carnet requires an item-by-item inventory and a security deposit (usually calculated at 40 percent of the total value of the shipment) to cover any customs claim that might result from an improperly used Carnet.

11.2 There are two types of documentation that you may be expected to clear through customs: one for the United States and the other at the customs of the exhibition country. Many countries use the same customs documentation.

11.3 For United States Customs
Use U.S. Treasury/Customs Form 4455. Make three sets. It is advantageous to get clearance in your name on behalf of all exhibitors. Prior to leaving, check the forms that will be needed for return entry; don't leave this step until the last moment before departure. Keep required customs papers with you. It is advisable to meet with Customs in advance for verifications and inspections.

11.4 For Customs in the Country of the Exhibition
The exhibition management will send detailed instruction about their country’s customs requirements, and the necessary forms for them. Generally, these include inventory forms and special customs identification labels, and sometimes customs and declaration forms. If labels are not mandatory, don't use them – they can mark targets for thieves. Study the forms carefully and in case of any doubt, get immediate clarification. Inform all the exhibitors about the requirements. These customs documents should be kept with you.

An additional copy of the inventory form or other paperwork should be put into the container with the exhibits.

11.5 Arrival Information
Notify the exhibition management of the date, time, flight number, etc., of your arrival, so they can meet you and render assistance in case of any customs, immigration, or currency problems. On arrival, look for signs or a welcome booth by the exhibition management.
11.6 Dealing with Customs

Keep patience while dealing with customs officers. Custom officials are not schooled as to how to deal with philatelic material. Usually the exhibition management will tell you well in advance about the customs regulations of the country. While each country’s rules differ, the most common procedures for passing customs are:

a. Just walk through the "nothing to declare" channel.

b. Submit to an inspection of your documents and a check, either casual or thorough, of the exhibits. Customs retains a copy of the inventory forms, puts a seal on your copy, and seals your packages to be presented again to the customs officials at the exhibition site.

c. Customs retains the packages of exhibits against a receipt given to you, with the exhibits to be collected later by the exhibition management. If you must give a bond as part of this procedure, be sure to cancel it when leaving the country with the exhibits.

12. Visiting the Exhibition

12.1 Visiting Exhibitors

Brief the exhibitors (especially first-timers) who will be visiting the exhibition about schedules and events.

12.2 Visa Requirements

Check visa requirements. If visas are required to enter the exhibition country it is advisable to obtain them well in advance. Six months is recommended in applying for a visa. You should also be aware that most countries require that your passport have six months of useful life after the end of the exhibition or your passport will not receive the necessary visa. In short, if your US passport is to expire within one year of the exhibition, process a new one immediately. Many countries have travel restrictions that you also should be aware of.

12.3 Currency

Many countries have currency and exchange controls that restrict how much, if any, foreign currency visitors may bring with them into the country, or how much local currency may be taken out when leaving. Familiarize yourself with such rules, and forewarn the exhibitors about them, so proper action can be taken in advance. Keep all conversion receipts with you to facilitate transfer back.

12.4 Travel

It is desirable to use the official air carrier, if one is designated by the exhibition management. If you intend to carry exhibits in the cabin, contact the airline well in advance and let them know your space requirements. If possible, get the resulting agreement in writing and establish a contact person at the time of boarding. Try for early boarding in order to stow the packages without being rushed or crowded. If you must check the exhibits in the hold, try to make prior arrangements for a secured hold as well as secured manner of trans-shipment.

If you are able to, coordinate your travel plans with those of exhibitors; it will be a great help if they are able to accompany you.
13. **Security**

13.1 Take extra precautions to protect other people's property. Limit information about your travel plans to people who need to know. Do not offer comments at any time about the value of what you are carrying.

13.2 On arrival take the exhibits to the exhibition site and deposit them against receipt in the event’s bin room. It is neither safe nor possible for the hotel to provide even temporary security. Obtain a receipt for each exhibit you leave in the bin room.

13.3 Most exhibitions require a badge or other credentials for access during off-hours or to the bin room. Get whatever is required as soon as possible.

14. **Mounting**

14.1 Some exhibitions allow the Commissioner or the exhibitor to mount the exhibits personally. It is desirable for the Commissioner to supervise the mounting, and you should schedule a specific time to do so. Keep an emergency stock of hinges, photo corners, mounts, glue, scissors, and twine.

14.2 If there is any problem that cannot be resolved, contact the Organizing Committee. If this is an FIP exhibition, contact the FIP coordinator.

15. **Duties of Commissioners at the Exhibition**

15.1 The Commissioner is expected to stay at the hotel provided by the exhibition management.

15.2 Check all your exhibits to see if they are properly mounted, particularly if you did not supervise the mounting. If any problem is noted, promptly contact the organizing committee.

15.3 Check your exhibits’ frames for heat/cold, light, dryness/humidity, and direct sunlight on the pages. You should check these conditions at least twice -- once in the morning and again in the afternoon, regarding sunlight and changes in atmospheric conditions.

15.4 Commissioners are expected to be present at the daily Commissioners’ Meetings in order to answer queries from judges and exhibition management.

15.5 Commissioners should attend the opening of any of their exhibit frames by the Expert Team, and try to receive a copy of their report before leaving the exhibition. At times it has been difficult for commissioners to get such copies.

15.6 You may be asked to help resolve any problems arising between exhibitors and the organizing committee. You also may help non-exhibiting visitors to the show if their requests are reasonable and you have available time. Be careful not to promise what you can't deliver (e.g., invitations to closed events), and if asked to make palmares reservations, you are fully justified in asking for payment (in required currency) in advance.

15.7 Send notification of awards and special prizes as soon as possible after the Palmares to the exhibitors via email.
16  **Dismounting, Getting Ready to Leave**

16.1 Allow an ample margin of time for leaving the country. Take the earliest opportunity for dismounting after the show is over. Arrange a scheduled time for dismounting with the exhibition management well in advance, and have receipts and necessary papers ready. If you do not supervise the dismounting, then check each page of each exhibit thoroughly before you pack them for the trip. Obtain your copy of exhibit scores from the jury, and keep notes or suggestions for exhibitors that you might have received from jury members and others. Collect your exhibitors’ awards, as well as palmares, catalogues, and any souvenirs.

In the interest of security, pick up your packages of exhibits on your way to the airport, if possible.

16.2 Transfers
Foreign customs officials normally expect exhibits to leave the country in the same manner in which they entered. If some emergency requires you to take an extra exhibit home, accept it only if accompanied by all necessary receipts, entry documentation, and declaration forms. (See 9.5).

16.3 The exhibition management customarily arranges transport to take commissioners to the airport. Make your reservation well in advance. Also, clarify any special requirements for boarding. Make sure any bond you signed in bringing the exhibits is canceled before you leave the country. Have all necessary papers and documents handy. These may also be helpful at the re-entry point as customs officials there may have to be satisfied that you are bringing back what you had taken out.

At times the exhibition customs officials will place a seal on the exhibits when you leave with them. It is helpful to keep the seal intact for going through clearance once you arrive home.

17.  **Return of Exhibits**

17.1 Upon returning home, keep exhibits in a secure place while arranging as soon as possible to return them to their owners, along with the palmares, catalogues, medals, special awards, and souvenirs. Give each exhibitor the breakdown of jury scores for the exhibit.

17.2 Some exhibits can be returned personally to the owners. Others can be sent through authorized persons, or by registered or express mail, after necessary packing. This is the time to prepare statements of your expenses incurred, and send one to each exhibitor either refunding advance overpayments or asking for reimbursement of your extra costs. A report of your experience to the International Committee chairman will be very helpful for future commissioners.

18.  **Commissioners’ Rewards**

18.1 Commissioners receive certain privileges from the Organizing committee. Typically a hotel room for two persons, a daily allowance, two admission tickets to the exhibition, an exhibition catalogue, a copy of the jury report, and invitations to the palmares banquet and to other official receptions.
18.2 Financially, the Commissioner is not fully reimbursed for all expenses, however, if done carefully, the commissioner may be able to recover most expenses. But the job is rewarding in that a commissioner is promoting philately a home, and is able to keep abreast of the world philatelic trends and development.

19. **Unable to Perform Duties as Commissioner**

19.1 If for any reason you are unable to continue as commissioner, inform the International Committee Chairman immediately so that either a new commissioner may be appointed or alternative arrangements can be made for the exhibits to be present at the concerned exhibition. In the event of a breach of responsibility, the commissioner may be excluded from serving as a commissioner at future exhibitions.

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