Facilities and Staging Manager

The Facilities and Staging Manager is the show’s main contact with the site liaison. In conjunction with the Show Chairman, the Facilities and Staging Manager:

1. Confirms all the arrangements for the show with the liaison for the show hotel, convention center or other facility
2. Negotiates, reviews and signs contracts with the show facility
3. Obtains all the information needed for preparing room rate cards for distribution to the dealers, exhibitors, judges and other potential show attendees
4. Reviews the space requirements of each of the other show managers including:
   a. Bourse Manager - suitable space and detailed layout for dealer bourse
   b. Judging Manager - room(s) for judges’ deliberations
   c. Programs and Meetings Manager – sufficient room(s) and time for all programs and meetings, including convening societies
   d. Hospitality and Banquet Manager - space for the banquet, space for convening society banquet, hospitality room(s), location of Hospitality table(s) or area(s)
   e. Youth Activities Manager - space for youth area(s) and room(s) for youth programs
   f. Table(s) for handouts of philatelic publications, catalogs, upcoming show announcements
   g. Storage space for low value handouts
   h. Secure storage space for petty cash, medals, awards, banquet tickets etc.
5. Negotiates for a block of rooms and special hotel rates
6. Establishes a flow chart to schedule the set up and take down of the show, especially
   a. Moving in the frames from storage facility and setting them up
   b. Mounting the exhibits in the frames
   c. Securing the exhibits with specialized security screws
   d. Repairing and cleaning any frames as needed
   e. Set up of the dealer bourse tables including electricity, trash cans and cabinets
   f. Move in of dealers with their inventories
   g. Move in and set up of youth area supplies and handouts
   h. Opening of frames and dismounting of exhibits
   i. Securing of frames and repacking of frames for transport to storage
   j. Transport of frames to storage facility
   k. Move out of dealers with their remaining inventories
   l. Take down of dealer bourse area
   m. Take down and move out of youth area remaining supplies and handouts
7. Estimates the number of people needed in for each of the above functions in conjunction with the appropriate show committee managers
8. Remains available throughout the show to solve any problems related with the show facilities