ROPEX 2020 - Sponsored by the Rochester Philatelic Association
ROPEX Exhibit Chairman, 28 Amberwood Pl, Rochester, NY 14626-4166 USA
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ROPEX EXHIBITOR PROSPECTUS - RULES and REGULATIONS

1. ROPEX 2020 is being held May 15-16 at The Greater Canandaigua Civic Center, 250 North Bloomfield Rd, Canandaigua, NY.

2. Submitting an Entry

2. All entries must be made on an official paper or electronic entry form. Submitting or electronically filing an entry form confirms acceptance of this prospectus in full. Each frame holds 16- 8 1/2" x 11" pages. Single frame exhibits are $25. Multi-frame exhibits of 2 to 6 frames are $15 per frame, exhibits of 7 to 10 frames are a flat $100 fee, with a maximum of 10 frames per exhibit. For junior exhibitors (21 years old or younger as of January 1 in the year ROPEX is being held) the frame fee is $5 per 16 page frame.

3. ROPEX has a maximum of 125 competitive frames. Early application entry is recommended, typically no later than 2 months before the show. Exhibitors are limited to 3 competitive entries in total, with no more than 2 single frame or 2 multi frame exhibits. The Exhibit Committee reserves the right to reject any exhibit. Exhibitors can expect to be notified of acceptance or not within a week of receipt.

4. Exhibitors are asked to submit one copy of a synopsis or plan page and a title page to be reviewed by the Exhibit Committee for consideration, preferably when they apply. Electronic versions in Word or PDF formats would be appreciated. ROPEX requests an accepted exhibitor's permission to post these forms on the ROPEX web site. Exhibitors' names, titles and exhibit descriptions will also be listed on the ROPEX web site, in the show program, and possibly in pre-show and post-show publicity.

5. An Exhibit Committee representative will inform an accepted exhibitor when, how and where to send in the appropriate frames fee.

6. Materials exhibited must be the bona fide property of the exhibitor. An exhibitor's name may not appear within the exhibit, however names and addresses on covers are allowed.

7. All exhibits will be displayed using standard 3' wide by 4' tall frames. Oversized pages/items larger than 8.5' x 11' require advanced approval of the Exhibit Committee. Each exhibit page must be inserted into a protective transparent sleeve or envelope, preferably enclosed on three sides. Index card stock is recommended as a stiffener for each exhibit page. Pages should be sent in "mountable" order, numbered progressively on the reverse. Expertizing certificates should be in the sleeve behind the appropriate page.

8. Failure to present an exhibit after an entry has been accepted forfeits the entry fee paid.

Mail-in Exhibit Instructions

9. Details for mail-in exhibitors will be sent out about one month before the show. Do not send exhibits before receiving this info.

10. Return exhibit postage must be prepaid in advance, or sent with the exhibit along with appropriate forms/labels. Such arrangements must be made prior to the closing of the show. We do not post by USPS registered mail.

Walk-in Exhibit Instructions

11. Personally delivered exhibits or those brought using authorized agents will only be received by the Exhibit Committee between the hours of 1:00 PM and 5:00 PM on the Thursday preceding the show. In many cases judging begins by 7 PM that day.

12. The jury consists of a minimum of 3 APS accredited judges and up to two apprentices. All judges' decisions shall be final.

13. Competitive exhibits will be judged independently using APS standards of philatelic exhibiting using eight medal levels. Sufficient medals at each level will be available to the jury. Additional special prizes will be awarded exhibits meeting specific criteria at the discretion of the judges. The grand award will be presented as the "best in show" and become our representative in the next APS "Champion of Champions" at STAMPSHOW in August. All exhibitors will receive a copy of the exhibition program and Awards Palmares.

Show Closing

14. Exhibits will be dismantled at the discretion of the Exhibit Committee at show closing when all visitors have exited the exhibits area. No exhibit may be removed prior to that time without the approval of the show exhibits chairman or his/her designee. It will then be released by the Exhibit Committee only when signed for by the exhibitor or his/her duly authorized representative.

Insurance & Security

15. Exhibitors must provide their own insurance. All reasonable care will be taken to ensure the safety of all exhibits, including security around the clock. However, no responsibility shall be attached to the Rochester Philatelic Association, Inc., its members, ROPEX, the ROPEX Show Committee and/or its representatives, the Exhibit Committee, the show facility, its employees, or all other voluntary or paid assistants, for any loss of or damage to, an exhibit arising from any cause whatsoever.

16. Questions concerning the exhibition and not provided for by these Rules and Regulations will be decided by the ROPEX Show Committee.

Awards Presentations

ROPEX will host an awards ceremony, banquet or similar event when exhibitors may receive their award(s) in person. Details will be sent to all interested exhibitors prior to the show. Exhibitors not in attendance will receive their awards by mail or through an agent.

Exhibitor Disclaimer – By submitting an application, the exhibitor agrees to the following:
I agree that the decision of the judges shall be final, and release and agree to hold harmless the judges and the American Philatelic Society, its officers, directors, employees, and representatives from any damages, including but not limited to damages to my reputation or that of my exhibit, suffered or incurred as a result of the judging.
A Look at an Exhibit Prospectus
By Tom Fortunato

Whether your organization is new to exhibiting or has been at it for some time, an exhibit prospectus is key to relaying the rules and regulations to exhibitors interested in entering the competition.

Here is the prospectus for my own club's national ROPEX show. Not all of the issues raised may apply to your needs, but use it as a guide.

Ultimately every prospectus is meant to answer the questions of an exhibitor. Take a look at these below and see how each is answered by the corresponding number in the prospectus.

1. What are the event's dates and location?
2. How are entries made and acknowledged? What is the exhibit frame configuration? What is the cost to enter?
3. How many frames are available? Are there any restrictions on the number of exhibits that can be entered? What is the entry deadline? How and when are entrants notified of acceptance?
4. What needs to be provided for the exhibits committee to decide what will be accepted? What will happen to that information?
5. When are the frame fees due, and who accepts them?
6. What may not appear in the exhibit?
7. Are non-standard page sizes allowed? Must pages be protected on some way? How can material authenticity information be provided?
8. What happens if an accepted exhibit withdraws?
9. How and when is information provided to mail-in exhibits?
10. How are return postage arrangements for mail-in exhibits handled?
11. When can walk-in exhibits be processed?
12. Who will judge the exhibits and what are their credentials?
13. What are the exhibit awards and prizes? What show documentation/souvenirs will be sent?
14. What happens to exhibits at the show's closing?
15. How are exhibits protected during the show? What if something is damaged or missing?
16. Who oversees additional issues not covered by these regulations?

So what questions remain? No document can answer every imaginable concern, but a good prospectus should do a decent job in covering those listed above.
Garfield-Perry Stamp Club  
Founded 1890  
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PROSPECTUS: 129th ANNUAL MARCH PARTY AND EXHIBITION

GENERAL INFORMATION

The MARCH PARTY 2019 will be held Friday, March 15 through Sunday, March 17, 2019. The exhibition and bourse will be held at the Holiday Inn - Strongsville, 15471 Royalton Rd., Strongsville, OH. All social events will take place at that venue. For hotel reservations telephone 866-238-4218. Show rate is $99 per night prior to Feb. 13, 2019. Airport shuttle service is available upon request.

Activities include a show hospitality room and a Saturday complimentary Exhibitors and Judges Luncheon. The Awards Banquet will be held Saturday evening, details of which will be on our website, www.garfieldperry.org. Banquet tickets are $55 per person.

The MARCH PARTY is an A.P.S. World Series of Philately (WSP) qualified show with the Grand Award and One-Frame winners eligible to compete in the respective Champion of Champions competitions.

ENTRY REQUIREMENTS

1. This exhibition is open to all individual exhibitors who conform to the rules in this prospectus and Chapter 1 of the current edition of the APS Manual of Philatelic Judging and Exhibiting.

2. You should mail your Entry Form(s) as early as practical but not later than Jan. 15, 2019 to be considered for acceptance at the 2019 March Party. A title page and a synopsis are to be included for acceptance to be granted.

3. There are three classes of exhibit:
   a) Open Competition - 3 frames minimum to 10 frames maximum.
   b) Youth Exhibits – for exhibitors 18 and under as of Jan. 1, 2019. No frame fees will be charged for youth exhibits. A parent or guardian must sign the entry form.
   c.) One-Frame Exhibits (limited to approximately ten entries).

Exhibitors are asked to designate their exhibit’s class.

4. An exhibitor may enter one exhibit from class a) or b) and one exhibit from class c). The exhibitor must mail an entry form for each exhibit, along with the entry fee of $12.00 per frame if multi-frame, and $25.00 if single frame, to Gregory Shoults, address noted above. Please make checks payable to the “Garfield-Perry Stamp Club.” Applications will be reviewed by the G-P Exhibits Committee. Exhibitors will be notified of acceptance within three weeks after receipt of the application and title page. The Committee reserves the right to refuse any exhibit at its discretion. Exhibits shown at the last two March Party shows will not be accepted unless frames remain available on January 15 or significant changes have been made since the last
showing. Fees paid will be refunded in the event of non-acceptance, but will not be refunded after an exhibit has been accepted.

FRAME SIZE AND CAPACITY

5. Each frame measures 36" x 48" and will hold sixteen 9"x12" pages arranged in four horizontal rows of four pages. Slightly larger pages can be accommodated with some overlapping. To exhibit large or odd-sized pages you must obtain prior approval from the Committee unless you will be present to mount and dismount the exhibit. Exhibitors must use page protectors. We strongly recommend numbering exhibit pages to assure proper mounting sequence.

DELIVERY AND RETURN OF EXHIBIT'S

6. If you are sending your exhibit, you should ship it to arrive no earlier than March 1 and no later than March 14. You must send your exhibit to Gregory Shoults at the address noted above. Exhibitors should contact Gregory Shoults to identify method of delivery in advance. The Committee prefers that you ship your exhibit via Federal Express, with advance notice of a tracking number. As the Committee will not open exhibits prior to the show, do not include a reply card.

7. If you are bringing your exhibit to the March Party, you should plan to arrive at the Holiday Inn - Strongsville between 12:00 and 5:00 PM on Thursday, March 14. Committee members will mount your exhibit if you wish, or you may mount it yourself.

8. No exhibit will be removed from frames until the show closes at 4:00 PM Sunday and only after the exhibit area is clear of all visitors including exhibitors. In most years, all exhibitors present at the show closing have completed their exhibit removal by 4:30 PM. Exhibitors are expected to arrange their personal travel schedule or the method for return of their exhibit accordingly. Out-of-town exhibitors will be given preference at the discretion of the Committee. One designated Committee member will control the order of exhibit breakdown and will call for the exhibitor to participate in removal when it is his or her turn. An exhibitor may not remove an exhibit except in the presence of a Committee member.

9. At the close of the show, unless otherwise instructed, the Committee will return exhibits by Federal Express, next day priority. Exhibitors are obligated to pay return costs.

INSURANCE AND SECURITY

10. Owners must provide their own insurance. Garfield-Perry supplies professional, around-the-clock security during the entire show. However, each exhibitor, by entering the exhibit, does and shall agree that no responsibility for any loss shall be attached to the Garfield-Perry Stamp Club or the Holiday Inn - Strongsville, including their officers, members, volunteers or employees.

JUDGING

11. All exhibits will be judged by a panel of A.P.S. accredited judges, and their decisions will be final. Each exhibit will be judged on its own merits by applying the standards in the most recent edition of The APS Manual of Philatelic Judging and Exhibiting.
12. The jury panel will be listed on the GP website prior to the show.

AWARDS

13. Judges will award an Open Class Grand Award and Reserve Grand Award. Judges will also award Large Gold, Gold, Large Vermeil, Vermeil, Large Silver, Silver, Silver-Bronze and Bronze medals.

14. Judges will also award a Garfield-Perry One-frame Grand Award. Judges will also award Large Gold, Gold, Large Vermeil, Vermeil, Large Silver, Silver, Silver--Bronze and Bronze medals.

15. Judges will also award Garfield-Perry Stamp Club special awards for the best exhibits in the following categories: United States, Foreign, Postal History, Thematic, and Best Exhibit by an Active Garfield-Perry Member.

16. Society awards will be awarded as available and at the discretion of the jury.

GENERAL

17. Exhibit titles and exhibitors' names will be listed on the website and in show publicity, the show program and the palmares. Exhibitors may indicate on the Entry Form whether or not to include his or her name in the Show Program and other show publicity. Your exhibit may be anonymous or under a pseudonym if you provide your identity to the Exhibit Committee.

18. Exhibitors are to supply the Committee with eight (8) copies of the title page and synopsis with the Entry Form, or as soon thereafter as practical. Title pages, synopses and revisions will be forwarded to the judges as received. One copy of each will be forwarded to the APRL. Any title pages, synopses or revisions received after January 15, 2019, may be ignored by the jury at their sole discretion.

19. All banquet attendees must make a reservation for the Awards Banquet by noon, March 15, 2019.