

APS Rules for World Series of Philately (WSP) Exhibitions

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The APS Committee for the Accreditation of National Exhibitions and Judges (CANEJ) has developed the following Rules for WSP Exhibitions that must be followed by philatelic exhibition committees to maintain accreditation as participants in the World Series of Philately. The rules are intended as a framework for both exhibitors and show committees to ensure that the APS maintains the high standards of the APS World Series of Philately exhibitions.

Glossary/Notes:

AmeriStamp Expo (ASE): annual APS national one-frame exhibition featuring the winners of one-frame competitions held at qualifying WSP shows.

APS Stampshow: annual APS national multi-frame exhibition featuring the winners of multi-frame competitions held at qualifying WSP shows.

Champion of Champions (C of C): an annual competition among the Grand Award winners from the previous year national-level exhibitions that are part of the APS World Series of Philately (WSP).

FIP: International Federation of Philately (*Fédération Internationale de Philatélie*, the international federation of national stamp collecting societies. APS is a member society of FIP. FIP sponsors international-level exhibitions all over the world, and winners of these exhibitions earn Grand Prix (Grand Prize) awards.

Frame: a standard-sized device for displaying the exhibit. Multi-frame refers to an exhibit of 2 to 10 frames. One-frame exhibits (OFE) are as the term implies, an exhibit housed in a single frame.

Grand Award: the highest award at a WSP exhibition; the Best in Show.

Synopsis: supplemental information prepared to assist the judges' understanding of the exhibit, the challenges creating it and the primary references that cover the exhibit's subject.

Title page: the first page of the exhibit where the exhibit title, purpose statement, scope, plan, and introduction to the exhibit subject reside. Occasionally, the title page extends to two pages, rarely more than that.

Rules for exhibitors participating at WSP shows appear in the *APS Manual of Philatelic Judging and Exhibiting* 7th edition, and they are reproduced below for convenience.

One of the common complaints heard from exhibitors is that there are too many exhibiting rules. In reality, there are very few rules associated with exhibiting in the United States, and as a philatelic exhibition committee you should be familiar with these rules, which are:

A. Rules for Exhibitors (Reference *APS Manual of Philatelic Judging and Exhibiting*, 7th edition):

1. The exhibitor must be an individual person, a private personal corporation or members of an immediate family (spouses, parent-child, grandparent-child, siblings).
2. The exhibitor must own all of the material in the exhibit.
3. If the exhibitor has purchased the exhibit intact from another exhibitor, the new owner may not enter the exhibit in APS World Series of Philately (WSP) competition for two years or when at least 30 percent of the exhibit has been altered with new material, whichever comes first.
4. Reproductions of materials used in the exhibit and all other materials that are not original (including stamp forgeries) must be clearly labeled as such unless they are reproduced significantly larger or smaller than the original.
5. Restoration of items beyond cleaning; *e.g.*, adding to or subtracting from such items, must be clearly labeled as such.
6. Each exhibit is limited to 10 frames of 16 standard size letter sheets per frame (8½-by-11 inches, A4 or equivalent dimensions in oversized pages). A show may specify fewer frames per exhibitor.
7. Each exhibitor is limited to a maximum two multi-frame exhibits and two one-frame exhibits per exhibition.
8. Each exhibit must have a title page and synopsis submitted upon exhibit acceptance for use by the judges.
9. An exhibit winning the Champion of Champions event is no longer eligible to compete in a WSP show.
10. An exhibit that has won either a Grand Prix National or International Award, or three Large Gold awards in FIP-patronage International exhibitions, or has been exhibited in the FIP Championship Class, is ineligible to compete in any WSP show or in the APS Champion of Champions (C of C) competition.
11. Exhibits that require special frames or configurations of frames may be entered at the discretion of the show committee.

If the exhibitor fails to follow these rules, their exhibit(s) may be disqualified from competition. Any exception to the above rules requires a written waiver from the chair of the APS Committee for Accreditation of National Exhibitions and Judges (CANEJ).

12. Special rules and expectations for Grand award winners at World Series of Philately (WSP) shows and Grand and Reserve Grand award winners at AmeriStamp Expo (ASE):
 - a. An exhibit winning a Grand award at any WSP show or a Grand award or Reserve Grand award at ASE is no longer eligible to compete again in the same WSP/ASE exhibition year except at the C of C event for that exhibition year.
 - b. All WSP Grand award winners and ASE Grand and Reserve Grand award winners are expected to enter their winning exhibit in the next C of C competition held at APS StampShow (for multi-frame exhibits) or APS AmeriStamp Expo (for one-frame class exhibits).
 - c. Exhibits entered in the APS StampShow C of C competition cannot exceed ten 16-page frames. The exhibit can be amended between the winning of the qualifying Grand Award and entry into the C of C competition.
 - d. Grand Award winners for multi-frame exhibits at WSP shows, where the show did not have the required number of competitive frames for their WSP category, are not eligible for the WSP C of C competition but may be shown again competitively in the same exhibiting year.
 - e. One-frame class exhibits that win the Grand award at WSP shows, where the show had fewer than six one-frame entries, are not eligible for the one-frame class C of C competition but may be shown again competitively in the same exhibiting year.

As you can see, most of these rules relate to the *process* of exhibiting, and not to creating or judging an actual exhibit. There are no other rules.

In addition, the multi-frame and One-Frame Class winners of the Grand Award at Canadian National shows may exhibit in the Champion of Champions competition at APS StampShow and APS AmeriStampExpo, respectively, provided all regular entry criteria are met. Likewise, Canadian Youth Class Grand Award winners are invited to the AAPE Youth Champion of Champions held annually at APS Stampshow.

B. Rules for Show Committees:

To retain their WSP status, show committees should pay attention to these rules. A checklist for show committees follows this section. When documents or written requests are required, nothing in these rules preclude the use of email or electronic document distribution.

1. Annual Exhibition

The exhibition must be an established and recognized annual national show that has received WSP status. Details on how this comes about are in section D, below.

A WSP show may request a one-year waiver from the APS Board. The request must present in detail the circumstances, conditions and supporting reasoning, and it must be submitted to the CANEJ Chairman for first consideration and action recommendation to the APS Board.

A list of current WSP exhibitions may be found on the APS web site:

www.stamps.org/National-WSP-Shows.

2. Exhibition Dates

WSP shows are encouraged to schedule on weekends not already taken by other WSP shows. WSP shows should provide their future show dates to the APS Manager of Shows as soon as the date is known. These dates will be added to the APS web site and will be considered “protected” if they do not conflict with an earlier reservation of the same dates. If another WSP show wishes to schedule on a protected date it may do so without further approvals if:

- Its venue is more than 800 miles from the venue of the show that had the dates protected, and is only the second WSP show to request those scheduled dates.

or

- An agreement has been made with another WSP show to host both shows at the same venue on the same dates (dual show concept: each must meet all requirements as if separate shows) and no other WSP shows have been scheduled for those dates.

A third show on the same dates (dual or otherwise) requires that a special application must be made to CANEJ, which will forward the request to the APS Board with the CANEJ recommendation. The same requirement applies if a second show (other than a dual show) that is closer than 800 miles from a show that already has the dates protected wants to use the protected dates.

In all other cases special application must be made to CANEJ. Such application will generally be approved by the APS Board only in extenuating circumstances.

3. Exhibition Management

WSP events are expected to maintain a general level of excellence in all aspects of show management. General guidelines for achieving this include:

- a. A diverse bourse from around North America (and abroad, if desired) offering a wide range of material for sale that will appeal to collectors at all levels and make the show a desirable place to visit. It is recommended that APS dealer-members in good standing be given preference for WSP show booth space.
 - b. An appropriate venue, with adequate bourse and exhibit space, meeting rooms, parking, security, HVAC, lighting, convenient refreshment, dining and lodging services appropriate to a convention.
 - c. Publicity for the event that is timely, informative and widely distributed to local and national media.
 - d. A show awards event of a type and standard that gives proper recognition to those being honored, especially exhibitors and show committee/workers: an awards dinner, breakfast or other appropriate reception. A printed awards list (palmares) is required.
 - e. Medal level awards (in addition to ribbons and certificates) of a quality and style appropriate to a national level exhibition.
 - f. Seminars, programs and society meetings for show attendees that have depth, breadth, quality, and diversity.
 - g. A society table with literature including local stamp clubs' fliers, APS membership information, notices about any social events planned during the exhibition, and announcements of other future philatelic events in the general area.
 - h. A suitable show program (more than a bare-bones list of exhibits and dealers).
4. Format (Three-day or Two-day Exhibitions)

All WPS shows must declare whether they want to be three-day or two-day shows. Four-day shows are treated as 3-day shows for these purposes.

- a. Three-day WSP Show requirements:
 - Minimum 125 frames in competition.
 - Minimum 5 APS accredited judges (up to 54 exhibits in competition). One additional judge is required for every 10 exhibits in competition (or part thereof) above 54. The compositional makeup of the exhibits can be in any combination in order to attain 125 frames as long as the per-juror number does not exceed the 10 exhibits mentioned above.

The prior limit of 12 One-frame exhibits (OFE) for 3-day shows has been abolished. Noncompetitive/Court of Honor and Youth Class exhibits are not counted toward exhibits or frames in competition.

- Minimum \$350 honorarium for judges plus two awards function tickets, a working breakfast with show committee representatives and lunch during judging.
- The Grand Award winner at a qualified WSP show is eligible to participate in the Champion of Champions competition at APS StampShow; the Grand One-frame Award winner is eligible for the One-frame Champion of Champions at AmeriStamp Expo in the next calendar year if the 6 exhibit requirement has been met. In both cases the show must have met its overall frame requirements unless a waiver has been obtained from the Chair of CANEJ.

b. Two-day WSP Show requirements:

- No fewer than 100 or more than 125 frames in competition.
- Minimum 3 APS accredited judges (up to 32 exhibits). One additional judge is required for every 10 exhibits in competition (or part thereof) above 32. The compositional makeup of the exhibits can be in any combination in order to attain 100-124 frames as long as the per-juror number does not exceed the 10 exhibits mentioned above.

The prior limit of 8 One-frame exhibits (OFE) for 2-day shows has been abolished. Noncompetitive/Court of Honor and Youth Class exhibits are not counted toward exhibits or frames in competition.

- Minimum \$300 honorarium for judges plus two awards function tickets, a working breakfast with show committee representatives and lunch during judging.
- The Grand Award winner at a qualified WSP show is eligible to participate in the Champion of Champions competition at APS StampShow; the Grand One-frame Award winner is eligible for the One-frame Champion of Champions at AmeriStamp Expo in the next calendar year if the 6 exhibit requirement has been met. In both cases the show must have met its overall frame requirements unless a waiver has been obtained from the Chair of CANEJ.

c. Shows may change duration providing all requirements are met and application is made to the CANEJ Chair at least six months prior.

5. Exhibit Classes

Five classes of exhibits may be offered at WSP shows:

- General Class: All multi-frame exhibits in competition (except Youth)
- One frame Class: All exhibits of one frame in competition (except Youth)
- Youth Class: all exhibits by persons less than 22 years old on January 1 of the exhibition year. This class is elective, and persons less than 22 years old may elect to compete as an adult; however, that exhibit is no longer eligible for the Youth Class in subsequent WSP exhibitions.
- Philatelic Literature Class
- Noncompetitive/Court of Honor Class

There are a number of conventional types of exhibits, as well as the flexibility to handle any creative exhibits submitted:

Listing of Conventional Exhibit Types by Class

General Class Exhibits

Advertising, Patriotic and Event Cover Exhibits

Aerophilately Exhibits

Astrophilately Exhibits

Cinderella Exhibits

Display Exhibits

Experimental Exhibits

First Day Cover Exhibits

Maximaphily Exhibits

Picture Postcard Exhibits

Postal History Exhibits

Postal Stationery Exhibits

Revenue Exhibits

Thematic Exhibits

Topical Exhibits

Traditional Exhibits

One frame Class Exhibits

Youth Class Exhibits

General Class exhibits will make up the bulk of a WSP show. All exhibit types must be accepted at all WSP shows unless written permission to do otherwise has been obtained in advance from the Chairman of CANEJ. Permanent exclusions are listed in section B.6, below. Additionally, the One-frame Class must be offered at all WSP exhibitions. All WSP shows are required to accept exhibits in the Youth Class.

Provided these minimum requirements are maintained, show committees may accept or reject exhibits for any reason to meet specific needs the show wishes to fulfill.

Philatelic Literature Class is only offered at selected shows and requires use of a separate, specialized jury and governed by a separate *APS Manual of Philatelic Literature Judging*.

Creative or innovative ideas for staging an exhibition should be pre-approved by CANEJ.

6. Exclusion of Specific Exhibit Types or Classes

Any show that wishes to exclude specific exhibit types or classes must request permission in advance from the Chairman of CANEJ, except:

- *National Topical Stamp Show*, may be restricted to thematic, topical and related exhibits types as determined by the show committee and published in their show prospectus.
- *Americover*, is restricted to First Day Cover exhibit types and other illustrated mail and related exhibit types as determined by the show committee and published in their show prospectus.
- *APS AmeriStamp Expo*, a non-WSP nationally accredited show, primarily features One-frame Class exhibits and a limited number of other exhibit types as determined by the show committee and published in their show prospectus. This show also features the One-frame Class Champion of Champions competition.

7. Awards

- a. Eight levels of award medals (Large Gold, Gold, Large Vermeil, Vermeil, Large Silver, Silver, Silver Bronze, and Bronze) are available to all competitive exhibits that are judged according to national level WSP standards. For the “Large” medals, show committees need not invest in new medals; Palmares and any Certificates, if given, can include the addition of “Large” when that is appropriate for Gold, Vermeil and Silver. It is optional to invest in new ribbons with the addition of “Large.”
- b. Noncompetitive exhibits may be given a token of appreciation at the sole discretion of

the exhibition committee.

- c. Court of Honor exhibits are awarded an honorary Gold show medal or other equivalent. An exhibit transferred out of competition after having won a Grand Award at a WSP show within the same Champion of Champions qualifying year is considered to be a Court of Honor exhibit and should receive a Gold show medal or equivalent.
- d. A Grand Award is awarded at each WSP show, selected from all multi-frame exhibits in competition entered in General Class, as determined by the jury. A Reserve Grand, determined in the same manner, is awarded to the second best exhibit in competition in the show; or, if desired by the show committee, multiple Reserve Grand Awards may be awarded by the jury. Special prizes are determined by the jury in accordance with each sponsor's criteria.
- e. All WSP shows must offer a One-frame Class Grand Award (or Best in Show). For qualification into the APS AmeriStamp Expo Champion of Champions competition if there is a minimum of 6 One-frame Class exhibits in competition, and the show has met its overall frame requirements.

8. Use of the Uniform Exhibit Evaluation Form (UEEF)

The show committee is responsible for producing blank UEEFs for each exhibit to be used by the jury and to see that the completed UEEFs are collected from the Chief Judge and returned to the exhibitor at the conclusion of the exhibition.

9. Exhibition Prospectus/Frame Application

- a. The prospectus or entry form must require all applicants to sign the following statement: "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."
- b. It is now a requirement that exhibitors provide a Title Page and Synopsis prior to the show. Shows that wish to place the Title Pages or Synopsis Pages (or both) of accepted exhibits on an Internet web site either before, during or after the exhibition **MUST** have a space on the application form whereby an exhibitor may "opt out" and disallow this for his/her exhibit.

As noted above, copies (electronic or paper) must be provided to the jury in advance of the show. In general, judges need a minimum of 30 days to do necessary research in

preparation for judging. *It is in the best interest of the exhibitor to provide this information so that their exhibits can be evaluated fairly and relevant feedback to the exhibitor can be provided.* Exhibition committees are responsible for communicating these requirements to exhibitors to ensure timely submission of paperwork.

- c. Each exhibitor is limited to a maximum of two 10-frame exhibits plus two One-frame Class exhibits per exhibition. The acceptance of these exhibits is at the discretion of the show committee.

10. Judges Feedback Session

Organizers must provide program time and an appropriate and properly prepared space for judges to provide feedback on the judging results to the exhibitors during show hours, preferably on Saturday afternoon. The feedback venue should be set up with adequate table length to accommodate the entire jury in total facing the audience. The event must be listed in the show program.

11. APS Recruiting Booth

If requested by APS staff, WSP shows must provide an APS recruiting booth of at least normal dealer booth size, in a location easily accessible to visitors entering the show and at no charge to APS.

12. Pre-Approval of Judges

A WSP show must submit its proposed panel of judges (with, if desired, a recommendation of who is to serve as Chief Judge) to the Chairman of CANEJ at least six months before the show dates. At least one of the proposed jurors must be an accredited Chief Judge, and for three-day or four-day shows at least two of the proposed panel must be accredited Chief Judges. While this regulation does not preclude preliminary contact with prospective jurors, the CANEJ Chairman must approve the proposed panel before official invitations are issued to any of the jury or a Chief Judge is announced.

Accredited Chief Philatelic Judges are listed on the APS web site www.stamps.org.

The Chairman of the CANEJ reviews the proposed panel to determine:

- a. That all jurors are properly qualified.
- b. That a balanced panel with varied expertise has been selected.
- c. That the needs of specialty societies meeting at the show are met.
- d. Whether there is an individual on the proposed panel qualified to serve as Chief

Judge. The selection of a Chief Judge will be in accord with the show committee's expressed wishes if possible, but the final determination is reserved to the Chairman of the CANEJ.

- e. Any changes to or additions to the jury after approval by the Chairman of CANEJ must also be approved by the Chairman of CANEJ.

13. Exhibition Report

The WSP show must submit, within thirty (30) days of the end of the show, the following items to both the Chairman of CANEJ and the APS Shows and Exhibitions office.

- Completed WSP show report (form for reporting this on the APS web site).
- Copy of the exhibition prospectus.
- Copy of the program.
- Copy of the palmares.

14. No Restraint of Trade

No World Series of Philately show may enter into any agreement with dealers which results in a restraint of trade or granting of a monopoly. While uniform criteria may be required to select which dealers will have space, the criteria must not prevent a dealer from selling items similar to that of another dealer. No dealer may be given the exclusive right to buy and sell any given product, e.g. first day covers, stamps, or philatelic literature.

15. Youth Philately

The APS encourages all WSP shows to establish, publicize, and staff a booth/table/area devoted to the encouragement of youth and other beginners, with free literature, inexpensive or free stamps, and appropriate activities that teach hobby fundamentals.

C. Judging Requirements:

1. APS-Accredited Judges

Only APS-accredited judges and APS approved apprentices may serve at WSP exhibitions. In addition to APS-accredited judges, foreign nationals may judge at APS WSP shows according to existing reciprocity agreements. The APS recognizes judges accredited by FIP who are also members of the APS. The jury must have a majority of APS accredited judges.

2. Jury

- a. Jury requirements depend upon the duration of the show and the number of exhibits as explained in section B.4. Any variations from those minimum numbers must be approved in advance by the CANEJ Chairman.
- b. At least 60% of the jury members must live outside the metropolitan area of the exhibition, 2 of 3 for two-day and 3 of 5 for 3-day shows.

3. Apprentice Judges

The Chairman of CANEJ may request that the show committee add an APS Apprentice Philatelic Judge to the proposed jury up to a maximum of 2 per 3-day show.

A thorough discussion of the Apprenticeship Requirements and Process are on the APS web site www.stamps.org.

4. Judges Compensation

Compensation for accredited judges shall be:

- a. Free entry to the show.
- b. Complimentary tickets to the awards function for the judge and accompanying spouse or guest and plus a working breakfast with show committee representatives and lunch during judging.
- c. Minimum of \$350 for expenses to each judge of a 3-day show. Minimum of \$300 for expenses to each judge of a 2-day show.
- d. Compensation for apprentices shall not be less than free entry to the show and a complimentary ticket to the awards event. A full or token stipend is at the discretion of the show committee.
- e. All WSP shows are urged to pay judges more than the minimum compensation if their finances allow.

D. Certification as a New WSP Show:

1. Certification Steps

To become a certified World Series of Philately (WSP) show, a major National exhibition must fulfill the following requirements:

Application for Trial National (WSP) Exhibition Status

An organizing committee seeking certification of its exhibition as a WSP national philatelic exhibition must apply to APS National Headquarters, Director of Shows and Exhibitions, and the Chairman of the Committee for the Accreditation of National Exhibitions and Judges (CANEJ). The application must include:

- Name of the exhibition
- Date and location of the event
- Name and address of the general chairman
- Copies of the most recent exhibition prospectus, program, and list of award winners.
- A marketing plan for the exhibition.

These two application recipients will jointly decide if trial status is to be granted. Factors considered include location, date(s), show history, facility, demonstrated volunteer capability, and performance. If approved, the show must comply with all general requirements of a World Series of Philately exhibition for three (3) years to qualify for certification. During these years, the show is a Trial Exhibition and its Grand Award winners are not eligible to compete in the WSP or in the One Frame Class Champion of Champions competition.

Application for Certification as National (WSP) Exhibition

After successful completion of the third year's event, the show's organizing committee may apply through the Chairman of CANEJ to the APS Board of Directors for certification as a WSP show. Successful applications include:

- A thorough business plan that includes yearly records of attendance, dealers, society meetings, and yearly financial results.
- Show programs and palmares from each trial show.
- Copies of publicity from each show.
- A copy of the facility contract.
- Committee structure, By-laws and any other legal documents for the show committee's organization.
- Testimonial letters of support from area local clubs and the appropriate regional philatelic organization (if any).

The Board will consider the application and the recommendation of the Chairman of CANEJ and may approve that application if there is a vacancy in the authorized limit of thirty-five WSP events.

2. Vacancies and Wait Lists

There is a limit of thirty-five WSP shows authorized by the APS Board of Directors.

When there is no vacancy in the thirty-five national WSP show limit, shows that have successfully met the requirements for certification and have the approval of the APS Board will be placed on a waiting list in order of the date of application for certification. Shows on the waiting list will be given WSP certification as slots become available, provided that those shows in waiting continue to meet all general requirements for WSP exhibitions.

3. One-time WSP and National Shows

There may be special occasions on which requests are made to APS for accreditation of a one-time show. While CANEJ and the APS Board will consider all such requests, it should be understood that the primary related concern will always be the long-time viability and health of current regular WSP shows. APS is committed to the well-being of these WSP shows and will normally only grant one-time accreditation to shows planned for very special occasions and if the effect on the national WSP schedule is minimal.

Two types of one-time shows will be considered:

WSP one-time show with Grand Award winners (both multi-frame and one-frame) invited to exhibit in the next Champion of Champions competitions. This type of accreditation will be reserved for those one-time shows that are either held at APS Headquarters or run by APS staff at another location. APS must be involved in the development of this type of show from inception. Care must be taken in choosing dates and no dates may be selected prior to vetting by the APS Manager of Shows and Exhibitions, who will consider, among other things, whether there are other WSP shows scheduled on the same weekend, and, if so, the effect that the proposed show will have on the other show(s). All Rules for WSP Shows will have to be met.

National Show with APS Recognition. Grand Award winners will not be invited to exhibit in the Champion of Champions competitions. All other WSP benefits will accrue to exhibitors (including FIP qualification) and all APS Rules for WSP Exhibitions must be met. While this type of show may be held at locations away from APS Headquarters and may be run by others than APS staff, it will be an important factor in granting of recognition whether or not APS, through its staff or CANEJ, has been

involved since inception. The same care in selecting dates must be shown as in all WSP shows. This type of recognition will generally not be given if there are two or more WSP shows scheduled for the proposed weekend or, if there is one such show, and its location is less than 800 miles from the location of the proposed one-time show. APS must be contacted at the time of the initial development of said show.

4. Continuity of Certification

Once certified, a WSP exhibition retains its certification if it continues to meet all general requirements for exhibitions.

E. Loss of WSP Certification:

1. Automatic Loss of Certification

Loss of WSP Certification will occur automatically if any one of the following occurs:

- a. A show fails to hold an exhibition in any given year without receiving a waiver or “bye” approved by the APS Board.
- b. A show fails to attain the required frame count for either two consecutive years or twice within a five year period. An exception may be granted if prior approval is obtained from CANEJ.
- c. A show fails to provide its required reports before the next scheduled staging of the exhibition.
- d. A show fails to submit its jury list for approval prior to the staging of the exhibition at which they will serve.

2. Action on WSP Certification by APS Board

The APS Board of Directors may, at its sole discretion, withdraw or suspend WSP certification, or place a show on probation, if any one of the following occurs:

- a. A show establishes a pattern of late and/or incomplete required reporting.
- b. A show does not maintain the National status of its exhibition and exhibition-related activities.
- c. A show does not maintain the level of excellence expected of a WSP show.
- d. A show violates the date scheduling requirements.
- e. A show violates one or more other Rules for WSP Exhibitions.

3. Re-Accreditation

A WSP show that has lost its accreditation for any reason may apply to CANEJ for re-accreditation within three years. If the re-accreditation application is approved, the show will be placed on Trial status for up to two years (see section D.1. for requirements).

F. Waivers for deviations from these APS Rules for Exhibitions.

Any deviation from these APS Rules for Exhibitions requires a written waiver from the Chairman of CANEJ.

G. APS Involvement

WSP show committees are encouraged to seek advice from the Chair of CANEJ and/or the appropriate APS staff resources.

The APS, through its staff, CANEJ and other volunteer expertise, is available to advise and consult with WSP shows that are having difficulties continuing to operate. At the request of a WSP show, the CANEJ Chairman will assign a qualified person to provide advice to the show committee. This person will be the “APS Representative” and may be a staff person or a volunteer appointed by CANEJ. This person will work with the show committee under the constraints, financial and otherwise, established by the APS Executive Director and the CANEJ Chairman. Nothing herewith is meant to imply direct financial help to shows. Advice and consultation may cover such topics as advertising and publicity, exhibit recruiting, local committee training and volunteer recruiting.

H. Resources for Exhibition Show Committees

The APS Staff (Manager of Shows and Exhibitions and staff) are available to advise show committees in the matter of show dates and potential conflicts.

The APS Chair of CANEJ is available to interpret these Rules for Exhibitions or to entertain requests for compliance waivers from any of these rules.

The APS web site www.stamps.org has several sections useful for show committees:

- a. “Show Preparation/Forms” lists references, including this manual and several other job aids for show committees planning and show management.
- b. A comprehensive “Show Manual” prepared by Richard Drews for Chicagopex 2007 and to be shared with other interested exhibitions
- c. Also a list of available society awards and their contacts and criteria for awarding.
- d. APS Reporting Forms are also provided in pdf format showing what must be filed with APS and CANEJ following an exhibition

Job Aid: Special Handling: Mail-in Exhibits Best Practices

There have been reports of poor practices in handling mail-in exhibits. Security at the show is generally up to the standards expected of a WSP show; however, the same is not always true for the care of mailed exhibits both before and after the show. Insurance is no substitute for the loss of an exhibit. The following Mail-in Practices are used at the most successful shows:

1. Security of mail-in exhibits prior to the show:
 - a. Take care to use a mailing address where the exhibits can be safely received by a person. The address must be able to accept both USPS and FedEx recorded deliveries.
 - b. The location where exhibits are received should have a safe or arrangements made with a bank to store the exhibits until the afternoon before the show.
 - c. A local dealer may be the ideal person to receive and store the exhibits mailed in.
 - d. Do not publish the address for mailing exhibits – the prospectus should direct the exhibitor who desires to deliver the exhibit by mail to contact the show committee for instructions.
2. Security of mail-back exhibits after the show:
 - a. Use the show office or other lockable room to store the mail-back containers. Return the exhibits to that room for packing when the show closes.
 - b. Repack the exhibits carefully in the container provided by the exhibitor, and use the form of return delivery specified by the exhibitor. If the container is no longer suitable, find a replacement of suitable size and durability such as a USPS Priority box or a FedEx box.
 - c. If the exhibitor specified USPS and provided postage stamps, use the stamps provided by the exhibitor on their package. If postage was paid by check, the exhibitor would appreciate the use of high value stamps on its return – procure them before or during the show with the funds provided. However, for the convenience of the exhibits chair and the show committee they may elect to use USPS or other machine meter payments.
 - d. If the exhibitor provided pre-paid FedEx forms, use that means to return the exhibit.
 - e. Return the exhibits as soon as possible: Some cities have Post Offices and FedEx locations that are open late (such as at airports) – enquire if the show committee can deliver exhibits Sunday after the show closes (best).
 - f. If deliveries cannot be accepted Sunday evening, then deliver the exhibits to a secure location the same as the secured receiving place or similar for delivery to the USPS and FedEx on Monday morning.

Job Aid: A Checklist for Show Committees

In an effort to provide assistance to show committees in fulfilling all of the requirements for producing a WSP show, a checklist of key decisions and rules has been devised. This list should be reviewed each year as part of the show committee planning, and it is a good tool when training a new member of the show committee. The checklist appears on separate pages for ease of photocopying.

Summary of Key Decisions and Rules: Reference the *APS Rules for WSP Exhibitions*

Text Section	Subject	Exceptions, Approvals, Notes	OK?
B.1.	Annual Exhibition	“Bye” must be approved by CANEJ & APS Board	
B.2.	Setting Dates	Dates approved by APS Director of Shows	
B.3.a.	Diverse Bourse	Suitable for National Exhibition Status	
B.3.b.	Adequate Venue	Suitable for National Exhibition Status	
B.3.c.	Timely Publicity	Suitable for National Exhibition Status	
B.3.d.	Awards Function Printed Palmares	Suitable for National Exhibition Status	
B.3.e.	Appropriate Awards	Suitable for National Exhibition Status	
B.3.f.	Society Meetings & Seminars	Suitable for National Exhibition Status	
B.3.g.	Literature Table Society Tables Social Events	Suitable for National Exhibition Status	
B.3.h.	Printed Program	Suitable for National Exhibition Status	
B.4.a. 3-Day	Minimum 5 Judges Minimum \$350 Honorarium 2 Tickets to Awards Function Minimum 125 Frames; maximum 54 exhibits	Judges & Apprentices, approved by CANEJ >54 exhibits requires more judges	
B.4.b. 2-Day	Minimum 3 Judges Minimum \$300 Honorarium 2 Tickets to Awards Function 100 to 125 Frames; maximum 32 exhibits	Judge & Apprentices approved by CANEJ >32 exhibits requires more judges	
B.4.c.	2- or 3-Day Show Option	Change of format must be approved by CANEJ six months prior to change	

Text Section	Subject	Exceptions, Approvals, Notes	OK?
B.5.	Offer All Exhibit Classes	Literature requires a separate jury	
B.6.	Excluding exhibit types	Americover & NTSS committees may define the acceptable exhibit types	
B.7.a.	Medal Awards	All 8 award levels must be offered	
B.7.c.	Court of Honor	Shall award honorary Gold Award	
B.7.d.	Grand Award	Each class eligible for a Grand Award; May have multiple Reserve Grand Awards; Grand Award/Best in Show required	
B.8	Use of the Uniform Exhibit Evaluation Form (UEEF)	Responsible for producing UEEFs, collecting from Chief Judge and returning to exhibitor	
B.9.a.	Exhibition Prospectus	Hold Harmless clause required	
B.9.b.	Web Site Opt Out	Provide space on application to opt out web site listing	
B.9.c.	Exhibit Size and Number	Each exhibitor allowed maximum 22 frames: 2 multi-frame and 2 one-frame exhibits	
B.10.	Judges Feedback Session	Must be listed in Program	
B.11.	APS Recruiting Booth	Only if requested.	
B.12.	Pre-approval of Judges	Judges & Apprentices approved by CANEJ; Chief Judge selected by CANEJ Chair	
B.13.	Exhibition Report	Required sent to CANEJ within 30 days	
B.14.	Restraint of Trade	No exclusive dealer contracts	
B.15	Youth Philately Area	Encouraged to promote youth activities	
F.	Waivers	Any deviations from the Rules for Exhibitions require a written waiver from the Chairman of CANEJ.	

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Additional comments by RTB 22 March 2016

Out for CANEJ Comment 25 March 2016

More revisions by DWM 22 April 2016

Out for APS comments 22 April 2016

Additional comments from John Hotchner 27 April 2016

Revisions by Megan Orient 6 May 2016

Out for comments to show committees 7 May 2016

Revision by Scott English 13 July 2016