

THE ROYAL
PHILATELIC
SOCIETY
OF CANADA



LA SOCIÉTÉ
ROYALE DE
PHILATÉLIE
DU CANADA

CONVENTION GUIDELINES

The words Convention, Show, Royal and Royale are used interchangeably in this document.

Based on Convention Guidelines
by J. Graham McCleave, Director of Conventions- January 2006

Revised: Ken Magee, Director of Conventions – January 2008

Additional Revisions: Ken Magee, Director of Conventions – June 2010

Material added by National Office – November 2010
Printed and Distributed – January 2011

Convention Guidelines

TABLE OF CONTENTS

An Introduction to the Convention Guidelines	2
General Overview	3
Advertising	4
Website Advertising	4
RPSC Loans	4
Accommodations	4
Registration and Information Desk	5
Events Board	5
Insurance	5
Show Program	5
Exhibits and Bourse	6
Exhibits	6
Bourse	7
Exhibitors	7
Canada Post	8
Security and Badges	8
Youth/Beginners	8
Judges	8
Awards available for a Royal/Royale	9
Awards Presentation	11
Opening Ceremonies	11
Presidents' Reception	11
Friday Evening Entertainment	11
Awards Banquet	12
Other Meetings and Rooms	12
Seminars	13
Advertising	13
Website	13
Registration	13
Spousal Program	14
Budget	14
Volunteers	15
Final Report	15
Addenda I – The RPSC Licensing Fee Document, May 2010	
Addenda II – Show Committee Jobs	
Index for Convention Guidelines	

AN INTRODUCTION TO THE CONVENTION GUIDELINES

(excerpted from the new ByLaws and Strategic Plan approved in 2008)

STRATEGIC PLAN PROGRAMS

- 16 III-1 Develop an agreement between The RPSC and the host club regarding partnership as well as shared terms, objectives and planned outcomes. Ensure that agreements are in place at least one year before the event.
- 17 III-2 Develop a comprehensive business case and plan, to be agreed to by both The RPSC and the host club. Agreements should be in place no later than one year before the event.
- 18 III-3 Review and update the Convention Handbook
- 19 III-4 Develop a full “conferencing plan” that will detail the national, regional and local events with which The RPSC is connected, leading or sanctioning. Determine events that may feed into the annual convention and exhibition. Set out objectives and plans for all elements relating to exhibiting including branding, supplies and equipment, judging and awards.
- 20 III-5 Define convention standards that will set out the minimum requirements for exhibition, meeting and dealer’s accommodations, security, public areas and access.
- 21 III-6 Develop events to make the convention a welcoming event where attendees are greeted, introduced around and linked up with those with shared interests. Conventions should feature presentations by both advanced and beginning philatelists, showcase talent and activities from coast to coast and create opportunities for people to meet, make connections and friendships.

THE ROYAL PHILATELIC SOCIETY OF CANADA

Convention Guidelines

General Overview

The Convention should be a welcoming event where attendees are greeted, introduced around and linked up with those with shared interests. Conventions should feature presentations by both advanced and beginning philatelists, showcase talent and activities from coast to coast to coast and create opportunities for people to meet, make connections and friendships. (*The RPSC Strategic Plan, 2008*)

Any chapter or group of chapters of The Royal Philatelic Society of Canada (RPSC) can apply to host the annual show/convention (Royal/Royale) by submitting a letter of interest to the RPSC Director of Conventions directly or through a board member, at least three years before the requested year.

Lead time of at least two years is needed to book convention facilities and make other plans, such as to request a stamp unveiling, and to avoid dates of other major shows. The convention (proper) usually lasts three days, Friday to Sunday, with set up on Thursday. The registration desk should be staffed from Thursday a.m. on, for the duration of the set-up and during show hours.

Applications to host the convention are usually considered at the next RPSC Board of Directors meeting following their receipt (possibly by email). To increase the likelihood of approval the submission should include a business plan and a preliminary budget from the host committee. A \$1,000.00 "licensing fee" payable to The RPSC after the show must be included in the budget. This fee helps offset costs that The Society will incur as the show sponsor. (See Addenda 1 for benefits to the show from the licensing fee.) (By way of example, if a chapter has no financial resources to begin the process, it is unlikely the submission will be approved.)

While not a necessity, shows may be built around a theme, for example, aerophilately or youth philately, or they may simply focus on general collecting interests.

The correct designation for The RPSC shows should read:

ROYAL * year * ROYALE or ROYALE * year * ROYAL

All literature, prospectus registration information, pamphlets, or bulletins, relating to a ROYAL/ROYALE show must be distributed in both of Canada's official languages.

Locations of the convention and other related activities should be readily accessible by public and private transport with ample car parking nearby. The main hall should be well lit but direct sunlight on exhibits or dealers' tables should be avoided. If the Royal/Royale is to be in more than one room/hall, the dealers' tables should be confined to one room only. The location should have vehicle access to facilitate loading and unloading of dealers' stock, frames, extra tables, etc. Access should be restricted to no more than two entry points (one is preferred) in the interests of security. The facility should have good access for people with disabilities. (This should be stated in all advertising and promotional material.) The availability of extra lighting for dealers' tables may need to be considered, depending on the general level of lighting in the hall.

The organizing committee should consult with the liaison representative for the RPSC Convention or with the RPSC Director of Conventions to aid in planning.

Show organizers should set up a relationship with a printer within the proximity of the convention to accommodate requests for photocopies, faxes, etc. By having this prearranged, it will be available when needed.

Advertising in *The Canadian Philatelist/Le philatéliste canadien*

Once a show is approved, it may be listed free of charge in *The Canadian Philatelist/Le philatéliste canadien*. At the annual convention, one to two years prior to the show, committee members may distribute information, such as fliers with dates and times, show location, hotels, and lists of contact persons.

In the year leading up to the show, more extensive advertising, free of charge, is available in *The Canadian Philatelist/Le philatéliste canadien*. About six months before the show, *The Canadian Philatelist/Le philatéliste canadien* will print rules and regulations, which include entry forms, exhibitors' fees, registration forms, and what spousal programs are available. A publication schedule for this information must be agreed to between the Show Organizing Committee and the Editor of *The Canadian Philatelist/Le philatéliste canadien* at least a year in advance. Some dealers, for example, Saskatoon Stamp Centre and Eastern Auctions, will include show fliers in their mail-outs. It is up to each show's Organizing Committee to contact the dealers directly to make the arrangements for such a distribution.

Canadian Stamp News (CSN) will publish the show dates in its regular show listings, and in the show section of their website. In the issue before the show, CSN will do a major layout with dates, times, locale, a floor plan of the convention hall, and a list of dealers. Although there will be cost involved, much will be covered through dealer advertising. It is advisable for a show member to contact the CSN Advertising Customer Service Representative a year before the show, so a special advertising package may be obtained. Show organizers may also use other philatelic publications and/or the local press to advertise the event.

The APS will, upon request, provide a free set of mailing labels for APS members within a certain zip/area code range. Also, the CSDA maintains a large (6,000+) database of collectors within Ontario and will do a show mailer from it, as defined by the show committee working in conjunction with the CSDA. (Due to privacy laws the CSDA will not release their mailing list or any part thereof to any third party.) Details are available from the Executive Director, CSDA. If either type of mailing is considered the show budget should include printing and postage costs if either the APS or CSDA approach is used.

Show organizers may want to investigate the possibility of obtaining special air fare rates from a designated carrier. It is another incentive for collectors to attend a convention which should be advertised well in advance of the show.

Website Advertising

It is relatively easy to register a "royalYYYY.ca" domain and have the show listed on the internet. This is a good place to post all relevant information about the show including, but not limited to, forms, activities, tourist attractions, links to local sites, hotel and accommodation information, dealers (when confirmed), the floor plan and so forth. Normally the web site is launched at the end of the prior Royal/Royale and is taken down within 60 days (or sooner) after the end of the show (consider posting the exhibition palmares for beyond the 60 days).

RPSC Loans

The RPSC will review an applicant's need for start up money on a case by case basis. It is recommended that Organizing Committees use their own resourcefulness in setting up their budget needs. Please contact the RPSC Director of Conventions (or your assigned Convention Coordinator) should you temporarily need some assistance with deposits for venues or similar needs.

Accommodations

Since many RPSC members and dealers attending the convention travel from out of town, it is best if accommodations are available at the same location as the convention, exhibits, and bourse, or very near the convention centre.

Many hotels or motels will give special deals based on number of rooms booked, and food services required. Food services will be needed for The RPSC Board of Directors, the jury and other meetings, as well as for show attendees. The committee person in charge of meeting space should work closely with The RPSC secretary about the room layouts and the food for The RPSC business.

Adequate and affordable parking is a must.

Registration and Information Desk

The registration desk is usually at the entrance to the bourse and exhibits. It must be staffed all day Thursday during set up, two (2) hours prior to the show opening on Friday and all other times that the show is open. All attendees who require access to the bourse or exhibit areas outside of show hours but within the hours approved by the show committee must register and be supplied with appropriate badges for security purposes. Those who have paid the required fee for any special events such as the banquet, and who are entitled to free admission (if admission is charged) should pick up their registration packages at their convenience during Thursday or Friday. The registration desk becomes an Information Centre and the place where souvenirs, show covers, pins, programs, and raffle items may be sold.

Some conventions have draws for prizes at regular intervals during the show. Prizes are often donated by local businesses, or bourse registrants, including Canada Post.

Events Board

A convention Events Board is very useful to list the day's activities, including locations and times of all talks and meetings, as well as other pertinent information and messages. It should be located near the registration desk.

Insurance

All exhibitors and dealers must be informed that they have to carry their own insurance to cover their own property. Show organizers, (club, CSDA, RPSC) however, are required to have liability coverage. Often the owners of the buildings cover this, but it should be verified well before show opening date. Liability insurance, at advantageous rates, is available from The RPSC's official insurer, with information available through The RPSC National Office.

Show Program

Every show needs a souvenir program, the advertising from which may be a source of income. At the very least, the program should pay for itself. The program includes all relevant information for the show, such as dates and times of all events. It should list and designate the number for each exhibit as well as list all the dealers and their specialities. It should also include a listing and a brief philatelic biography of each of the judges. Most show programs also include a passport-style photo of each of the judges and apprentices. A floor plan of the bourse and exhibits is a must and should be the centre spread of the program.

If a special person is being honoured, such as a great Canadian philatelist, the program should feature a photo and short biography of the individual. Permission should be obtained from the closest relative, if possible, who you may want to invite.

Welcoming remarks, with or without photos, are encouraged from some or all of the following:

- Ø Governor General

-
- Ø Lieutenant-Governor
 - Ø Member of Parliament (MP)
 - Ø Local Member of Provincial Parliament (MPP/MLA)
 - Ø Community's mayor or representative
 - Ø President of The RPSC, and
 - Ø President of the host club.

Two or three short articles of philatelic interest, often with a local flavour, make the program more attractive.

Exhibits and Bourse

The exhibits and bourse need major space, factors that must be considered in the very early planning stages for a convention. It is advantageous to have these in the same room or nearby, for ambiance and security. Signed agreements are needed for all exhibitors and dealers who should be contacted one to two years before the show to judge their interest in participating. The number of dealers and exhibitors may be limited by space so a preliminary floor plan is essential. The floor plan allows the committee to determine potential income from dealers and exhibitors and thereby provides a good indication if expenses can be covered.

The floor area needs:

- Ø excellent lighting for viewing the exhibits and the dealers' material
- Ø space for youth exhibits and a youth/beginner work area
- Ø possibly a court of honour
- Ø easy access from outside for the dealers and for handicapped attendees
- Ø security at all times (from the start of set-up to the completion of take down)
- Ø separate sign-in and out forms for exhibitors and dealers as they arrive and leave
- Ø trolleys for set-up and take-down.
- Ø electric or gas-powered fork lift to handle and move frames, tables, etc.

Exhibits

It is important to know the type of frames and space they need to determine the number that can be accommodated. Ideally a show will have between 200 - 300 frames, each holding sixteen 8 ½" x 11" sheets. Organizing Committees may, with appropriate justification, request a lower number of frames from the Board of Directors of The RPSC but, in no circumstances, should this number be below 150. Organizing Committees wishing to have more than 350 frames should note that they will be required to increase the judging panel which, in turn, will have financial implications. If frames are not available locally, they will need to be rented or borrowed. This will require transportation, storage, and other costs that should be included in initial budget planning.

Philatelic Literature competition at ROYALS are limited to once every four years, starting with 2010.

The Exhibition Prospectus and Exhibit Entry Form must be approved* by The RPSC Judging Coordinator. This approval should be at least fourteen to sixteen months, before the Convention. *The use of pre-approved examples on a CD provided by The RPSC office will mean only the pricing, dates, location and contact information will have to be changed by The RPSC. (This template, in both official languages, will save on translation costs.)

Categories ("classes") for exhibit entries must be specified in the prospectus, and on the entry forms. They must conform to the classes as listed in the most current *APS Manual of Philatelic Judging*. The inclusion of a Youth class is mandatory, and specific attention may need to be given to attract at least a few youth exhibits.

Provision must be made for storing the frame boxes on-site during the show. They should be within easy access to the exhibit floor.

Note: The RPSC has compiled an inventory of the major locations of the sixteen page exhibit frames. This is available from the National Office to prospective host clubs. Rental fees (if any), transportation costs, storage, etc., must seriously be considered in budgeting for the show. Please contact the Convention Coordinator for further information.

A visiting judge to the Royal/Royale from Australia or New Zealand usually brings a few exhibits to the show. Please contact such a visitor about how many frames he/she will require to ensure that the show has adequate space for them.

Volunteers or hired help, or both, will be needed to set up and take down frames, usually three to four hours or more at each end of the show. Plexiglas sheets will probably need to be cleaned before set up. As a rule of thumb, aside from the registration desk, one volunteer per to 12 frames appears to be ideal.

Bourse

The bourse requires space for 25-50 dealers with variety in their stock. Members of the Canadian Stamp Dealers' Association (CSDA) are the first to receive invitations to participate in the bourse. A set of pre-gummed mailing labels can be obtained by contacting the Executive Director of the CSDA. A time deadline is always set for CSDA members to respond. Once this deadline has passed invitations may be sent to other interested dealers.

Dealers wishing to have a bourse table at a ROYAL must hold a membership in The RPSC, or in their own national dealers' association.

The initial invitations to participate in the bourse must also include Canada Post. (As the largest stamp dealer in Canada, they are charged the same table fee as other dealers.) Since this is a National level exhibition and bourse non CSDA dealers should be members of their home country's National Association (i.e. in the U.S.A. the ASDA, the NSDA, or the APS). Exceptions may be made for local dealers who regularly attend and support club shows and are recommended by the Organizing Committee. The dealers must not be approached with registration forms, etc., until the conclusion of the Royal/Royale in the preceding year.

The area needs:

- ∅ tables, usually 2½' x 8', (sometimes as small as 2½' x 6') with appropriate draping, chairs, lighting and signage which may involve rental, transportation, set up and take down costs (*Exact table sizes must be known to accurately establish the floor plan.*)
- ∅ some flexibility in set-up to accommodate special requests from dealers, for instance, some dealers like to be near one another for security purposes, consultation, etc.
- ∅ locked cabinets (optional) if available and requested
- ∅ coffee, tea, juice, donuts - optional but may be appreciated during set-up.

The Organizing Committee for the hosting Royal needs to provide a table or tables, free of charge, at the bourse, or in the entrance hallway for:

- (1) one table (on the Bourse floor) for the ROYAL circuits
- (2) an information table for the following year's host committee

The space required will vary and should be discussed with the RPSC dealer liaison person and chair person of the next year's host committee.

(3) One table for the national office is required to provide free copies of *The Canadian Philatelist/Le philatéliste canadien* for distribution. RPSC membership applications should be available at that table.

Exhibitors

It takes considerable effort and expense to exhibit at any show. When possible, more recognition should be given to these important individuals.

Any exhibitor wishing to exhibit at a ROYAL must be a member of The RPSC or of their own national philatelic association. This does not apply to Youth exhibitors. (Youth exhibitors are those who have not reached the age of 22 on January 1st in the year of The Royal.)

As well as each exhibitor being individually recognized at the closing banquet, a photo of each one as they come forward to receive their award would be a nice gesture and should not be much of a problem, with the availability of a digital camera.

A breakfast or luncheon get-together, restricted to exhibitors (no judges) would give the exhibitors a chance to meet informally to discuss their exhibits and exhibiting. Costs would be covered by ticket sales with youth being included at no cost.

Canada Post

Canada Post is usually first contacted by the Canada Post liaison person for RPSC with any special requests, such as a stamp unveiling and bourse space. This is done through the RPSC Director of Conventions or through the National Office. The host committee gets involved once the preliminary negotiations are settled.

Canada Post will:

- ∅ assist in the organizing of a stamp unveiling
- ∅ have a minor part in the opening ceremonies which could include representation of Canada Post's national office
- ∅ provide up to four show cancels - one with The RPSC logo and dates of the show and the others for each show date. These cancels are designed by the host committee and should be uncluttered. All cancels must be bilingual. The request and preferred designs should be submitted to Canada Post at least six months before the convention
- ∅ sponsor the Grand Award – up to \$400 – which is selected and purchased by the Organizing Committee and approved by and billed to Canada Post.

Local organizers may be able to have a special cancel at the local post office advertising the show. It is worthwhile to have a local Canada Post contact person on the organizing committee as a resource person for advice and guidance.

Security and Badges

It is imperative to have excellent security 24 hours a day throughout the convention, including from the start of set up, throughout the show and until take down is completed, (usually Thursday afternoon to Sunday evening at 6 pm). Badges are important for security purposes and everyone attending the show must have an appropriate one - dealers, exhibitors, judges, full registrants, daily visitors (optional, but recommended), special guests, and volunteers.

Youth/Beginners

A youth/beginners area needs a room with tables and chairs to accommodate these attendees.

Judges

A "Judge's Liaison" shall be appointed on the Organizing Committee to maintain communication with the judging panel, and with the RPSC Judging Coordinator. This person has the responsibility of sending copies of the Title and Synopsis pages to each member of the jury well in advance of the

Convention for the jury's research and preparation; answering questions from the jury panel about show particulars, preparing the judges' binders, and hosting the initial meeting of the jury at the Convention. When communicating the list of exhibits to the judges no names of exhibitors should be included, so the judges can concentrate on the quality of the exhibits. Depending on whether the Organizing Committee has an "exhibits and awards" coordinator, the Judges Liaison may also be responsible for accepting and approving exhibit applications, exhibit floor plan arrangement, arranging for awards and certificates, and preparing the final Palmares. Do not underestimate the amount of work this all takes, and consider whether this can best be performed by two or three individuals, each with a specific share of these responsibilities.

There are usually five or six judges selected by The RPSC Judging Coordinator and agreed to by the Organizing Committee. In general, the APS guidelines are followed, as the number of judges is dependent on the number of frames to be judged. There also may be up to three apprentice judges assigned.

Judges at ROYALS must be members of The RPSC or of the national philatelic organization in their home country. (Note: This applies to ROYALS and not to other national level shows.)

The RPSC sets the honoraria for the judges. Certified judges must receive a minimum honorarium of \$350, plus full registration, lunches during the day(s) of judging and a second banquet ticket when accompanied by a partner. (APS judges from the U.S.A. receive US\$350 and, as cheque cashing charges in the US are usually quite high, cash is their preferred method of payment.) Visiting judges from Australia or New Zealand, under reciprocity agreements, do not receive honoraria. The host club must arrange accommodations, usually billeting with a club member, or by covering their hotel charges at the convention hotel. Accompanying spouses may receive full or part registration, at least for the awards ceremonies, depending on budget.

Apprentice judges are given free lunches on the day(s) of judging, free registration or a portion of it, and two banquet tickets when accompanied by a partner. (Some shows do give apprentices a partial honorarium.)

Judges need:

- Ø notebooks, pens and pencils;
- Ø a room for deliberations on judging days*;
- Ø a room for 1 1/2 - 3 hours for 30 – 50 attendees on Saturday afternoon or Sunday morning for the Judges' Critique.

*Working space for the judges will vary depending on numbers, so it is best to discuss room requirements with The RPSC Judging Coordinator. Such a room must be soundproof.

Awards available for a Royal/Royale

A full range of awards shall be made available for each Royal/Royale. The most immediate awards to plan for are:

Grand Award - sponsored by Canada Post and purchased on their behalf by the Organizing Committee. The Grand Award winner will be invited to enter the exhibit in the APS' "Champion of Champions" competition at their annual Stamp Show, held each summer.

Grand Award winners at Canadian national shows who qualify for the "Champion of Champions" competition may not enter that exhibit competitively at any other Canadian national show, including a ROYAL, until the Champion of Champions competition is completed.

Reserve Grand Award – an endowment given to The Royal by Ron Brigham will provide funds at each ROYAL to purchase the Reserve Grand Award. Contact the National Office for the amount

available.

Best One-Frame Exhibit Award - To be purchased by the Organizing Committee. The Best One-Frame Exhibit is eligible and will be invited to the APS “AmeristampExpo “Champion of Champions” competition, held each winter.

Youth Grand Award – to be purchased by the Organizing Committee. The best youth exhibit is eligible and will be invited to the APS’ “Youth Champion of Champions” annual competition.

RPSC Awards are medals: Gold, Vermeil, Silver, Silver Bronze, and Bronze which are available from The RPSC National Office (info@rpssc.org) at no cost, for a Royal/Royale.

In addition, since a Royal/Royale is the showcase event for Canadian philately, there are many other awards that should automatically be applied for in planning the exhibition. The most common awards are:

AAMS (American Air Mail Society) www.americanairmailssociety.org (If there are at least 3 air mail exhibits) Best Airmail Award and AAMS Reserve (Airmail) Award

AAPE (American Association of Philatelic Exhibitors) www.aape.org Two Awards for Excellence in exhibiting (non-gold winners); Creativity Award; Youth Award. Requests for AAPE Awards must be received in writing at least four weeks in advance of the show date. Canadian representative: Ray Ireson, 86 Cartier, Roxboro, QC H8Y 1G8

APS (American Philatelic Society) www.stamps.org Four Medals of Excellence, pre 1900, 1900-1940, 1940-1980 and post 1980; Best Researched Exhibit medal.

ATA (American Topical Association) www.americantopicalassn.org ATA First, Secod and Third (topical) medals and ribbons; Youth Topical Award and ribbon; One Frame Topical ribbon (There is a charge for the 2nd and 3rd place awards, but the others are free.)

BNAPS (British North America Philatelic Society) www.bnaps.org Best BNA exhibit (any size) plaque and ribbon; Best BNA One Frame exhibit, plaque and ribbon; Best BNA 2'n'4 (2 to 4 frame exhibit), plaque and ribbon; Best researched BNA exhibit, plaque and ribbon; Best Elizabethan exhibit, pin. Contact Jon Johnson, Calgary jcjperfins@hotmail.com

CAS (Canadian Airmail Society) www.aerophilately.ca Two medals: Best World Airmail exhibit and Best Canadian Airmail exhibit. Contact Chris Hargreaves hargreavescp@sympatico.ca

PHSC (Postal History Society of Canada) www.postalhistorycanada.net Ribbon and Certificate for Best BNA Postal History exhibit. Contact Robert Pinet pinet.robert@gmail.net

PSSC (Philatelic Specialists Society of Canada) Medal, ribbon and certificate sent to a Judge who is a PSSC member before the show. To be awarded to an exhibitor who is **not** a member of the Society for specialized treatment and significant research relating to the subject. *(This is NOT a show award, but one from the Society. The judge with the awards will need the opinion of a second Society member – usually many are present at a Royal/Royale. The award still needs to be listed, alphabetically, with the other awards.)*

The awards chairman must contact each of these societies directly to request that society's award(s), well in advance of the dates for the Royal/Royale. Often the criteria for the award(s) will be included as well, and needs to be well understood and communicated to the Jury panel. (Sometimes there will be a small charge.)

Links to contacts for these awards, and for other awards as well that a Royal/Royale committee

may consider, are on the APS website at http://www.stamps.org/directories/dir_SocietyExAwards.htm (or follow the link from the “Accredited Judges” line on the home page, through the “Judging Forms and Exhibition Information” link on this page, to the link to “Society Exhibiting Awards Available to Shows” under “Show Committee forms”).

The host club needs to

- ∅ supply ribbons and certificates of participation;
- ∅ purchase the Grand Award on behalf of Canada Post; and the Best One Frame Exhibit Award, and the Youth Grand Award
- ∅ supply and prepare award certificates for all award winners;
- ∅ have the awards and medals inscribed, and print the Palmares.

As soon as the judges pass the award list to the head of the awards committee, it is that person’s responsibility to get the awards list (Palmares) printed and double checked for errors for distribution after the Awards Banquet. (An on-site computer with appropriate printer is necessary. Such a job takes approximately 2 hours.) A copy of the Palmares should be included with a show program and any show souvenirs when returning any (mailed-in) exhibits, and with the final report to The RPSC.

With the use of computers and printers, certificates and awards can be personalized immediately after the judges’ decisions. Organizers need to find a shop open on Friday evening or Saturday that can inscribe medals and awards.

Organizers may choose to have the show name, date and location printed on 18mm diameter self-adhesive metal discs. These could be affixed to the back of the appropriate RPSC medals after the jury’s decisions were given the show’s Awards Chairman. This method avoids the trouble and expense of engraving the required medals, usually on a Saturday afternoon. Such discs could be ordered in at least numbers to match the number of exhibits in competition.

Awards Presentation

Awards are to be handed out at the Awards Banquet or reception. While the show will have an MC for the evening, a section of the program must be reserved for the awards portion, which will be conducted by the RPSC’s Judging Coordinator, or designate. The host club’s Awards Coordinator should be available to provide significant logistical assistance during this portion of the ceremonies.

Opening Ceremonies

The opening ceremonies are held on site or nearby on opening morning before the bourse and exhibits open. Short speeches by all attending dignitaries, namely the Lieutenant-Governor, local MP, mayor or his (her) representative, President of The RPSC, local stamp club president, and Canada Post official if there is a stamp unveiling. (Your local MP/MLA’s office can usually provide the appropriate order for guest speakers.) The opening program is decided upon by the host society with input from The RPSC. The prime responsibility for organizing the Opening Ceremonies rests with the Organizing Committee and The RPSC’s Canada Post Liaison Officer.

There may also be local entertainment such as school choir.

Presidents’ Reception

A Presidents’ Reception is held either on Friday before the Friday night social function, or on Saturday evening before the awards banquet. It includes one free drink and hors d’oeuvres with tickets sold for the event by the Organizing Committee, and included in with full registration.

Friday Evening Entertainment (If offered)

Friday evening entertainment is usually a meal with a cash bar, and local entertainment organized by the host committee. It is often held off-site, so transportation costs will be a budget item.

Awards Banquet

Considerations for the Awards Banquet include:

- ∅ room for 120 - 200, Saturday evening
- ∅ local entertainment (possibly)
- ∅ the menu with alternative choices for those on special diets (such dietary requests should be noted on the show registration form)
- ∅ Master of Ceremonies
- ∅ decisions on either a head table or reserve tables for executive of The RPSC, host club, judges, distinguished guests
- ∅ announcement of medal and prize winners, including Grand Award and Reserve Grand Award by the Chairman of The RPSC's Judging Program or his designate. It should recognize the award winners individually. (See Awards Presentation, p.11.)
- ∅ Senior Fellow invited to announce new RPSC Fellows and recognize all Fellows in attendance
- ∅ opportunity for the Chairman of the Judges' Committee to announce any local apprentices or apprentices on the jury present who qualified as a national level judge within past six months and to have their certificate presented to them by The RPSC President
- ∅ opportunity for The RPSC President to announce Canadian Youth Philatelist of Year, the winner of the Geldert Medal, the President's Medal for Outstanding Philatelic Achievement, the site and date of the following year's convention, and any other pertinent information
- ∅ there should also be a short presentation by the following year's organizing committee
- ∅ people to distribute the Palmares.

The evening may conclude with a short speech by The RPSC President who may wish to introduce Board members and executive. The host club's president usually has the last word.

Other Meetings and Rooms

A number of other meeting rooms will be required during the convention by The RPSC, including:

- ∅ RPSC Board of Directors and Officers
 - o 15 to 25 people
 - o Friday 10 a.m. – 3 p.m.
 - o Saturday following Annual General Meeting (12 noon to 2 p.m.)
 - o Need tables and chairs set up as a boardroom.
 - o Need lunches both days. Lunch costs are covered by The RPSC.
- ∅ RPSC Foundation Annual General Meeting
 - o 10 to 20 attendees
 - o 1-hour Friday afternoon following the Board of Director's meeting.
- ∅ RPSC Annual General Meeting
 - o 50 to 100 attendees
 - o Saturday 10am - 12pm.
 - o NO OTHER SEMINAR OR MEETING SHOULD BE SCHEDULED DURING THIS TIME.
- ∅ RPSC Fellows
 - o 20 – 30 people
 - o 1-hour Friday afternoon.
- ∅ AAPE meeting
 - o 20 – 30 people
 - o 1-hour Saturday afternoon or Sunday morning, preferably before the Critique.
- ∅ Judging Critique

-
- o 30 - 50 people
 - o This meeting is mandatory. It should be scheduled about an hour and a half to maybe three hours before the scheduled end of the show on Saturday or Sunday.
 - ∅ BNAPS/PHSC/SOSSI/etc.
 - o If requested, sometimes hold a breakfast meeting on Sunday
 - o The meetings may need audiovisual equipment
 - ∅ Meet and greet room for arrivals (optional)
 - o May supply non-alcoholic drinks, hot and cold.
 - ∅ Hospitality suite
 - o Not absolutely necessary but a nice touch.
 - o Here registrants can mingle and discuss stamps and other important issues in a relaxed atmosphere.
 - o Open Friday and Saturday after other functions such as the Presidents' Reception and Awards Banquet close.
 - o Usually have drinks and munchies available, often donated. It may be hosted by volunteers from club members and executive.

Other groups may request a meeting room. With good planning, many meetings can be held in the same room.

Seminars

Seminars may be scheduled up to three or four a day. They should be listed in the program guide and on daily bulletin boards.

If meetings and seminars are scheduled for 1 hour with a 30 minute gap between them, then this will allow a brief over-run time, and possibly some cleaning or re-setting the room.

Seminar rooms require appropriate seating, tables and audio/visual equipment.

One or more RPSC Judging Seminars should be included in the program, after consultation with The RPSC Judging Chairman.

Advertising

- ∅ *The Canadian Philatelist/Le philatéliste canadien* and other philatelic magazines, "CSN", etc.
- ∅ pamphlets, flyers, show cards
- ∅ local papers, radio, cable TV
- ∅ local and regional stamp clubs
- ∅ dealers
- ∅ own show site as well as links to The RPSC, CSDA and "CSN" sites, etc.

Website

The RPSC Website is an excellent way to promote your convention and disseminate information. Most host chapters build their own stand-alone website for the event, with a link from The RPSC Website. The show website may not come on line until after the Royal/Royale in the preceding year. The site lists registration information, exhibitor information (Prospectus, Entry Forms and Registration Form), list of participating dealers, a floor plan, a schedule of events, planned seminars, etc. It also has printable forms for attendees to access and submit to the host committee.

Registration

Full registrations should include:

- ∅ opening ceremonies
- ∅ daily admission

-
- Ø Presidents' Reception
 - Ø Friday night entertainment and meal with transportation as required (if offered)
 - Ø Awards Banquet
 - Ø hospitality suite, if provided by the organizers (if offered)
 - Ø program, show covers, souvenirs (if offered)

Spousal Program

- Ø usually a separate item, with costs individualized as required
- Ø organized by host committee
- Ø It is important to ensure that visitors are aware of the various tourist, shopping, cultural and sports options available in your show area. If there is an outstanding tour that can be arranged and sold-out – go for it. If not, provide good information and let your visitor decide what they want to do and when. You can direct visitors to tourist tours via your website taking the burden off the host committee to sell sufficient tickets or failing that, handling all of the refunds.

Budget

A budget is very important for all accounting purposes.

Income

- Ø registration - full and part
- Ø exhibitor fees
- Ø bourse fees
- Ø program advertising
- Ø sales - programs, covers, souvenirs, raffle etc.
- Ø sponsors
- Ø other money raising events by the host club before the show
- Ø daily admission – (if charged) often free

Expenses

- Ø RPSC Licensing Fee (see page 3)
- Ø telephone, postage, advertising, name badges for security, souvenirs, programs
- Ø printing and postage for APS/CSDA mailings, if used (see page 4)
- Ø rental space - may be able to get a good deal from host hotel
- Ø frame costs - rental, transportation, storage, set-up and take down, including the fork-lift
- Ø bourse tables and chairs, draping, signage
- Ø insurance
- Ø extra lighting for exhibits and dealers may be necessary
- Ø security and badges
- Ø opening ceremonies
- Ø Friday night entertainment and food and possibly transportation
- Ø closing (Awards) banquet
- Ø hospitality suite - bartender, supplies, clean up.....cost may be partially or fully offset, if necessary, by a donation box or could be included in the registration fee
- Ø spousal program - usually budgeted separately
- Ø judges - honoraria, registration fees, meals, supplies
- Ø Best One Frame Exhibit Award and Youth Grand Award
- Ø Court of Honour, Youth exhibits - may have reduced or free exhibit fees
- Ø engraving medals, calligraphy for certificates, certificates and ribbons
- Ø printing show programmes and palmars
- Ø banquet cost for VIP's, gift for guest speaker
- Ø audio/visual equipment, podium, if hotel does not supply

-
- ∅ other awards - such as one for best exhibit by a club member; most popular exhibit, etc.
 - ∅ gifts for dignitaries, judges, seminar speakers, volunteers, etc.
 - ∅ gratuities, breakage.
 - ∅ Public Address system, if not provided by the venue
 - ∅ contingency fund (There is always something for which you have not planned!)

It is also possible that Canada's Stamp Advisory Committee may meet during The RPSC convention. If that happens, show organizers may want to extend the courtesy of a full or partial registration to each member of the committee.

Volunteers

- ∅ can be very helpful in setting up and taking down frames, exhibits, bourse tables, etc.
- ∅ can give added security
- ∅ can run minor errands
- ∅ can help out with various activities - meet and greet, hospitality suite, spouses programs, registration, dealer relief, information table, etc.

A good team of volunteers can help keep costs down. Volunteers are critical for a well run show.

FINAL REPORT

At the conclusion of the Royal/Royale the Show Committee must prepare and submit a final report on the event within 90 days of the event. This should include both preliminary and final budget figures, itemized similarly to the initial proposed budget, a show program, a copy of the palmares, and any constructive criticism that would help improve future Royals/Royales. This report is to be sent to The RPSC National Office, with a copy to the RPSC Director of Conventions, as a planning resource for future shows.

These guidelines are intended to assist The RPSC Royal/Royale convention planners. They may vary with locale or other circumstances. By visiting and observing other conventions two to three years before, organizers will learn much about planning the show and fine-tuning the program. They are encouraged to be innovative and put their own flavour on the convention, even though some of the guidelines are quite firm such as judging, exhibiting and security. However, they should not hesitate to discuss any ideas with the Director of Conventions of The RPSC who will share these with the Board Members and Executive of The RPSC. They are available for help and want all organizers to have a successful show.

These guidelines are for the annual RPSC Convention and Royal/Royale. They may be adapted in whole or in part for other national, local or regional shows.

Note: The National Office of The RPSC has compiled a file of past show information including frames and locations, budgets, final show reports, registration, dealer and exhibitor forms, among others. Copies of this information will be made available to possible future hosts, on request.

All of this information can be provided on a computer CD, including a planning spreadsheet. If an organizing committee adds items on the planning CD the revised copy should be

submitted to The RPSC National Office as an up-dated source of information to be made available to future show committees.

ADDENDA I

The RPSC Licensing Fee Document, May 2010

The licensing fee of \$1,000.00, payable to The RPSC after a ROYAL, is requested from the organizing committee/host club. **(This fee may be prepaid.)** The fee ensures the following value added:

- The use of the “brand” label “ROYAL*20--*ROYALE.” increases the marketing and promotion possibilities available to the local organizing committee. The brand is recognized worldwide as Canada’s premier stamp exhibition.
- The use of the brand increases the prestige of the show. This leads to increased exhibitors, dealers and show attendees. It provides the local organizing committee with increased opportunities to promote the hobby, increase awareness of the local stamp club and increase membership in the host club, should they choose to take advantage of these opportunities.
- A well-planned and managed show can net the host club significant dollars in show profits to be used at their discretion.
- The RPSC National Office acts as liaison with Canada Post to assist in obtaining:
 1. possibly a stamp unveiling,
 2. possibly OFDC’s distributed at the Official Opening
 3. special bilingual show cancels (that must be ordered 6+ months in advance),
 4. the Grand Award (purchased by the Show Committee, reimbursed by CPC through the National Office),
 5. advertising in the show program,
 6. a Canada Post retail booth in the show bourse.
- The advice of the Convention Coordinator is included, as well as copies of the current *Convention Guidelines*, an approved RPSC document. The document is intended to assist show organizers with the planning and management of a ROYAL.
- Through *The Canadian Philatelist*, the organizers are able to distribute the show prospectus, exhibitor’s entry forms, and show registration forms at no expense to the host club. This represents a savings of more than \$2,000 to the host club show budget.
- Through *The Canadian Philatelist*, the host club organizers are able to advertise the show, and publish program highlights at no expense to the host club. This represents a savings of more than \$1,000 to the host club show budget.
- The translations of the above documents are provided free of charge. This represents a savings of more than \$500 to the host club show budget.
- The RPSC Judging Program Coordinator, who is also in charge of reciprocity agreements, provides the judging panel in cooperation with the host club. This often includes locating an international judge, an asset for a ROYAL.
- The RPSC National Office provides the multi-level award medals for the Award’s Ceremony.

-
- The RPSC National Office can provide electronic proofs of past award certificates (plus translation costs).
 - No cost advertising on and links to the host club web site are provided via The RPSC web site. Following the show, the *Palmares* is uploaded to The RPSC web site at no cost to the host club.

ADDENDA II

Suggestions for your consideration from Ken Magee, Director of Conventions

Show Committee Jobs

1. Chairman—runs meetings; has overall authority; with vice/co-chair(s) keeps track of progress of committees; has authority to replace committee chairs-IF they are not doing their job(s); co-signs checks; usually main contact with Canada Post; usually club host for stamp unveiling, opening, etc.
2. Vice or Co-chair(s)-deputy/deputies to Chairman; assist in keeping committees “on track”; MAY also have other “Job” responsibilities.)
3. Treasurer—main preparer of preliminary budget; receives and banks money; co-signs checks with Chairman; pays bills; keeps receipts; usually has a petty cash fund available; has honoraria checks ready for judges before end of show; prepares final financial reports.
4. Secretary—keeps minutes of meetings; sends “thank You” letters at close of show; prepares final show report for The RPSC, with final budget and *Palmares*.
5. Ads/Promotion—places show ads in *TCP*, *CSN*, regional stamp papers; has show cards printed and gets them to dealers who will add them to their mailings; arranges for CSDA and APS mailings, if used; sends notices to RPSC clubs through Chapter Liaison; contacts local media, especially just before and at show opening; must work closely with Website/PR/Publicity person; sends show cards/posters to all local/regional shows in area; possibly arranges for major auction at show.
6. Awards-sends for and has awards/medals available; arranges for (and purchases) Grand Award (on behalf Canada Post-who will reimburse the club), the Best One Frame Award and the Youth Grand Award; designs award certificates, gets them printed, then prints info on them and has them signed by RPSC President and Chief Judge; arranges for engraving of medals, etc.; arranges for proof-reading/printing and a second proof reading of the *Palmares*, after receipt of awards list from Chief Judge; assists with presentation of awards at Awards Banquet; has certificates ready for (a) Awards Banquet (preferably) OR (b) for exhibit take-down, with critique sheets in envelopes for exhibitors; sends winners’ names to award sponsors.
7. Banquet/Hospitality—arranges for Awards Banquet, with food options; arranges for/stocks and gets volunteers for hospitality suite, if used; flowers for banquet table(s) favours/door prizes/”Reserved” signs for tables.

-
8. Bin Room Manager—A VIP POSITION—receives exhibits at show from exhibitors—signs them in and arranges for help in mounting; at end of show, reverses procedure, for dismantling and sign-out.
 9. Bourse—main dealer contact for show; prepares/distributes dealer invitation packages; prepares dealer area of floor plan; arranges for volunteers to help dealers move in and move out; arranges for relief for solo dealer, dealers’ meals, etc.; works with Publications manager for dealers’ signs; arranges ONE free RPSC circuit table for RPSC Circuit Manager.
 10. Canada Post Liaison—if not the Chairman, arranges with that person for stamp unveiling; alternate club host for stamp unveiling; gets designs (6+ months in advance) and arranges for show cancels and volunteers to use them at the club/show table.
 11. Environmental Enabler—responsible to keep the show as “green” as possible (no bottled water; reduced lighting level at night(?); use of recycled paper/binders for judges/narrower margins on printed sheets to save paper...).
 12. Exhibits— helps with exhibit part of floor plan; prepares prospectus and entry forms (early) and has them approved then translated; submits them to TCP; receives, accepts and approves entry forms, Title and Synopses pages/checks/shipped exhibits; designs exhibit floor plan so no exhibits wrap around ends; prepares master list of exhibits for show program and for judges (without names for the judges); gets title and synopses pages to Judges Liaison to send to judges; arranges return shipping, if any; works closely with Bin Room Manager, Judges Liaison and Awards people.
 13. Frames—responsible for getting them to the site/cleaning, if needed/setting them up; supervises mounting/dismounting of exhibits; supervises dismantling frames/packing and return to storage, or other disposition.
 14. Fund Raising— arranges club fund-raising activities for show; arranges sponsored promo ads on show cards and advertising (if used); seeks corporate/ municipal/other donations; possible dealer sponsorships of breakfast/show programs, etc.
 15. Judges Liaison—arranges for judges through the RPSC Judging Coordinator; notifies judges of accommodation arranged for show (they make their own reservations); sends Title and Synopsis pages to judges as early as possible by email (preferably, or by mail), without exhibitors’ names; host/liaison for judges at show; gets bios and pictures from judges for show programme; arranges billeting/other accommodation if needed for judge from “down under”; arranges pages for judges notebooks, in coordination with Exhibits person, listing all awards and criteria, with evaluation sheets, etc.; has judges packages ready with tickets, programs, etc.; hosts initial meeting of jury at the show; arranges for judges’ room with Meeting/Activities person; arranges for judge’s lunch, etc; works with Treasurer to have honoraria checks ready for judges; sends “Thank You” letters to judges after show.
 16. Meetings/Activities—(solicits and) schedules RPSC and other meetings and seminars (NO overlaps of time); rooms for Judges; Friday Night activity; Presidents’ reception; Youth activities; non-collector activities/tours.
 17. Publications—for show program solicits messages from “officials; overall floor plan of show; dealers’ list, with specialties; exhibit list; list of judges, with bios and pictures; signs for dealers (with Bourse person); keeps daily notice board current; prints/arranges for tickets to banquet and

other functions; (gets dealer ads for show programme); arranges to print Palmares, (with Awards person)

18. Registration—receives mailed registrations and acknowledges them; works with Security re show id badges; supervises preparation of show packages for registrants; arranges staffing for registration/information table.
19. RPSC Liaison—THE one person who contacts RPSC Convention Coordinator with questions/problems (except Job 15, Judges Liaison). This is often a job for the Show Chairman.
20. Security and Badges—responsible for getting outside security for Thursday afternoon to after Sunday take down, especially for dealer entry/exit; works with Registration to have colour-coded show name badges for registrants; *(maybe use club members with “security” tee shirts during show times; and security guards during Thursday set-up; overnights and Sunday take down?)*.
21. Site/Staging—arranges for show site; hotel rooms; meeting/seminar rooms; parking; ensures handicapped access; helps with floor plans; gets show insurance; show signage for washrooms/lunch counter/meeting rooms; THE contact with building personnel.
22. Volunteers—needed to help transport/clean/set up frames; help with mounting/dismounting; aid dealers moving in and out; take down/crate and move frames to storage; staff at various tables—registration/information, club (and admission table, if entrance fee charged); Youth activity area; greeters, hospitality suite.
23. Website/PR/Publicity—NEEDS COMPUTER SAVVY—develops web site and gets it on line after preceding ROYAL; arranges for links to/from RPSC site and others (*CSN*, etc.); coordinates with RPSC Liaison person for national publicity in *TCP*; works closely with Ads/Promotion person; withdraws active web site at end of show—(BUT MAY LEAVE PALMARES POSTED for a year?).
24. Youth Program—arranges for activities, materials for and staffing of activity area; arranges for participation of Stamp Camp personnel, if they are invited and come.

