GUIDELINES FOR DUTIES AND ACCREDITATION OF NATIONAL COMMISSIONERS

INTRODUCTION

These Guidelines set out the position, rights and duties of Commissioners nominated by the National Federations (hereafter described as FIP Members). They focus on the problems that may be faced by Commissioners at FIP exhibitions and provide guidance on how to handle them smoothly and efficiently.

The functions, rights and duties of the Commissioner are specified in the General Regulations of the FIP for Exhibitions (GREX) in Section IV "Commissioners", Article 21 to 29. In these Guidelines National Commissioners are referred to as "Commissioners".

Some details of the Commissioner's duties may vary from exhibition to exhibition, but the basic rules do not change.

In these Guidelines FIP has taken steps to define the job more comprehensively in recognition of the important services provided by Commissioners and to explain to the Exhibition Organizers that without the services of the Commissioners, no exhibitions can be held. It is they who bring the attractive exhibits from all over the world to the exhibition.

The following articles cover:

Position, Appointment and Qualification
Second Commissioner and Replacement of Commissioner
Commissioners' work
Responsibilities of the Exhibition
Management
Personal arrangements
Privileges and Rights
Breach of Commissioner's Responsibilities

CHAPTER I
THE COMMISSIONER

1. Position

1.1 A Commissioner is appointed by the National Federation (hereafter described as FIP Member) to function as the intermediary between the Exhibition Management of FIP General World and Specialized World Exhibitions on behalf of the exhibitors from this country.

1.2 A Commissioner operates under the rules specified in the GREX.

2. Appointment

2.1 Commissioners will be appointed for the purpose of promoting and supporting all exhibitions granted FIP Patronage or Recognition to take care of the interests of the Exhibitors and to help them.

2.2 When a FIP Member organizes a World or International Exhibition under the patronage of FIP, one Commissioner is appointed by each FIP Member according to GREX Article 21.1.

2.3 The Exhibition Management will request FIP Members to appoint a Commissioner prior to the publication of the first publicity brochure for the exhibition.

2.3.1 The Exhibition Management may request an individual be appointed as Commissioner, but the nomination is at the sole discretion of the FIP Member.

2.3.2 The Commissioner will be required to carry exhibits to the exhibition or arrange their dispatch, look after them at all times and return them safely to the owners with any awards won by them.

2.4 Every FIP Member has the right to entrust the Commissioner's duties to the Commissioner of another country, subject to the approval of and in co-ordination with the FIP Member of that country. (GREX Article 21.3)

2.4.1 Failure to appoint a Commissioner in due time will be interpreted as the intention of the FIP Member not to appoint a Commissioner for the exhibition in question. If no Commissioner is appointed, then the National Federation should act as Commissioner (see GREX Article 21.4.).

2.5 Only Commissioners representing FIP Members may be appointed other than as provided in 2.6.

2.6 Commissioners may be appointed by non-FIP Members to FIP Exhibitions, when the National Federation is affiliated to a Continental Federation if the Exhibition is held in that Continent.

2.7 The list of proposed Commissioners must be submitted to the FIP Consultant for approval prior to any publication thereof. The FIP Board may reject the nomination of a Commissioner.

3. Qualification

3.1 Essential

The Commissioner must have or be:

3.1.1 A philatelist

3.1.2 Attended at least one overseas FIP Exhibition as an exhibitor or juror or have served as a Commissioner at an exhibition organized by a Continental Federation.

3.1.3 Conversant with FIP Statutes, GREX, GREV's and SREVs and Guidelines.

3.1.4 Reasonably fluent in one of FIP languages, preferably English, because it is the normal language used by the philatelic community.

3.1.5 Most important of all, the Commissioner should command the respect and confidence of the exhibitors in handling their exhibits.

3.2 Desirable.

The Commissioner must have or be:

3.2.1 Able and willing to communicate promptly with the Exhibition Management.
3.2.2 Even tempered and ready to solve problems.
3.2.3 Willing to travel, devote time and convey the exhibits to the exhibition.
3.2.4 Physically fit.
3.2.5 Able to spare time to attend the exhibition for the entire duration.
3.2.6 Prepared to incur out of pocket expenses if these are not reimbursed by the FIP Member.
3.2.7 Live in a place easily accessible to overseas flights and with facilities for temporary storage of exhibits in a secure location.

4. Second Commissioner and Replacement of Commissioners

4.1 Second Commissioner

4.1.1 An FIP Member whose Commissioner is hand-carrying more than 150 frames of competitive exhibits, not including literature, may request a second Commissioner who will receive the same privileges as the principal Commissioner. (GREX article 21.2.)

4.2 Replacement of appointed Commissioners

4.2.1 If for any reason the Commissioner is unable to continue, he must inform his Federation and the Exhibition Management immediately, so that either a new Commissioner is appointed or alternative arrangements are made for the accepted exhibits to be present at the exhibition.

4.2.2 A replacement Commissioner shall have all the privileges and duties as described in these Guidelines as granted to the original appointee.

5. Publication of the Lists of Commissioners

5.1 The List of Commissioners shall be published by the Exhibition Management in bulletins, the exhibition catalogue and / or in relevant brochures.

5.2 This listing shall contain the name, postal address, contact number, E-mail address and a photograph. If the Member Federation acts as Commissioner, a member of the Federation secretariat should be nominated as the contact point.

CHAPTER II
COMMISSIONER'S WORK

6. Duties of a Commissioner prior to the opening of the exhibition

6.1 The Commissioner must:

6.1.1 Promptly accept or decline the invitation to serve as Commissioner.

6.1.2 Provide contact details and an address for reception of all publicity material including Bulletins, entry forms and other publications.

6.1.3 Create maximum interest among prospective exhibitors by publicizing the exhibition as widely as possible.

6.1.4 Procure latest version of FIP Statutes, GREX, SREVs and Guidelines issued by FIP.

6.1.5 On receipt of bulletins, carefully study the Individual Regulations (IREX) and note particularly size of frames, number of pages per frame, frame charges and final date of sending provisional Entry Forms and any other special regulations.

6.1.6 Check recent national and international catalogues for potential participants; past Palmares booklets or digital online results are excellent sources for this.

6.1.7 Make photocopies if short of entry forms,

6.1.8 Contact prospective participants by providing a set of entry forms and other material drawing attention to the exhibition, including the deadline for entries. In particular, contact exhibitors who have recently qualified at their national exhibition.

6.1.9 Make a personal approach to collectors whenever possible.

6.1.10 With the requirement of 20 % new exhibits at exhibitions, qualified new exhibitors should be encouraged to enter.

6.1.11 Advise the Exhibition Management in advance if more than 25 applications are expected from the FIP Member's exhibitors.

6.1.12 Advise the National airline, Embassy or Consulate of host country that exhibitors from the FIP Member may be participating in the exhibition. Obtain information about Visa, health and customs requirements.

6.1.13 Act as sole correspondent with Exhibition Management as agent of the exhibitors.

7. Publicity

7.1 The Commissioner must:

7.1.1 Publicize the exhibition as widely as possible in philatelic magazines, newspapers etc. giving full details including name, place, date and type of the exhibition, number of frames, frame charges and the Commissioner's contact address.

7.1.2 Issue further press releases to update information about the exhibition.

8. Processing of the Application

8.1 Competition classes

On receipt of application forms, clarify any shortcoming immediately; check that applications are completed in clear capital letters. The Commissioner must verify all the information required from exhibitors and about the exhibits, as indicated below:

8.1.1 Is the exhibitor a member of the National Federation?

8.1.2 No applications shall be accepted from exhibitors from other FIP Members unless the Commissioner has been appointed to represent that FIP Member.

8.1.3 If the application is from an exhibitor affiliated to an Associate Member, ensure that the exhibitor is a member of the appropriate National Federation (Statutes Article 48.2).

8.1.4 A Pseudonym may be used by an exhibitor however the Exhibition Management and the jury must be informed of the actual owner. Check that these details have been provided.

8.1.5 A substantial portion of the exhibit has been owned for more than two years by the exhibitor. Change of ownership even from husband to wife and vice versa will be treated as a new exhibit and has to re-qualify.

8.1.6 According to GREX Article 10.2 a new exhibit (not the exhibitor) must have received a minimum of 75 points or a Vermeil medal at a National Exhibition within the last 5 years. Once an exhibit has been exhibited in an International Exhibition and won an award, it is not necessary to re-qualify unless it has not been exhibited during the preceding ten years. For exhibits in the Youth class the qualification is a national 70 points or a Large Silver medal in Age Group A (10 to 15 years) and a national 75 points or a Vermeil medal in Age Groups B (16 to 18 years) and C (19 to 21 years). (GREX Article 10.4).

In the Literature Class, books must have been published within the preceding five years and all other entries within the preceding two years, no previous award is necessary. (GREX Art. 10.3)

8.1.7 If an exhibit has not been exhibited in a National Exhibition and obtained qualification, it is ineligible to participate in an International Exhibition, except when the country has not held a National Exhibition during the previous five years. In such case the National Federation must provide a certificate stating that the exhibit is of Vermeil or equivalent standard. (GREX Article 10.6)

8.1.8 If the Vermeil medal (75 points) has been attained in another FIP Member country, then the National Federation must provide a certificate accepting such qualification and this must be attached to the application (Art. 10.5 GREX).

8.1.9 No more than 2 entries per exhibitor, or four per family, may be submitted for any exhibition. However, such applications are likely to be cut down if the Exhibition is oversubscribed. This does not apply to exhibits in the Championship or Literature Classes where no restrictions apply.

8.1.10 Check that all columns in the application forms are correctly filled in including the exhibitor's FIP number (if any). Special care should be taken to authenticate previous awards won by the exhibit. Exhibitors need only quote their FIP Exhibitor number and their qualifying national and most recent FIP recognized international awards. Any false information may lead to disqualification of the exhibitor. Commissioners must take care in differentiating between International and FIP Exhibitions, only the latter should be quoted as qualifying international exhibitions, the others may be quoted as qualifying national exhibitions subject to article 8.1.7 above.

8.1.11 Ensure that a draft introductory / title page is attached. A synopsis page can be attached if so desired by the Exhibitor.

8.1.12 Check the number of frames requested and that the exhibitor is qualified for that number, furthermore whether they correspond to the number of frames to be allotted for the class.

8.1.13 Check the frame size and number of pages that can be accommodated in each frame in relation to the size of pages. Special mention of odd size pages in an exhibit must be identified.

8.1.14 Check that the age requirements for Youth exhibits have been met.

8.1.15 Check that the publication requirements for the Literature class have been met.

8.1.16 Carefully check applications from first time exhibitors and provide them with assistance should there be any mistakes in the application.

8.1.17 Remind exhibitors that they should include originals of certificates with their exhibits and indicate against the item that it has a certificate.

8.2 FIP Championship Class

The Commissioner must read carefully Article 9 of GREX concerning eligibility for participation in the Championship Class and should especially note:

8.2.1 The qualification for entry in this Class is three Large Gold Medals in three separate years.

8.2.2 The exhibitor is eligible to show for any five calendar years of his choice within the span of ten years after it becomes eligible. A qualified exhibit enters the Championship Class on January 1st in the year following eligibility. Once an exhibit is eligible for the FIP Championship Class, should the exhibitor wish to continue to show the exhibit in the Competitive class, the exhibit would then be allowed to show in competitive class within a span of 36 months from the date of eligibility to participate in FIP Championship class. After which it may not be exhibited in any other Competitive Class at FIP Exhibitions. Once the exhibit is shown in the FIP Championship Class, it can no longer be eligible to compete in the Competitive class. (Grex 9.4).

8.2.3 An exhibitor can show in all the exhibitions in any one year but this will still be treated as one calendar year.

8.3 General

All applications for any class and correspondence must be routed through the Commissioner. Exhibitors shall be advised that this is the only route and that direct communication with the Exhibition Management will be referred back to the Commissioner.

9. Acceptance of Application

9.1 A list of all accepted exhibits will be sent by the Exhibition Management to the Commissioner indicating the number of frames allotted to each. At the same time the Exhibition Management will send a list of rejected exhibits (and any on a reserve list).

9.2 The Commissioner may request reconsideration of rejected exhibits.

9.3 Number of frames

9.3.1 If an exhibit has been allotted a lower number of frames than that to which it is entitled and for which an application has been made, the Commissioner shall bring this to the attention of the Exhibition Management for explanation.

9.3.2 Exhibits which qualify for 8 frames at an exhibition have to show 8 frames in the immediate next exhibition. For valid reasons such as limited philatelic material available in the market etc, the exhibit concerned could not be expanded to 8 frames, it would then be allowed to show 5 to 7 frames for a maximum of 2 more times, within a span of 36 months from date of receiving the qualifying medal. (see GREX Article 6.4).

9.4 The Commissioner shall remind exhibitors that signing for the final acceptance includes acceptance of all GREX, GREV's and other FIP Regulations and Guidelines. Frame fees are not refundable.

9.5 The collection of all Frame Fees is the Commissioner’s responsibility and he shall forward these to the Exhibition Management. If the Commissioner envisages any delay in completing the formalities due to exchange control considerations, agree with the Exhibition Management to pay the fees on arrival. Exhibitors may not pay their frame fees directly.

9.6 Once the Commissioner receives the list of accepted exhibits from the Exhibition Management and has accepted and confirmed in writing with the Organizing Committee, it means a full commitment to participate in the exhibition with the said exhibits. Should the exhibits not turn up during the exhibition, the frame fees would still have to be paid, even if the Commissioner has informed the Exhibition Management of his withdrawal at a later date.

10. Number of Exhibits

10.1 It is in the interest of the exhibitors that the Exhibition Management and the Commissioner reach a mutual agreement in advance on the number of frames that are available to be allotted to the Member Federation's exhibitors.

10.2 The Commissioner must obtain a minimum required number of accepted exhibits to be entitled to the privileges set out in Article 27 of GREX. This qualifying number of exhibits (literature not included) for each FIP Member is based on the number of exhibits for such FIP Member appearing in the List maintained by FIP. The FIP Board will determine the qualifying number of exhibits for each FIP Member, and all FIP Members and Exhibition Managements will be informed annually. However, the minimum qualifying number of any FIP Member for an exhibition with all competitive classes will not be less than three, of which not more than one third may be in the youth class. (GREX Article 26)

10.3 The Commissioner must accept that exhibitions are likely to be oversubscribed and is unlikely to be qualified if only the minimum applications are submitted. Further if the applications do not include the minimum of 20 % of first time exhibitors the Exhibition Management may reject more applications than strictly based on a percentage of applications received due to their requirement to achieve this percentage. Duplicate or family exhibits are likely to be the first to be rejected or reduced due to the need to ensure as many potential exhibitors as possible can show at the exhibition.

10.4 Commissioners who had submitted the minimum required number of qualified exhibits shall also be entitled to the privileges, except the per diem, even though the Exhibition Management had accepted a number of exhibits less than the minimum number of qualified exhibits to be entitled to the privileges: a hotel room and breakfast, for the period of the exhibition as well as an agreed time for mounting and dismounting exhibits.

11. Relations with the Exhibition Management

11.1 The Commissioner is the representative of the Member Federation in all relations between the Exhibition Management and the exhibitors (see Article 8.3 above).

11.2 The Exhibition Management must inform the Commissioner of all invitations to members of the National Federation to show non-competitively. This information shall be provided when the invitation is sent.

11.3 The Exhibition Management may wish to send all material concerning the exhibition, including Bulletins, Catalogues, Palmares and prizes either to the Commissioners or direct to the exhibitors. This must be subject to the Commissioner's prior advice.

11.4 A Commissioner shall maintain contact with the Exhibition Management so that any action needed can be taken promptly.

11.5 The Commissioner must inform the Exhibition Management without delay if for any reason an exhibit must be withdrawn after it has been accepted. The Commissioner may offer a replacement from the rejected exhibits, if possible in the same class. The Exhibition Management has absolute discretion to accept or reject such replacement exhibit.

12. Transport of Exhibits

12.1 Means of transportation

It is imperative that the intended means of transportation of exhibits be established and agreed by the Commissioner well in advance of the show.

12.2 Literature exhibits

Literature exhibits must be dispatched to reach the Exhibition Management at least one month in advance and a letter must be sent to the Exhibition Management to advise that such exhibit has been dispatched to allow them to check its safe delivery.

12.3 Carried Personally by Exhibitor:

Some exhibitors may wish to carry their exhibits personally or by means of friends. However, those exhibitors who opt to do so must be informed of any special procedures required by the exhibition. No costs for transportation and customs clearance of such exhibits shall fall on the Exhibition Management. Exhibition Management may forbid personal transportation of exhibits in their IREX for Customs or other reasons.

12.4 Carried by Commissioner:

This is the preferred method even though the exhibitors may have to pay a small fee.

12.5 General

It is essential at an early stage to inform the Exhibition Management how the exhibits are being brought to the exhibition.

12.6 Target Date:

The Exhibition Management shall set target dates for the arrival of exhibits and shall agree this with the Commissioner. This allows the Commissioner to advise all exhibitors well in advance of his departure. The Commissioner must check that all relevant documentation has been received.

12.7 Freight and Transport Charges:

The exhibitors will bear the charges for sending and returning the exhibits to the host country, but any transport charges of exhibits within the host country are to be borne by the Exhibition Management. (Art. 50.1 GREX)

13. Customs

13.1 There are two types of documentation needed to clear through the Customs on departure and return and in the Exhibition's and Exhibitor's countries. The Commissioner may need special documentation if the exhibits are being hand carried and there is need to transfer baggage in a third country.

13.2 Commissioner's own Country:

Familiarize yourself with Customs procedures in the Exhibition country as these vary between countries, if permissible obtain a single clearance covering all exhibits. Prepare a checklist of Customs requirements for exhibitors to complete and return to you. Check the return requirements in advance and ensure that you have a complete set of forms and other documentation with you. Do not detach any Customs seals as this will expedite clearance on return to your home country. Travel out to the Airport as early as practicable and follow any arrival times set by the Exhibition Management.

13.3 In the country where the exhibition is being held:

13.3.1 The Exhibition Management will be sending detailed instructions about their requirements and the necessary forms for Customs clearance. They are generally inventory forms, special customs identification labels and usually declaration forms. Study them carefully and in case of any doubt get immediate clarification. Inform all exhibitors of the requirements and which forms are to be sent with the exhibits. Keep one set of forms with your travel papers, pack the duplicate forms with the exhibits.

13.3.2 Notify the Exhibition Management about date, time, flight, train number etc. of arrival to enable them to meet the Commissioner and render assistance at the point of arrival. This will help with Customs and Immigration clearance.

13.3.3 The Commissioner needs to be patient while dealing with Customs Officers. The Exhibition Management will provide advice in advance information about the customs regulations of the country. Each country has different regulations. Alternatives are:

Just walk through the 'nothing to declare' channel, or

undergo inspection of documentation and a casual or thorough check of the exhibits.

Customs will retain a copy of inventory and put a seal on the copy and the packages to be presented again to the Customs at exhibition site. Note that Customs may retain the exhibits for delivery to the Exhibition Management. In this case the Commissioner must obtain a receipt for them. If a Bond is required, make sure it is cancelled on departure.

14. Packing and re-packing

14.1 Decide how to carry the exhibits, in a big trunk, box or small suitcase as most convenient. If the exhibits are to be air freighted then a strong aluminum trunk should be used.

14.2 Advise the exhibitors that the exhibits may be repacked or tell them how they should be packed. Keep the original containers received from exhibitors for return to them.

14.3 Obtain a release from any liabilities for handling the exhibits from each exhibitor.

14.4 Obtain from each exhibitor instructions as to how the exhibit should be returned.

14.5 Keep records of receipts, vouchers and expenditures. The total expenses are usually shared between the exhibitors. Check with Airlines the cost of the freight for the excess baggage and obtain an advance from the exhibitors. This is usually included with the frame fees. Render accounts to the National Federation on return.

15. On arrival

15.1 Commissioners must arrive with the complete documentation according to the specification and guidance given in advance by the Exhibition Management.

16. Obligations of the Commissioner during the exhibition

16.1 Commissioners in attendance at exhibitions must:

16.1.1 accept full responsibility for the display of the exhibits,

16.1.2 check the correct initial mounting of the exhibits and arrange for correction of any irregularity by the Exhibition Management,

16.1.3 attend all daily Commissioners' meetings as arranged by the Exhibition Management,

16.1.4 check the exhibits in the frames regularly,

16.1.5 be available during the exhibition in the Commissioners' room on request of the Jury or of the Expert Group to answer questions, should the need arise,

16.1.6 if requested be present at the opening of their exhibitors' frames by the Expert Group and check that all pages have been correctly replaced,

16.1.7 be present at all functions arranged by the Exhibition Management to which they are invited.

16.2 Bring an emergency stock of photo corners, glue, scissors, twine, strapping tape, mounts, stamp hinges, rubber bands and paper clips.

16.3 The Commissioner shall record comments and suggestions from jurors and other exhibition participants which could be passed to exhibitors.

16.4 A Commissioner at the exhibition should preferably not serve as a jury at the same exhibition. It is difficult for the Commissioner to attend both the Commissioners' meetings and judge at the same time.

17. Departure from exhibition

17.1 Commissioners must allow adequate time to complete departure formalities before leaving the country. They shall take the earliest opportunity for dismounting after the show is over and must fix up time with the Exhibition Management prior to arrival. No commissioner, however, can expect to travel before the afternoon following the close of an exhibition.

17.2 The Exhibition Management should produce a schedule for dismounting and handing back exhibits which the Commissioner must follow. The Exhibition Management shall advise the Commissioners prior to their arranging flights of the earliest time at which they can arrange return flights.

17.3 Each exhibit must be checked in detail before it is packed for return. The Commissioner's signature absolves the Exhibition Management for any discrepancies which may be found by the Exhibitor when the exhibit is received back.

17.4 Commissioners shall collect awards and evaluation sheets with point breakdown, on behalf of their exhibitors as well as Palmarès, Catalogues and Souvenirs and communicate as early as possible the awards to exhibitors back at home. However, the Commissioner may refuse to carry special prizes which are too heavy, too fragile or too unwieldy to carry. In such cases the Exhibition Management is responsible for sending the special prize to the exhibitor.

18. Return of exhibits to exhibitors

18.1 On return the Commissioner shall keep the exhibits in a secure place prior to returning them to the exhibitors together with the mark sheets, along with Catalogues and other souvenirs.

18.2 The Commissioner should report to the National Federation on the Commissioners arrangements at the exhibition. This will serve as guidance for Commissioners who serve at future exhibitions.

CHAPTER III
DUTIES OF THE EXHIBITION MANAGEMENT

19. Assistance to Commissioner at arrival and departure

19.1 Documentation

The Exhibition Management shall provide the Commissioner with comprehensive documentation and guidance prior to his arrival. This is vital to ensure the acceptance, clearance and return of the exhibits.

19.2 Assistance at arrival

Commissioners who transport their exhibits personally to the exhibition must be met by representatives of the Exhibition Management at the local airport or railway station.

19.3 Assistance at customs

Assistance also must be rendered with customs formalities and in transporting the Commissioners to the security area for the exhibition for delivery of exhibits and also to their hotel.

19.4 Security

On arrival the Commissioner shall take the exhibits as arranged by the Exhibition Management to the bin room. It should be noted that it is not safe or possible for an hotel to provide temporary security. This may also breach insurance coverage.

19.5 Assistance at departure

The same assistance is to be rendered when the Commissioners return the exhibits personally to their home countries provided they leave within 72 hours of the close of the Exhibition.

19.6 Travel by Car

Where Commissioners travel by car, the Exhibition Management must be advised so that suitable arrangements can be made for their reception.

20. Mounting

20.1 The Exhibition Management must allow the Commissioner to be present during the mounting and dismounting of the exhibits. In addition, the Exhibition Management must give Commissioners who do not attend the mounting of the exhibits access to the exhibit area to check that the exhibits have been correctly mounted. Exhibitors will not normally be permitted

to mount their exhibits themselves and this must be made clear to them when submitting their application.

20.2 The FIP Consultant should be contacted to deal with any other problems which cannot be resolved between the Commissioner and the Exhibition Management.

20.3 The exhibits, once mounted and locked in the frames, are not permitted to be withdrawn or dismantled prior to the final closing hours on the last day of the exhibition.

21. Meeting Room for Commissioners

21.1 The Exhibition Management shall provide a suitable meeting room at the disposal for the Commissioners during the exhibition. Cold and hot drinks should be provided and also pigeon holes for the delivery of messages.

21.2 Meetings shall take place according to a prior arranged schedule during the exhibition, particularly while judging is underway and to arrange hand-back of exhibits. Such meetings will be presided by an authorized person agreed between the FIP Consultant and the Exhibition Management.

22. Dismounting

22.1 The Exhibition Management shall produce a schedule for dismounting and handing back exhibits which Commissioners must follow.

22.2 The Exhibition Management has to assist the Commissioner during the hand-back of the exhibits and their re-packing.

22.3 Should a Commissioner wish to stay in the country for more than 72 hours following the close of an exhibition, unless there are no suitable flights to the home country during this period, the Commissioner shall be responsible for arranging secure storage of the exhibits and any charges incurred.

CHAPTER IV
PERSONAL ARRANGEMENTS

23. In this Chapter some instructions are given which the Commissioner should fulfill prior to the trip

23.1 Visa:

It is very important to check Visa requirements and to obtain a Visa, if required, well in advance of travel.

23.2 Currency:

A Commissioner should check currency regulations both in their own country and where the exhibition is taking place. A Commissioner should have a certain amount of the respective national currency. Retain all conversion receipts to facilitate conversion on return. Avoid any black market in exchange rates.

23.3 Travel:

Use the official carrier, if any, appointed by the Exhibition Management if there are direct flights. Get in touch with the airline well in advance and let them know the space requirements if the exhibits are to be carried in the cabin and, if possible, get the arrangements in writing and establish a contact person for the time of boarding. Try for early boarding in order to store the packages. If the Commissioner has to check the exhibits in the hold make prior arrangements for a secure hold as well as secure manner of transshipment.

23.4 Try to organize your flight to travel with exhibitors visiting the exhibition who can then assist with transportation of the exhibits.

23.5 Exhibitors visiting the exhibition:

Commissioners should brief exhibitors intending to visit the exhibition, particularly any first time exhibitors, and provide as full information about the Exhibition and entry procedures as practicable.

CHAPTER V
COMMISSIONER'S PRIVILEGES AND RIGHTS

24. <u>Privileges and Rights of Commissioners</u>

The Exhibition Management has to provide the following to qualified Commissioners:

24.1 Accommodation

A hotel room in the official Hotel of international standard with bath or shower for up to two persons, for the period of the exhibition as well as a reasonable time of one or two days agreed in advance with the Exhibition Management for mounting and dismounting the exhibits. The room rate shall include breakfast.

24.2 Allowance

There is a daily allowance for the length of the actual stay at the exhibition. The amount shall be agreed between the Exhibition Management and the FIP Consultant. The allowance will be paid after all frame fees have been paid by the Commissioner and should be paid at the first Commissioners' meeting. Such allowance will be in local currency. A Commissioner may not receive a second per diem while also serving as a juror.

24.3 All commissioners are entitled to the following free of charge:

24.3.1 free transport between the airport and the official hotel and return and to and from the exhibition site.

24.3.2 up to two admission tickets or passes for the entire length of the exhibition and of the mounting / dismounting period, one for an assisting person or family member

24.3.3 an exhibition catalogue

24.3.4 a copy of the Palmarès

24.3.5 up to two invitations to the Palmarès Banquet and to all official exhibition events, one for a family member or an assisting person, if they have been nominated prior to arrival and if they occupy the same hotel room.

24.4 A Commissioner shall stay in the official hotel provided by the Exhibition Management so that permanent contact may be maintained at all times. Commissioners not staying in the official hotel are not entitled to reimbursement of the cost of accommodation.

CHAPTER VI
BREACH OF COMMISSIONER'S RESPONSIBILITIES

25. Consequences of Breach of Responsibilities

25.1 Where Commissioners do not fulfil their task correctly prior, during and after the Exhibition as stipulated in the GREX and these Guidelines, the FIP Board of Directors can take the following action:

25.1.1 The Commissioner may be barred by the FIP Board from serving at future exhibitions. This decision will be taken after the Commissioner and the National Federation have been given the opportunity to present a defense in connection with any alleged breach of responsibility by the Commissioner.

25.1.2 According to article 16.1.3 of these Guidelines the Commissioner must attend the Roll Call and be present at the Commissioners' Meetings directed by the person appointed by FIP according to the prearranged schedule (see 21.2).

25.1.3 If a Commissioner is absent more than once without reasonable excuse a warning will be given by the FIP Consultant and the National Federation will be advised.

25.1.4 If the same commissioner repeats this absence also during a subsequent exhibition, the daily allowance will be charged to the National Federation for the days of absence. The FIP Board will ask the National Federation to take action for the future.

CHAPTER VII
FINAL PROVISIONS

26. Formalities

26.1 In the event of any discrepancies in the text arising from translation, the English text shall prevail.

26.2 Once adopted these Guidelines will replace any other regulations previously in force.

26.3 Where no ruling is provided in these Guidelines, the FIP Board will determine any action as provided in Article 31 of the Statutes.

26.4 Exception to the provisions of the present Guidelines may only be made by the FIP Board.

26.5 These Guidelines for the Duties and Accreditation of National Commissioners in FIP World and Specialized Exhibition were updated and approved during the 188th Conference Meeting of the FIP Board on October 7, 2025.