

Guest Societies

WESTPEX encourages philatelic groups to hold meetings in conjunction with our stamp show. Local, regional or national meetings will be accommodated as long as space is available. Space is limited, so groups wishing to meet at WESTPEX are encouraged to make a reservation as soon as possible.

Most years WESTPEX has been pleased to feature one or more of our guest societies as a major participant in our stamp show. Featured societies are chosen from among those groups that have asked to hold a major meeting at WESTPEX. The Board and the group(s) enter into an agreement generally as follows:

WESTPEX provides:

1. WESTPEX web site advertising space for the society's meeting with linkage to the society's web site.
2. Listing the society's meetings and exhibition in the Prospectus and in brochures/fliers.
3. Priority meeting space for the society.
4. Space for a feature cover article of the society or specialty in the Show Program.
5. An initial exhibit frame allotment (this reserved allotment has a cutoff that expires 30 days prior to the deadline for general exhibitors).
6. Signage and table for the society. Two free passes to WESTPEX are included.
7. (When possible) invitations to two dealers nominated by the society.
8. A jury that is competent in the field/specialty of the society (suggestions welcome).

The Featured Society provides:

1. A liaison to work with the WESTPEX Committee and the liaison's contact details.
2. Society web site advertising for the WESTPEX meeting with linkage to the WESTPEX web site at www.westpex.com. The society should be prepared to provide a logo and website and email contact information to the WESTPEX Webmaster.
3. Timely meeting space requests, and at least one seminar or presentation that is open to the public.
4. [Optional] Advertising and/or feature article for the Show Program.
5. Advertising in the society's journal for the meeting and exhibition at WESTPEX.
6. Commitment and good faith effort to fill the agreed allotment of exhibit frames by the cutoff date. The allotment is generally agreed upon between 35 and 80 frames. *Extra frame requests will be given special consideration provided they are made by the cutoff date. After the cutoff date, subsequent requests will be considered along with general exhibitors. Substantial shortfall in the number of frames actually taken up against the commitment may revoke the special status and benefits provided by WESTPEX.*
7. Commitment and good faith effort to occupy the Society Table for most of the show.
8. A copy of the Program and Palmares from the last WSP show featuring the society.
9. Suggestions for specialist dealers to be invited to WESTPEX.
10. Suggestions for jury members to be invited to WESTPEX (suggestions must be received 24 months before the show).
11. Special awards as warranted by the number and quality of exhibits. NOTE: Special awards are not a requirement for participation, but it is strongly suggested that special

awards make a special exhibition that much more special. If society awards are made available, they must be awarded by the WESTPEX jury process. No separate award ceremonies are permitted.

Generally WESTPEX does not invite any society that has been featured in the prior seven years.

If two or more societies are invited for a particular year, each will have an individual allotment of frames; however, the invited specialist dealers may be split, and table space may be shared.

After a society has been chosen, the society must select a representative to work with the WESTPEX Committee to ensure that expectations are met on both sides. Our preference is to have a liaison with access to email for ease of communication at minimal cost.

An example of the usual timeline followed by the WESTPEX Board to select a society for 2010:

- **MAY 2007:** Review requests from societies wishing to meet at WESTPEX in April 2010.
- **SEPT 2007:** Confirm choice with the society selected by the Board. Place society's name and date of meeting and linkage on the WESTPEX web site.
- **SEPT 2009:** Begin distribution of WESTPEX Committee minutes to society's representative and invite society's representative to WESTPEX Committee meetings.

WESTPEX Contacts (see roster or web site www.WESTPEX.com for current contact details):

Featured Society Application and general questions	Society Liaison
Frame Allotment and questions on Prospectus/Exhibits	Exhibits Chair
Specialty or Society Awards (encouraged, not required)	Awards Chair
Meeting Space	Society Liaison
Table Space for Society promotional activities	Society Liaison
Invited Dealers	Bourse Chair
Suggestions for Jury Members	Judges Chair
Program advertising and/or featured article in Program	Program Editor
Changes in contact details for representative	Society Liaison
Web Site requirements, society logo and related questions	Web Master

The Application Form will provide guidance for the society's representative in providing the above information.

Application for Participation in WESTPEX as a Featured Society

All philatelic interest groups and societies are welcome to meet at WESTPEX, and space will be allocated to guest societies as long as it is available. A Featured Society is a guest society that intends to hold an exhibition as well as meetings at WESTPEX.

We apply for Featured Society status at WESTPEX for year _____ or next available.

Society: _____

Contact Name: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Society Website URL: _____

Number of **16-page** frames requested: _____ (minimum 35, maximum 80).

If accepted, this number becomes a firm commitment. More frames may be available and accepted than this number, but for planning purposes, WESTPEX needs a firm minimum.

Special society awards available? _____ YES/ NO. Table space required? _____ YES/ NO.

Tentative Meeting Space Requirements and Approximate Attendance (Thursday-Sunday):

Board of Directors (day): _____ (number): _____

Membership (day): _____ (number): _____

Seminar/Presentation: (day): _____ (number): _____

Other: _____ (day): _____ (number): _____

Specific meeting space needs will be requested again and confirmed 6 months prior to the show.

_____ Include a copy of the Program and the Palmares from the last WSP show featuring the Society with this application.

If accepted, the Featured Society will be requested to provide to WESTPEX within 60 days:

_____ Local San Francisco Area Liaison or Spokesperson [Optional, but Recommended]

_____ Information on the special society awards, if any, to the Awards Chair

_____ Copy of Society Logo or other identifying symbol for advertising to Webmaster

_____ List of Dealers recommended by the society to the Bourse Chair

Six months prior to the show, the Featured Society will provide:

_____ Meeting space confirmed with the Meeting Space Manager

_____ Advertising and/or feature article and cover illustration for Show Program [Optional] to

Program Editor. Please notify the Program Editor even if there are no plans to advertise or to provide an article for the Show Program.

WESTPEX Board Action: _____ Accepted _____ Denied/Deferred. Society Notified: