

Notice to Commissioners / Exhibitors – Bin Room Procedure

Before the Commissioner / Exhibitor leaves home

Commissioner / Exhibitor is responsible to check that:

There are 16 single pages or the equivalent in each envelope AND the number of frames and Exhibit Title agree with the **Exhibit List** signed by the Commissioner / Exhibitor.

[The **Exhibit List** will have been sent to Commissioners / Exhibitors prior to the exhibition].

Mounting Procedure

1. Commissioner / Exhibitor reports to the Bin Room with the accepted **Exhibit List** and the exhibit(s).
2. Commissioner / Exhibitor confirms that they have the accepted exhibits and checked each page.
3. The Commissioner / Exhibitor will mount the exhibits – an exhibition staff member (Key holder) will be assigned to help the Commissioner / Exhibitor and arrange for all frames to be closed before the Commissioner / Exhibitor and Key holder return to the Bin Room.
4. Commissioner / Exhibitor signs both of the **Mounting/Demounting Forms** (white and yellow forms) to confirm that all exhibits have been mounted correctly and are secure in the frames. (Note that each exhibit will have a separate form).
5. The exhibition envelopes and any packaging are retained by the Commissioner / Exhibitor.
6. The duplicate yellow copy of the signed Mounting Form will be given to the Commissioner / Exhibitor. Please retain the form because it will be required at the time of demounting.

Demounting Procedure Priority will be given to Commissioners / Exhibitors with multiple entries.

1. Commissioner / Exhibitor reports to the Bin Room at the advised time and with their yellow copy of the Mounting/Demounting Form.
2. Commissioner / Exhibitor should bring all the necessary empty envelopes and packaging.
3. One or more exhibition staff members (Key holder) will be assigned to help the Commissioner / Exhibitor with demounting.
4. Commissioner / Exhibitor checks that all pages in each frame are correct and complete before each frame is opened.
5. After exhibits have been demounted, the Commissioner / Exhibitor and Key holder return to the Bin Room where the Commissioner / Exhibitor signs the white **Mounting/Demounting Form** to verify that all exhibits have been demounted and returned with all pages and items intact.
6. Commissioner / Exhibitor receives the relevant catalogues, certificates, medals and any Special Prizes.

**DO NOT OPEN FRAMES BEFORE CHECKING THAT THE OPPOSITE SIDE IS SECURE
CHECK THAT EACH FRAME IS SECURE AFTER DEMOUNTING EACH EXHIBIT**