Exhibitor Guidelines:

- Exhibitors should read the IREX of the exhibition carefully and should understand the same.
- Exhibitors should enter in the correct name, class, number of frames and the previous awards.
- Exhibitors should be aware of the last date of application, frames fees, frame carrying cost, insurance cost and the date for ASI application.
- Exhibitors should fill the form with correct information and send it to the National Commissioner along with required documents like synopsis and plan page.
- In the case of Literature Class, a separate application should be filled in by the exhibitor.
- In case of any discrepancy in the application form or any miss communication to the organizing committee will be the responsibility of the exhibitor.
- Once the application is accepted, the National Commissioner will inform the exhibitor about the same along with the amount of frame fees and other expenses to be paid. The amount of frame fees will include the foreign exchange rate plus the required processing charges.
- It is the responsibility of the exhibitor to pay the amount mentioned in the communication by the National Commissioner within the stipulated time.
- No short payment will be accepted. In case of non-payment or short payment by the exhibitor the application will be rejected.
- In case of non-payment by the exhibitor, the exhibitor may be barred from participation in future exhibitions.
- All the items which are 100 years old need ASI permission. Generally, the ASI application is submitted 90 days before the date of the exhibition. It is the responsibility of the exhibitors to provide the relevant information in time as requested by the National Commissioner.
- Scan copies of the exhibit pages having 100-year-old items should be sent to the National Commissioner for ASI purpose.
- The original exhibit pages falling under ASI should reach physically to the National Commissioner before the date of the inspection meeting of the ASI. Incase of delay or non-delivery, the exhibit will be rejected, and the fees paid will not be refunded.
- Once the ASI valuation is received the amount of insurance will be informed to the concerned exhibitors, they should pay the respective amount immediately so that insurance policy can be submitted to get the TEP from ASI.
- It is the responsibility of the exhibitor to send the final exhibits to the National Commissioner with proper packing, along with the inventory list and any other documents if requested.
- Only the National Commissioner or the person appointed by the Philatelic Congress of India can carry the exhibits. No exhibitor is allowed to carry the exhibit on his/her own even if it is out of ASI restrictions. In case the exhibitor wants to carry the exhibit, then the exhibitor must accompany the National Commissioner. In such a case no discount or reduction in carrying cost is allowed.
- The Exhibitor must sign the indemnity bond as per the instructions of the Philatelic Congress of India.

- In the case of the Literature Exhibit, it is the responsibility of the Exhibitor to post the Literature copies to the address mentioned by the organizing committee as per the schedule.
- The National Commissioner, Assistant Commissioner, Apprentice Commissioner, Philatelic Congress of India (PCI) or any other person appointed by the Philatelic Congress of India (PCI) will not be responsible in case of natural calamity, any kind of loss, damage, or theft of any philatelic or non-philatelic item/s mounted on the exhibit pages, part of the exhibit or the whole exhibit of the exhibitor. It will be the sole responsibility and risk of the exhibitor.
- If the exhibitor is visiting the exhibition, then it is advisable to be present during the jury critique session.
- The National Commissioner will inform the exhibitor about the award, medal, detailed marking, and the jury points about the respective exhibit.
- The National Commissioner will apply for the ASI appointment within 15 days after coming back and the exhibits under ASI will be returned only after the ASI clearance.