

## EXHIBITS CHAIR

### DEFINITION:

Responsible for encouraging and promoting club members' preparation of exhibits containing numismatic materials for display and judging during SVCC coin shows.

### DUTIES:

- Encourage members to participate by making announcements at club meetings. Provide Applications, Exhibitor Agreements and Exhibit Rules and set deadline for submitting applications.
- Ensure award ribbons are purchased and provide final count of needed display cases and lights to the Bourse Chair.
- Set up exhibit area with display cases and lights in advance of participants' arrival on the day of the show. Ensure care of keys, cases and lights.
- Select 3 unbiased dealer judges (who remain anonymous) and provide them with Judges Score Sheets to be completed and returned according to the Exhibit Rules. Tabulate the results of the scoring sheets and determine the first, second and third place winners for Youth and Adult categories.
- Consult with the SVCC President for prizes to be awarded. Coordinate with the President and exhibit winners for the awards ceremony that is held on the last day of the show. Announce the awards ceremony and prepare a listing of winners and awards for the President's presentation.
- Supervise exhibitors' removal of their exhibit material and ensure all keys are attached to the display cases. Ensure all equipment is properly placed into the respective containers and ready for loading. Inspect the Exhibits area to ensure all materials have been accounted for and the area is clean.
- Evaluate the Exhibit program for possible improvements, to then be discussed with SVCC Board Members.