

PICTORIAL CANCELLATIONS AT TEMPORARY PHILATELIC STATIONS

The official regulations for establishing temporary postal stations and pictorial cancellations can be found in the DMM Transition Book or former DMM 160. The following guidelines will supply enough information to help lead you through the cancellation and related activities.

How do I get started? The sponsor of a significant event (stamp show, state fair, convention, etc.) requests in writing to the local postmaster that he/she authorize a pictorial cancellation. A temporary post office must be established in order to offer a pictorial cancellation. If additional work hours are required, approval must be obtained from your Manager, Post Office Operations. Although an event may run all day or for several days, the postmaster decides how long to have the temporary postal station open each day. For example, if the event is open to the public from 10:00 a.m. to 7:00 p.m., Friday through Sunday, the postmaster may decide to have the temporary station open only on Saturday from 10:00 a.m. to 4:00 p.m.

How far in advance should I request the cancellation? Ten weeks. The hand stamp itself does not take long to make, but in order to notify Headquarters of the intended cancellation, and allow them time to place it in the *Postal Bulletin*, a ten-week notice is required.

The sponsor wants to charge us to participate. The Postal Service will not pay any sponsoring organization to participate in the event. Postmasters may participate at events where admission fees are charged by the sponsor; however, in these cases the same cancellation used at the event must be available on request to those not paying to attend the event. Another solution would be to set up the temporary post office in an area at the event which may be visited by the public at no charge.

What's the first step after the sponsor's request? The postmaster requests approval for the event from the Manager, Post Office Operations in his/her area. Then, the sponsor's request, the postmaster's approval, and the camera-ready art work for the pictorial cancellation are submitted to your retail specialist.

What is "camera-ready" art work? "Camera-ready" artwork is black ink on white bond paper. Lettering must be typewritten, mechanically-produced or professionally hand-lettered. Avoid pencil drawings, too many "detail" lines, tiny figures, or too much black area to be inked. Look at a copy of the *Postal Bulletin* for some good ideas for cancellation art work and set-up.

Are there any prohibitions on what cancellations may be approved? Yes. Pictorial cancellations that endorse the ideals, policies, programs, products, campaigns, or candidates of to religious, anti-religious, commercial, political, fraternal, trade, labor, public-interest, or special-interest organizations may not be approved. However, cancellations may be approved that recognize events such as meetings or conventions sponsored by or involving such organizations, providing their designs do not include words, symbols, or illustrations referring to ideals, policies, programs, products, campaigns, or candidates. If there is a doubt, please contact your retail specialist.

What are the size requirements for the art work? Overall dimensions must not exceed four inches horizontally and two inches vertically.