

**The Amateur Entomologists' Society**  
PO Box 8774 • London • SW7 5ZG  
Annual Exhibition  
Saturday 2nd October 2010



*Please direct all enquiries to:*  
AES Exhibition  
PO Box 8774  
London  
SW7 5ZG

wayne-jarvis@hotmail.co.uk

July 2010

Dear Trader,

It is once again time for the AES Annual Exhibition, which has this year returned to its traditional place on the first Saturday of October. We would once again be pleased to have you in attendance. Space last year almost sold out completely on both floors so I would advise you to book as soon as you can to ensure that you get the floor that you want. Prices remain static once again for tables this year and we again offer an early booking incentive for those of you wanting to trade on the first floor.

I would also advise that you return your booking form quickly if you require wall space. I can not guarantee any position in the hall as it is allocated on a first come first served basis, although I will try and accommodate any needs that you may have indicated on the booking form. Please note that no stands can be allocated without the non-returnable 25% deposit due at time of booking.

The exhibition will be open to the public from 11am to 4.30pm. Set up for traders will be from 8.30am – please do not try to get into the halls before this time as we are required to keep the halls free until we have the hall completely set up. Stewards will ask anyone not clearly wearing their trader pass to leave the hall before the official opening time. Additional passes will only be able to be purchased before the event (not at the gate) and **each trader will be limited to a maximum of 2 additional passes.**

Please indicate on the booking form the number of passes you require for the event. The free passes are allocated as follows: 1 for half a table (first floor only), 2 for a full table/floor space and 1 additional pass per table thereafter. Additional passes must be paid for with the booking. I would be very grateful if you would supply the names of those individuals attending as soon as you are able to do so.

#### **IMPORTANT**

Please note that it is against the law to sell wild-caught specimens (including livestock) of certain species without a licence, issued by Natural England under the provisions of the Wildlife and Countryside Act 1981. Please note that, under the Act, wild-caught foreign specimens/livestock of those species will also need a licence before they can be offered for sale. **As of 21<sup>st</sup> August 2007, this also applies to many non-British species listed in Annex IV of the European Habitats Directive.** Information about obtaining licences can be obtained from DEFRA or Natural England. (Contact information is shown on the AES trading certificate.)

Trade in certain other species not native to the UK is controlled by CITES internationally and by internal regulations (COTES) within the UK. Species listed in Appendix II of CITES can legally

be offered for sale but only if the trader provides valid documents to show that they were legally exported from the country of origin and then legally imported into the UK (such proof may include the export and import permits). The documentation must be valid for every specimen on sale.

The Society will only allow the sale of specimens (including livestock) of any species which is covered by the above regulations if every such specimen is covered by an appropriate licence or other valid documentation as appropriate. Every such licence or certificate should be available for inspection and its number (or preferably the document itself) must be prominently displayed on the stand of the trader concerned. All traders selling specimens must have previously provided the Society with a signed AES trading certificate, a blank copy of which is enclosed herewith, indicating that the specimens/livestock are being sold under an appropriate licence, certificate etc., or that they are captive-bred as defined by law and that the relevant government agency has confirmed that the regulations therefore do not apply to them. **Trading certificates must be returned in all cases having been fully completed or the declaration made that no species on the list are being traded or trade in specimens will not be undertaken. Copies of any licenses must accompany this document.**

### **SALE OF VERTEBRATES**

Please note that under no circumstances may any vertebrates, or any parts thereof, be offered for sale at the exhibition.

### **DANGEROUS SPECIES**

Please note the regulations enclosed regarding livestock of highly venomous or other dangerous species.

### **ANIMAL WELFARE**

Please note the regulations enclosed regarding welfare requirements for livestock on display and supplied to all purchasers.

We would also like to remind traders in livestock, that they should have a caresheet available for all species that they have for sale. Please have these caresheets available – remember lots of our visitors will be keeping invertebrates for the first time - it is important that your livestock are looked after properly when they go to their new home! Failure to provide a caresheet for any species of livestock sold will result in us asking you to remove the species from sale or to cease your trading at the exhibition completely.

We hope that you will continue to support the event. Completed booking forms and payments should be returned to me as soon as possible. **Please note that mail to the PO Box can take up to 21 days to be delivered.** If you have any queries relating to the event, please do not hesitate to contact me.

With my very best wishes,

A handwritten signature in black ink that reads "Wayne". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Wayne Jarvis  
Exhibition Secretary



# AES Exhibition 2010 Booking Form



Please return this form along with the **25% non-refundable deposit** (Cheques made payable to the AES) to:  
Wayne Jarvis, AES Exhibition Secretary, PO Box 8774, London SW7 5ZG.

Name of trader/organisation \_\_\_\_\_

Contact name \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

I/We would like to apply for the following facilities at the AES 2010 Exhibition:

Units			Cost
Tables (6' x 2'3" Units)	Ground Floor Trading	Units @ £38.00	£
	Ground Floor Promotion <sup>†</sup>	Units @ £14.00	£
	First Floor Trading	Units @ £31.00	£
	First Floor Promotion <sup>†</sup>	Units @ £11.00	£
	<b>SPECIAL OFFER</b> First Floor Trading <i>Must be booked and paid for in full by 1<sup>st</sup> September 2010</i>	x3 Units @ £75.00* (save £17.00)	£
Floor Space (6' x 2'3" Units)	Ground Floor Trading	Units @ £33.00	£
	Ground Floor Promotion <sup>†</sup>	Units @ £13.00	£
	First Floor Trading	Units @ £28.00	£
	First Floor Promotion <sup>†</sup>	Units @ £10.00	£
Passes	<i>Free Passes allocated: ½ Unit = 1 pass, 1<sup>st</sup> Whole Unit = 2 passes, Each additional unit = 1 pass</i>	Maximum 2 Additional Passes Additional passes @ £3.00	£
Chairs		Units @ £ 3.00	£
Electrical Supply		Units @ £14.00	£
Telephone Line		Units @ £65.00	£
Internet Access	Price dependant upon number of users	Please tick if interested →	
<b>TOTAL DUE</b>			£
*Must be booked and paid for in full by 1 <sup>st</sup> September 2010 or rate of £31.00 per unit applies. 3 Trader passes issued free with this offer.			
† Available to Registered Charities only – trading companies will be charged at the full rate.			
Please tick			
	<b>I enclose the 25% non-returnable deposit of</b>		£
	<b>I enclose the full balance of</b>		£
	<b>The remaining balance (to be paid by 14<sup>th</sup> September 2010) is</b>		£

I/We agree to the above scale of charges and to the terms and conditions imposed by the Society for the efficient and safe running of the exhibition. I/We have read and agree to be bound by the enclosed Rules and Regulations. **Please note : Trading Certificates, if required, must be returned by 14<sup>th</sup> September 2010. Please note also that mail sent via the PO Box can take up to 21 days to be delivered.**

Signed ..... Date .....

No receipt will be sent unless specifically requested. In the interests of reducing costs receipts will only be provided electronically.

Any names of people attending may be indicated in the space below. Otherwise, please inform me of the names of individuals attending on your behalf as soon as possible.

# Exhibition Rules and Regulations

The following rules concern the trade in rare species, venomous species, the humane handling of livestock, Health and Safety regulations and security issues. Some are national or international laws; others are regulations imposed by the Society and/or United Racecourses. The Society particularly wishes to point out that acceptance of these terms and conditions is implied by the application for trading space; dealers who contravene these rules will not be allowed to continue trading, and may not be invited to future Exhibitions, and may be asked to leave the premises. Queries regarding these Rules and Regulations should be addressed to the Exhibition Secretary.

## A. Bookings

1. All bookings for the event must be accompanied by a 25% non-returnable deposit. Bookings received without this deposit will not be processed

## B. Trading Restrictions

1. Under the Wildlife and Countryside Act 1981, the European Habitats Directive and CITES, it is against the law to sell wild-caught specimens/livestock of certain species without a licence or other relevant permit. It is entirely the responsibility of the dealer to know in full which species are covered by the current law and which type of licence or permit is needed. Ignorance will not be accepted as an excuse. If you wish to sell such species at the show, your licence or other legal documentation **MUST** be clearly displayed on your stand at all times. You can sell genuinely captive-bred<sup>1</sup> specimens of CITES Appendix II species without a formal DEFRA certificate, but you must label them as captive bred. The AES will not condone breaches of the law, and anyone found selling specimens illegally (i.e. without the necessary type of licence or other permit) will be asked to stop trading and he or she may be asked to leave immediately and might be barred from future exhibitions. Also, the relevant authorities will, if appropriate, be informed. All traders wishing to sell any specimens/livestock of species MUST complete the enclosed AES trading certificate and send it to the Exhibition Secretary prior to the day of the exhibition.
2. Exhibits containing long series of wild-caught specimens from the same locality will not be accepted.
3. Livestock dealers **MUST** provide free 'care sheets' describing how to look after all species on sale.
4. It is essential that all livestock be housed in appropriate containers. These should not be cramped and should not cause the specimens undue stress. The sale of livestock in plastic bags is prohibited. Should a Steward deem that a trader is selling livestock in inappropriate containers, the trader shall cease trading in livestock.
5. Traders should be familiar with the AES Trading Policy first implemented in 1997. This applies to the sale of invertebrates at the Exhibition.
6. Trading shall be limited to invertebrates. Under no circumstances will the sale of vertebrates be accepted.
7. Under no circumstances may tables, spaces or any parts thereof be sub-let.

## C. Health and Safety

1. Living specimens of highly venomous species (e.g. Black Widow Spiders, certain Buthid Scorpions) are forbidden from sale or exhibition. **It is the dealer's responsibility to be fully cognizant with the law on venomous or dangerous invertebrates.**
2. All electrical equipment is subject to an electrical inspection by Kempton Park racecourse. Any electrical equipment found to be unsafe by the United Racecourse electrician must not be used under any circumstances.
3. Table spacing complies with 1997 Health and Safety regulations, which demand *unobstructed* 2 metre gangways between table blocks, and 1 metre 'escape holes' in table rings. It is essential that no person changes the position of these tables once set up without checking with an AES Steward or a member of the United Racecourse staff. Where table space is allocated, the boundaries marked must be adhered to without exception.

## D. Security

1. The Society does not accept any liability for any loss or damage of property at the event. It is the responsibility of traders to ensure that their property is secure.
2. There shall be no admittance to the Exhibition Halls to anyone other than authorized personnel until 8.30am. Traders **MUST NOT** enter the exhibition halls until they have been declared open. This is a Health and Safety issue as well as a security issue.
3. During the setup period (8.30am – 10.30am) all personnel should report to the main gate upon arrival. Traders must arrive in due time to set up their stands. Any trader arriving too late to set up their stand before the listed opening time will not be allowed entry. Passes must be worn at all times during the set up period. Anyone not wearing a pass will be requested to leave the premises by the Stewards.
4. Traders should use the designated car parking facility. Vehicles can't be left outside the Exhibition Halls during the exhibition. United Racecourse Staff will remove offender's vehicles.
5. Traders **MUST NOT** move their vehicles from the designated traders area once the exhibition has opened. If a trader wishes to move their vehicle during the day, it should be parked in the main car park. Traders **MUST NOT** load their vehicles until after the exhibition has closed -an announcement will be made to this effect. This is a Security and Health and Safety issue.
6. All traders should be clear of the Halls by the designated time (6pm).

## E. Evacuation Procedure

1. In the event of the exhibition halls requiring an emergency evacuation, traders must secure all valuable items as quickly as possible and leave the halls as directed by the stewards. Traders will be asked to leave as the area is cleared of members of the public - please help us and leave the halls as quickly as possible. When the all clear has been given traders will be asked to return to their stands before members of the public are allowed to return to the exhibition halls.

Please familiarize yourselves with these regulations. If you have any queries regarding these Rules and Regulations please contact the Society's Exhibition Manager. The Society reserves the right to refuse an application to trade at its Annual Exhibition.

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<sup>1</sup> FOR EXAMPLE, *BRACHYPELMA* SPP. (RED-KNEE TARANTULAS) ARE OFTEN OFFERED FOR SALE. **IF THEY ARE CAPTIVE-BRED, THEY MUST BE LABELLED AS SUCH.**