

Amateur Entomologists' Society

Annual Exhibition

Saturday 6th October 2018



Please direct all enquiries to:

2 Medalls Link

Stevenage

Hertfordshire

SG2 9DQ

exhibition@amentsoc.org

Friday, July 27, 2018

Dear Trader,

I hope that the year has been a good one for you so far. We are now able to open bookings for the 2018 exhibition, which this year takes place at Kempton Park racecourse on Saturday 6th October.

We hope that, as has now become custom, we are able to fill the two exhibition halls to capacity. As always, space is allocated on a first come first served basis, and where possible, we will accommodate any requests with regard to the location of your stand, but can not guarantee that these requests will be met. When booking, you are reserving a space in the designated zone of the hall, not a specific spot.

In order to confirm your booking you need to complete the booking form attached and return it along with a 25% non-returnable deposit. Payments can be made via cheque or via paypal (an invoice will be sent for this payment method). We are also offering advertising this year in the show guide. This is priced at £30 for a full page and £20 for half page. Artwork should be supplied for this no later than 15th September. Please indicate if you wish to book advertising space on the booking form. We will also put an advert onto the screens in the halls, with your stand number displayed for you, if you book an advert in the show guide (subject to screens being available).

The exhibition will be open to the public from 11am to 4.30pm. Set up for traders will be from approximately 8.30am – please do not try to get into the halls before this time. Trader passes will be sent to traders around a week before the event and these should be worn at all times whilst on site. 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. We must receive the names of those people attending on your behalf prior to the event. 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.

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 21st 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 Exhibition Rules and Regulations enclosed regarding welfare requirements for livestock on display and supplied to all purchasers.

We would also like to remind all traders in livestock, that they should have a caresheet available for all species that they have for sale. The caresheets may be paper copies or web-based. If the caresheet is web-based, the livestock container should be clearly labelled with the specific web address of the caresheet. This is important as many of our visitors will be keeping invertebrates for the first time and it is important that the livestock are looked after properly when they go to their new home! Failure to provide a caresheet (or reference to one) 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 at the address supplied at the top of the letter. 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 Booking Form 2018



Please return this form along with the **25% non-refundable deposit** (Cheques made payable to the AES) to:
Wayne Jarvis, Exhibition Secretary, 2 Medalls Link, Stevenage, Hertfordshire SG2 9DQ.

Please print clearly

Name of trader/organisation
as to be printed in the show guide

Contact name

Address

Postcode

Phone number (mobile preferred)

E-mail (for Exhibition details/ invoicing)¹

E-mail (for Show Guide contact)²

Under new GDPR legislation, we will only keep your details on our exhibition mailing list if you tick this box. By ticking this box you agree to allow us to contact you about next year's exhibition and for us to publish the email² (show guide contact details) in the show guide. Your exhibition details email¹ will not be shared. We will also not be able to direct enquiries to you after the event if this box is not ticked.



| TRADING | Tables with floor space Units are approx. 6' x 2'3" and include a table | | Floor space only Units are approx. 6' x 2'3" | | Total due |
|---|---|--|---|---------------------|-----------|
| Red Trading Zone (Ground floor) | Units | @ £40.00 per unit | Units | @£38.50 per unit | £ |
| Yellow Trading Zone (Ground floor) | Units | @ £28.00 per unit | Units | @£26.50 per unit | £ |
| Green Trading Zone (First floor) | Units | @ £32.00 per unit | Units | @£30.50 per unit | £ |
| First floor special offer † 3 tables for the price of £78 Saving £18 | Units | 3 tables and 3 admission passes for £78.00 † Must be booked and paid for in full by 1 st September or full fee of £32.00 per table applies | | £ | |
| PROMOTION * | Tables with floor space Units are approx. 6' x 2'3" and include a table | | Floor space only Units are approx. 6' x 2'3" | | Total due |
| Red Trading Zone (Ground floor) | Units | @ £19.00 per unit | Units | @£17.50 per unit | £ |
| Yellow Trading Zone (Ground floor) | Units | @ £14.00 per unit | Units | @£12.50 per unit | £ |
| Green Trading Zone (First floor) | Units | @ £16.00 per unit | Units | @£14.50 per unit | £ |
| PASSES | Free Passes allocated: ½ Unit = 1 pass 1 st Whole Unit = 2 passes Each additional unit = 1 pass | | Additional passes @£4 (Max 2) | | £ |
| CHAIRS | | | Units | @ £3.00 each | £ |
| ELECTRICITY | | | Units | @ £14 each | £ |
| ADVERT IN SHOW GUIDE | <i>Copy must be supplied in electronic format ready for inclusion.</i> | | Half page 9cm x 14 cm | @ £20 | £ |
| | | | Full page 18.5 cm x 14cm | @ £30 | £ |
| TOTAL DUE | | | | | £ |

* Available to Registered Charities only – trading companies will be charged at the full rate.

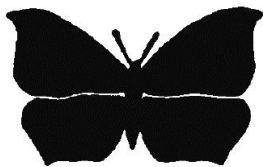
| | | | | |
|----------------------------|--------------------------|---|--------------------------|---|
| Please tick relevant boxes | <input type="checkbox"/> | I enclose a 25% non-returnable deposit | <input type="checkbox"/> | Invoice me for payment via paypal |
| | <input type="checkbox"/> | I enclose the full balance for my booking | <input type="checkbox"/> | I understand full payment must be made by 15th September 2018 |

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 Exhibition Rules and Regulations & The AES Trading Policy. **Please note : Trading Certificates MUST be returned by 21st September 2018.**

Signed Date

Any names of people attending should be indicated and returned on the pass name sheet.

Passes will not be issued unless the names of those people attending have been submitted.



2018 Exhibition Pass Names

Trader Name

Please supply me with passes in the following names:

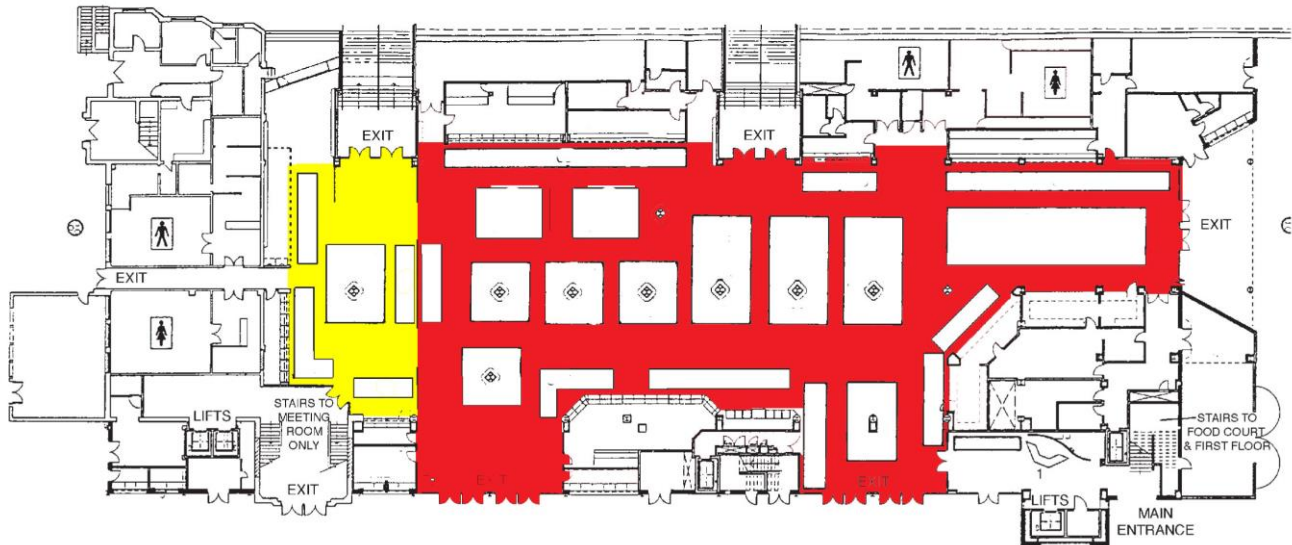
(Please give FULL names of those requiring passes)

Please note that passes can not be issued until names of those requiring early entry have been received.

Kempton Park Exhibition Halls

AES Exhibition 2018 – Scale of Charges

GROUND FLOOR HALL



2018 PRICES

| | RED ZONE | YELLOW ZONE |
|----------------------------|-----------------|--------------------|
| Trading | £40.00 | £28.00 |
| Promotion | £19.00 | £14.00 |
| Trading Floor Space Only | £38.50 | £26.50 |
| Promotion Floor Space Only | £17.50 | £12.50 |

FIRST FLOOR HALL



2018 PRICES

| | GREEN ZONE | |
|----------------------------|-------------------|--|
| Trading | £32.00 | Special Offer before 01/09/18: 3 tables for £78.00 (Green Zone only, full payment on booking) |
| Promotion | £16.00 | |
| Trading Floor Space Only | £30.50 | |
| Promotion Floor Space Only | £14.50 | |

Chairs £3
 Electricity £14
 Additional Passes £4 (max 2 additional passes)

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 The Jockey Club. 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.

Section 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. Email addresses supplied may be used as contact details for visitors in the show guide. Please ensure the email address that you supply is current and used for general enquiries.

Section B Trading Restrictions & Welfare

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-bred¹ 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. This can be via a web address which is clearly displayed on the livestock container.
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.

Section 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 The Jockey Club. Any electrical equipment found to be unsafe must not be used.
3. Table spacing complies with 1997 Health and Safety regulations, which demand unobstructed 2 metre gangways between table blocks, and 1 meter 'escape holes' in table rings. Floor space boundaries should be adhered to. Traders may not move tables once the hall has been set up.

Section 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. We ask that traders refrain from trading until the exhibition is opened. We understand that the set up period is when traders have most free time and that this is an opportunity for traders to exchange stock. We ask that transactions are undertaken discretely. Under no circumstances should traders be openly trading during the set up period.
5. Traders should move vehicles to the official trader car park. Vehicles left outside the exhibition hall will be removed by Jockey Club staff.
6. 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.
7. All traders should be clear of the Halls by the designated time (6pm).

Section 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 Secretary. The Society reserves the right to refuse an application to trade at its Annual Exhibition.

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

AES Trading Policy

The following is the Society's policy for providing facilities for trade in biological specimens as first drafted at March 1997 and subsequently amended (July 2007, March 2009 and May 2010).

The Society provides facilities through its [Wants and Exchange List](#) and its [Exhibitions](#). It does so to fulfil its overall aim of furthering the study of insects, which can only be pursued effectively through the observation of dead and living specimens, together with the aid of books and equipment.

The Society does not believe that trade in invertebrates is generally detrimental to populations in the wild, but recognises that it might occasionally have harmful consequences; for example where species are already in serious decline for other reasons, or where they are being over-exploited. The Society further believes that it is preferable for traders to obtain their specimens through captive breeding or bona fide ranching systems rather than through capture from the wild, as an assurance that natural populations and habitats are not being harmed.

With regard to animal welfare, the Society believes that living specimens on sale should be protected from injury, overcrowding and other stress and that buyers should be made aware of the requirements for care.

In accordance with the above considerations, the Society's policy regarding trade through its [Wants and Exchange List](#) and at its Exhibitions is as follows:

1. The Society will at all times uphold its responsibility for ensuring full legal compliance by anyone wishing to use its facilities (i.e. the Society's exhibitions or advertisements in the Wants and Exchange List or other AES Publications) to sell or offer to sell any species for which trading is controlled or prohibited by law. In particular, the Society will seek to ensure that its facilities are never used for trade in living specimens of non-native species which, under UK law, are scheduled as plant pests¹ or as dangerous wild animals².
2. The Society will allow the use of its facilities for legally permitted trade in living or dead specimens of protected species provided that, in each instance and in accordance with the Society's terms and conditions, the trader has provided documentary proof that he or she possesses the necessary licence(s), certificate(s) or exemption(s)³.
3. Trade will be restricted only in respect of species identified in the current version of the AES trading certificate. Traders will, however, be requested to provide their customers with information on the origins of all live and dead specimens offered for sale. The Society suggests that this information should be based on the following categories:
 - a) Captive bred, from self-sustaining stock;
 - b) Reared from wild-caught immature stages, including gravid females;
 - c) Wild-caught (in whatever stage is offered for sale);
 - d) Bred from a bona fide ranching scheme;
 - e) Specimens from old collections.

If a trader states that the specimens are derived from categories (d) or (e), he or she must provide the following details, so as to support the statement:

- for Category (d) - the address of the ranch or ranching agency.
 - for Category (e) - the origin of the collection and (if known) the year in which the specimen was collected.
4. The Society will require traders at its exhibitions to display and supply all living specimens in suitable containers and to provide relevant care sheets (or web links to caresheets, clearly displayed on the livestock container) to all their customers.

¹ The Plant Health (England) Order 2005 (No. 2530), lists plant pests which "shall not be landed or spread within England". Similar laws apply in other parts of the UK.

² The Dangerous Wild Animals Act 1976 (as amended) lists certain venomous spiders and scorpions, which cannot legally be possessed except in secure conditions under licence.

³ In the UK, trade in legally protected invertebrate species is controlled under the following:

- Wildlife and Countryside Act (1981) [WCA] and its equivalents in Scotland and Northern Ireland;
- European Union Habitats Directive, as incorporated into UK legislation;
- Control of Trade in Endangered Species (Enforcement Regulation (1997)) [COTES]. COTES covers internal UK trade in species listed under CITES.