

Saskatchewan Reptile Expo 2017

**Multi-purpose Room, Riddell Centre
University of Regina
3737 Wascana Parkway
Regina, Saskatchewan S4S 0A2
SATURDAY, September 16 10am - 7pm
SUNDAY, September 17 10am - 5pm**

Rules and Guidelines

Saskatchewan Reptile Expo 2017

Welcome to the Saskatchewan Reptile Expo 2017!

We hope you will enjoy this year's show. After the success of last year's show, we are looking to make this year bigger and better. With nearly double the floor space, and a well centralized venue we are hoping to attract all kinds of visitors from the curious novice to the seasoned veterans. The Saskatchewan Herpetological Society board would like to get any feedback (good or bad) on the experience as a whole, from publicity, to registration to packing up on the Sunday night. Only with feedback will we be able to improve!

Please take some time to review the following pages. Any questions may be directed to Alexandre Aubin, Jace Foster, Chris Larsen, Elisa Wilke, or Brandon Wyatt.

You will find this document, as well as a label for your table number, as well as name badges at registration Saturday morning. Please see Chris Larsen for your table placement. Please remember we have made every effort to accommodate all of your requests, but they are not guaranteed. Once placed your tables are set and there will be no moving tables as we are going to try and work a vendor map into giveaways to make it easier for the customers to find their favorite vendors first.

If you have any questions before, during or after the show, please contact any of the Saskatchewan Herpetological Society board members:

Alexandre Aubin:	(306) 361-0423 alex@rockdocreptiles.com
Jason Foster:	(306) 361-3259 Jayson.foster@gmail.com
Chris Larsen:	(306) 529-8866 snakes@andacold.beer
Elisa Wilke:	(306) 241-0041 wranglerelisa@gmail.com
Brandon Wyatt:	(306) 230-2014 brandon.wyatt.2006@gmail.com

Schedule

Friday, Sept. 15

7:00pm – 9:00pm Vendor set-up

Saturday, Sept. 16

8:00am – 9:30am Vendor set-up
10:00am Doors open to Public
7:00pm Doors close – Vendor access only
8:00pm Doors locked for the night – no access

Sunday, Sept 17

9:00am Vendor access
10:00am Doors open to Public
5:00pm Doors close – Vendor to pack up

Setup will provide vendors with 6' x 30" or 12' x 30" tables, and two chairs per station. Please be sure your table is set up 30 minutes prior to the doors opening on Saturday morning. If you are not needing all of your tables, please let us know as we don't want to have to pay for additional tables that aren't being used.

Doors will be locked overnight with no access to the venue, but power will continue to be provided. **Power/Heat will remain on in the venue overnight, so make sure you have your lighting turned off if you want it off, and that ample heating and secure storage of your animals are provided. Animals/Products left in the venue are left at your own risk.**

After the doors close at 5pm on Sunday vendors may begin packing up. Please refrain from packing up before the official "end" to retain a professional appearance and enjoy some last minute sales. We ask that all vendors clean up their area after they have packed up. Takedown of the tables will be taken care of by the event staff. PLEASE RETURN YOUR VENDOR PASSES SO THEY CAN BE REUSED NEXT YEAR.

Show Location Map

Please go to <http://www.saskherp.ca/sask-expo.html> to view the map posted on the site.

Table Layout

A Table layout map will be available closer to the show and at the show itself for setup.

Table Fees and Costs

Tables will be offered in two formats 6' x 30" at a cost of \$70 or 12' x 30" at a cost of \$100. Access to power can be accommodated at either sized table for an additional

\$10. However, powered tables are limited and cannot be guaranteed. They will be allocated on a first come first served basis. Vendors will be notified in advance of the show whether or not the requested access to power will be granted. If the request for power cannot be fulfilled the \$10 cost will be refunded on the day of the show.

Payment for registration fees is expected no later than 14 days prior to the first day of the show. The organizers may charge an additional \$25 late processing fee on payments not made in time.

NSF checks are subject to a \$25 NSF fee.

Show Rules and Guidelines

1. **All animals must be labelled wild-caught (WC), captive-hatched (CH) or captive-bred (CB).**
2. All provincial laws shall be followed, and it is the vendor's responsibility to familiarize themselves with the laws. A copy of the Saskatchewan Captive Wildlife Regulations can be obtained here <http://www.publications.gov.sk.ca/details.cfm?p=1604>
3. Ensure that all animals that are displayed or sold are healthy and free from ticks, mites or any other parasites. These parasites can easily be transferred to other members' animals, especially when members of the public may be handling many different animals throughout the day. If an infected animal is found, for the safety of all the animals, the animals will be required to leave the show immediately. In this way, we are able to control any transfer of parasites. As an exhibitor, if you notice an infected animal, please let one of the staff know.
4. Please make sure you bring an enclosure that is a suitable size for your animal to be on display. It does not have to be the regular enclosure the animal resides in, however does need to be comfortable enough for the animal to be viewed by the public and kept in for the duration of the show.
5. If you are selling frozen feeder animals (mice, rats, rabbits, etc.) at the show, they are to be placed in non transparent bags (like grocery store bags) so as not to offend members of the public. Live feeder animals (e.g. crickets) must be pre-packaged prior to the show to prevent any escapees in the hall. Remember that there should be no live feeding of mammals (e.g. mice, hamsters) during the show. Ensure all animals are fed prior to the show, and given enough time to digest properly. If you need to provide food at some point then do so, but please watch closely for escapees.
6. No live mammals (rodents, marsupials, dogs, etc.) are permitted in the venue for sale, display or any other purpose.
7. To help the show get off to a good start and run smoothly, we would ask exhibitors to have everything in place by 9:30 am on the Saturday and 9:45 am on Sunday.
8. Only exhibitors registered with the show are allowed to have reptiles in the venue. For the safety of our animals, the general public will not be allowed to bring outside animals in. If you notice that any outside animals have made it past the front door, please let one of the staff know immediately.
9. Please ensure that any animals sold are accompanied by your contact information in the case of health concerns or general questions after the show.
10. Get along with your neighbours. Please attempt to settle disputes quietly and quickly between yourselves. Failing this, if moderation is needed, please find a member of Saskatchewan Herpetological Society board to help solve the dispute.
11. Please do not begin to pack up until the show is over, which is Sunday at 5:00 pm.
12. Please clean up after yourselves. The volunteers are there to help with table setup/take down, not garbage duty. Play your part and dispose of garbage, bottles and cans appropriately.
13. Contain your animals well. Ensure all enclosures are secure to decrease the possibilities of animals escaping.

14. Keep in mind that not all members of the public are aware of the behavioural patterns of the animals you are showing. If you have an animal with aggressive tendencies, try to keep the animal in its enclosure for public safety.
15. Children are welcome at the show, but please keep them with you.
16. Any vendor who no-shows will forfeit their table payment and table. We understand extenuating circumstances, however, and each situation will be considered on an individual basis.
17. Vendors who allow handling of their reptiles must have a bottle of disinfectant on their table for the patrons use. It is recommended to disinfect your hands after handling of any reptiles.
18. Do not tape or tack up posters to walls. Mac Tak can be used to adhere posters to walls, but that is it. Please check with staff prior to affixing things to the wall.
19. All fire and emergency equipment located in the building must not be hidden or obstructed in any way. Emergency exits and aisles must be kept clear and unobstructed. Vehicles parked on fire routes will be removed at the owner's expense, including unauthorized and illegally parked vehicles. All electrical equipment must be CSA approved unless explicitly allowed by organizers.
20. The Saskatchewan Herpetological Society carries liability insurance for this event to cover ourselves in the off chance an accident occurs. This insurance does not cover liability to our vendors if a vendor is deemed responsible. It is recommended that all vendors carry their own liability insurance in case of an accident. If an accident such as someone being hurt from a reptile, or a product being shown at the show, the vendor could be liable. Hopefully this never will be an issue, but we want you to be aware that it is in your best interest to carry your own insurance just in case.
21. In the event that (because of war, fire, strike, government regulation, public catastrophe, act of God, the public enemy or other unforeseen causes), the show or any part thereof is prevented from being held, is cancelled by organizers or the management of the hosting location, organizers shall determine the refund to the applicant their proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expenses incurred by the organizers, but in no case shall the amount of refund to vendor exceed the amount of the exhibit fee paid by vendor to organizers.
22. We do not want fresh hatchlings of any kind sold at our show. Please adhere to these guidelines, or animals will be removed.
 - Dragons – 6 weeks/6 inches
 - Chameleons – 2” body length
 - Leopard geckos – min 5 grams 3.5”
 - Crested geckos – min 4 grams 3”
 - Corn/King/Milks – min 7 grams feeding

Vendor Liability Release

The VENDOR agrees to protect, save and keep the SHOW, ORGANIZERS, hosting location and the City Of Regina forever harmless from any and all bodily injury including death and damage to property or charges imposed for violation of any law or ordinance whether occasioned by the negligence of VENDOR or those representing VENDOR as employees or business invitees. As well as to comply strictly with the applicable terms and conditions contained in this agreement between SHOW, ORGANIZERS, the hosting location and the City Of Regina, regarding the exhibition premises. Further, VENDOR shall at all times, protect, indemnify, save and keep harmless SHOW, ORGANIZERS, the hosting location and the City Of Regina against and from any and all loss, cost damage, liability or expense including attorney fees and expenses of legal proceedings arising from or out of or by reason of any accident or other occurrence to anyone, including VENDOR, those representing VENDOR as employees or

business invitees, materials or goods which arises from or out of or by reason of said VENDOR's occupancy and use of the hosting location premises or part thereby. VENDOR will at all times possess liability insurance and full responsibility against all losses due to fire, theft, accidents and all other perils. Neither SHOW, ORGANIZERS, the hosting location, the City Of Regina, nor the property owners have any intention of being the insurers nor in any way have they foreseen being held responsible for VENDOR, those representing VENDOR as employees or business invitees of any loss or damage of whatever nature without distinction to cause. VENDOR agrees to provide, display and offer only animals that have been obtained or produced within the governing laws related to such species in accordance with the City of Regina bylaws at the time of SHOW.

Zero Harassment Policy

Just like any workplace, volunteer association or establishment, there is a **zero harassment policy** for the Saskatchewan Reptile Expo

Harassment is any behavior that demeans, humiliates or embarrasses a person, and that a reasonable person should have known would be unwelcome. It includes actions (e.g. touching, pushing), comments (e.g. jokes, name-calling), or displays (e.g. posters, cartoons). The *Canadian Human Rights Act* prohibits harassment related to race, national or ethnic origin, color, religion, age, sex, marital status, family status, disability, pardoned conviction, or sexual orientation. There is also zero tolerance for "personal" harassment. While it also involves unwelcome behavior that demeans, this behavior is not based on one of the prohibited grounds named above. Whether or not the Human Rights Act covers "personal" harassment is irrelevant: it will not be tolerated at the Saskatchewan Reptile Expo.

Sexual harassment includes offensive or humiliating behavior that is related to a person's sex, as well as behavior of a sexual nature that creates an intimidating, unwelcome, hostile, or offensive environment, or that could reasonably be thought to put sexual conditions on a person's job, volunteer or employment opportunities. A few examples are: questions and discussions about a person's sexual life; touching a person in a sexual way; commenting on someone's sexual attractiveness or sexual unattractiveness; persisting in asking for a date after having been refused; telling a woman she belongs at home or is not suited for a particular job; eyeing someone in a suggestive way; displaying cartoons or posters of a sexual nature; writing sexually suggestive letters or notes. Sexual harassment is frequently more about power than about sex. It occurs in situations where there is unequal power between the people involved, and is an attempt by one person to assert power over the other. Harassment can also occur when an individual is in a vulnerable position because he or she is in the minority—the only woman, member of a visible minority, aboriginal person or person with a disability— and is, for example, ostracized by colleagues.

Abuse of authority occurs when a person uses authority unreasonably to interfere with a person or a person's job. It includes humiliation, intimidation, threats, and coercion. It does not include normal managerial activities, such as counseling, performance appraisals, and discipline, as long as these are not done in a discriminatory manner. Abuse of authority unrelated to a prohibited ground is not covered by human rights legislation. Nonetheless, the Saskatchewan Reptile Expo team abides that the abuse of authority will also not be tolerated.

Any persons acting in an inappropriate manner towards staff, vendors, volunteers, or members of the public may or may not be given a warning – they may simply be asked to leave. This decision will be made by the Saskatchewan Herpetological Society board.

If you are victim or a witness of harassment of any kind, please let someone from the Saskatchewan Herpetological Society board know so that it may be dealt with accordingly.

Definitions and examples of harassment were taken from the Canadian Human Rights Commission website. For more information, please visit:

http://www.chrc-ccdp.ca/pdf/AHPoliciesWorkplace_en.pdf

Exhibitor's Display Checklist

When displaying, you should bring all that is needed to keep your pet happy and content for the duration of the show. This may include basic items such as a cage, heat source, hide box, and water. Most reptiles and some amphibians require an external heat source for their enclosure. Typically, a light or under tank heating pad provides this heat. Since we have so many people displaying, there is a large demand for electrical connections, be sure to bring extension cords and a power bar. Also ensure that you have been allocated, and paid for, access to power prior to the show.

Here is a list of what you should bring - feel free to add any items that are specific to your display and your animal at the bottom of the list.

- Display cage
- Heat source (Power will be limited to 150watts per table. If you require more power, please let us know ahead of time)
- Extension Cords and power bar
- de-chlorinated Water - water bowl or spray bottle
- Light source and extra bulb
- Paper towels (for quick clean ups)
- Hand Sanitizer
- Snake bag (if you are bringing snakes)
- Plastic bags for customer to carry sold items
- Food for your animal (we would ask that no mammals be fed to your animals at the show so as not to upset the public)

A note about transporting your animals

When transporting your reptiles/amphibians, you will want to ensure that they are not exposed to extreme changes in temperature and that they are physically protected. Coolers and Styrofoam boxes make excellent choices for transport containers. Glass aquariums are not a good choice for a transport container; consider what would happen to your dearly loved pet if the aquarium were dropped. If your animal is one that appreciates the warmth, you can place a hot water bottle (or pop bottle filled with hot water) into your container. Just make sure that this heat source cannot roll around and hurt your animal.

Important Contact Information

*Please note that for any number to connect in the Regina area, you must dial **306** before the number.

Police/Fire/Medical Emergencies: 911
Regina Police Phone Direct Line: (306) 777-6500
Nearest Emergency Room: Regina General Hospital
1440 14 Ave, Regina, SK S4P 0W5
(306) 766-4444

Saskatchewan Fish and Wildlife: (306) 787-9037

Saskatchewan Herpetological Society Mailing Address:

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