

Information to be Included in the Exhibition Plan

The exhibition plan should provide AVS with a clear understanding of the animals involved in the exhibition, where and how the animals will be displayed and housed, how the animals will be managed and cared for, and the activities involving the animals during the exhibition.

Please ensure that the exhibition of animals is set up in compliance with the applicable animal exhibition licence conditions. The exhibition plan must include the following:

1. Names and particulars of all exhibitors involved in the display of animals.
2. Layout plan of the exhibition venue.
 - a. The layout plan should clearly indicate, where applicable:
 - i. Animal display areas with dimensions of animal enclosures, cages or tanks. If different types of animals are kept or displayed, please indicate their respective locations.
 - ii. Animal holding or rest areas
 - iii. Bedding and hiding area (e.g. for cats and small mammals)
 - iv. Entrances, exits and access routes
 - v. Barricades and shelters
 - vi. Water points, feed/water bowl
 - vii. Registration area (if any)
 - viii. Other relevant facilities or areas used for the management of the animals.
3. Design of the animal enclosures, cages, or tanks that will be used to display or hold the animals, including the number of animals to be housed in each enclosure.
4. Programme of exhibition activities
 - a. Provide the programme or schedule including the timings related to all activities involving the animals, such as talks, demonstrations, animal performances, competitions, and games.
 - b. This includes timings for:
 - i. Arrival/Departure of animals
 - ii. Display/resting/feeding periods
 - iii. Any other programmes
 - c. (For permanent animal exhibitions) To include schedule for regular health checks, cleaning and maintenance of facility/equipment.
5. Event and activity details
 - a. Where relevant to your event, provide additional information explaining how activities involving the animals will be conducted.
 - b. The plan should include, where applicable:
 - i. Type, purpose and description of each activity
 - ii. Number and type of animals involved in each activity
 - iii. Duration of activity
 - iv. Where and how each activity will be conducted
 - v. Who will conduct the activity
 - vi. Arrangements for the animals before and after each activity, including rest or return to holding areas

6. Source of animals to be exhibited:
 - a. Indicate the source of animals (e.g. Pet Owners) and details of animals to be exhibited (e.g. microchip/licence number, breed, gender, colour, age).
 - b. All dogs and cats to be exhibited must be licensed, except those displayed for adoption purposes. Organisers or applicants must verify the dog/cat licence numbers during the registration process.
 - c. Details of plan for animals after exhibition (e.g. returned to pet owners).
 - d. Import licence and CITES permit for imported or CITES-listed species.
7. List and details of all animals to be adopted (where applicable). Provide information such as:
 - a. Name of organization/animal welfare groups
 - b. Animal species
 - c. Microchip or dog/cat licence number
 - d. Breed
 - e. Gender
 - f. Colour
 - g. Age
8. Details of programme showing the purpose of event, public education theme, programme that emphasises issues such as animal welfare and responsible pet ownership
9. Route of procession (where applicable) and approvals from relevant authorities for procession (e.g. Traffic Police).
10. (For permanent animal exhibitions) Standard Operating Procedures (SOPs) and details of the exhibition. The plan should detail how the animals will be managed and cared for throughout the exhibition, including the number of personnel involved. The plan should include, where applicable:
 - a. Monitoring of animal health and welfare such as feeding and provision of water, rest periods and holding arrangements
 - b. Personnel responsible for caring for and handling the animals, their qualifications and relevant experience
 - c. Veterinary arrangements for animals that are sick, injured, stressed or otherwise unsuitable for display
 - d. Details on disease prevention and biosecurity measures, emergency and contingency plans for the animals
 - e. Details on socialisation, acclimatisation and enrichment plans for the animals
 - f. Measures to ensure animal welfare and public health and safety. Provisions must be made to meet all requirements for the welfare of all animals in the collection. The animal's physical, physiological, and psychological needs must be considered to assess whether the welfare needs of a particular animal or group of animals are met. Assessment of these needs must be based on an understanding of the species in the context of both its natural history and captive husbandry.

You may feel free to provide us with any other information which might be useful to us in evaluating your application.