

One of the most important concerns of JA New York is security of the exhibit areas during set-up, show hours, non-show hours, and dismantling. Security is provided for the exhibit areas and vaults are in place for merchandise storage during non-show hours. However, security personnel can only function in a general capacity. **The safekeeping of your exhibit material and merchandise can only be assured by you and your staff.**

The show security force cannot and should not be relied upon by exhibitors to provide more than a presence to inhibit theft. JA New York hereby gives formal notice that the show and its management, its agents and official vendors neither offer nor accept responsibility for exhibitors' property of any kind, unless it is placed in the care and custody of an official vendor as evidenced by a signed receipt of that official vendor. **Prevent losses by making certain your personnel are security conscious!**

The following are some precautions we urge you to practice:

1. Don't leave your exhibit space unattended any time during trade show hours.
2. Have enough people to properly staff your exhibit space during peak traffic times.
3. Be cautious when showing merchandise from a showcase or display. Do not display too much merchandise at one time if the goods are not directly in your view.
4. Report at once to the guards or show officials any instances you think might pose a security problem. Report people in the exhibit areas without proper badges or with no badge at all, or anyone you may know to be registered improperly.
5. Use the vault facilities at night for your merchandise. Do not leave any jewelry in your showcases overnight, whether or not the cases are locked, unless you have private guard service.
6. Do not leave your exhibit space during set-up or breakdown periods. It is during these vulnerable periods that most problems are encountered. At the close of the show, immediately remove all merchandise and be certain advance arrangements have been made for the dismantling, packing and removal of custom displays.
7. Under no circumstances should you show merchandise to anyone not wearing a badge. Immediately notify Show Management if you notice or are approached by anyone soliciting business in exhibit areas.
8. If private guard service is required, you must employ the official security contractor. An order form with applicable rates is provided in this section.
9. Be cautious of attendees carrying coats in the exhibit area; adequate space is available for coat checking during inclement weather.

SHOPLIFTING

The number one cause of losses is shoplifting. If you are the victim of pilferage or observe someone shoplifting merchandise, immediately report it to the Security Headquarters Office on level 1 (meeting room 1C01) in person or by calling 212-216-4501. This office will be staffed at all times. The security supervisor will quickly respond and see to it that all necessary reports are completed. Shoplifting can be controlled by you to a great extent.

VAULTS AND PRIVATE GUARD SERVICES

Use the vault facilities at night for your merchandise. Do not leave any jewelry in your showcases overnight, whether or not the cases are locked, unless you have private guard service. Exhibitors who require private guards must employ the official security contractor. It is essential to overall security that the official contractor handles the employment of all guards. This is necessary for your own protection as well as the security of all other exhibitors. The use of unauthorized guards, armed or unarmed, is strictly prohibited. Exhibitors who do not comply will be in violation of their Agreement for Exhibit Space and will run the risk of being closed down and removed from the show.

SECURITY DURING MOVE-IN AND MOVE-OUT

It is important that personnel from your company be present at your exhibit space during the vulnerable move-in and move-out periods. Freight handlers are moving throughout exhibit areas with display material, Journeymen & Apprentices are assembling exhibits and electricians and telephone personnel are working in exhibit areas creating additional security risks. You are hereby officially informed that the show's security force is not responsible for individual displays. YOU are responsible for the protection of your own exhibit when your merchandise is being unpacked or repacked, as well as at all other times during the show.

A vault area (secure room) is provided for storage of merchandise from one day prior to Show opening until the afternoon following the close of the Show. The vault is manned by carefully selected armed personnel. While all merchandise is handled cautiously, it is essential that you make certain the locks on all pieces checked into the vault are closed and secure. Cardboard cartons or other means of packaging will not be accepted at the vault.

The hours of the vault (subject to change) are detailed in this section. Your exhibitor badge must be shown when storing and withdrawing your merchandise at the vault. Merchandise will not be accepted at or relinquished from the vault without an exhibitor badge and corresponding photo I.D. (Driver's License, Passport, etc.)

VAULTING PROCEDURES

1. We suggest you proceed to Exhibitor Registration and pick-up your badge before delivering your merchandise to the vault. If that is not feasible, we will accept your merchandise with an ID. BUT you will be required to present your badge when removing your items from the vault.
2. During vault check-in you will be issued our numbered two-part vault claim check. One part is attached to your bag/case, and the other is the redemption portion that is handed to you for receipt of your merchandise. Keep the redemption check in order to pick-up your merchandise.
3. In the morning, if you haven't already done so, proceed to Exhibitor Registration and pick up your badge. **YOU MUST HAVE A BADGE BEFORE REMOVING MERCHANDISE FROM THE VAULT.**
4. Please proceed to the vault with your redemption check, exhibitor badge and photo ID to withdraw your merchandise. You must sign the redemption check, in front of the armed personnel. Please remember your signature must match from the night before – i.e. the same person who drops off in the evening, needs to be present at pick-up in the morning.

REMEMBER

- No merchandise will be released without a redemption check, exhibitor badge, and signature comparison.
- Exhibitors who remove their merchandise from show site shall assume all responsibility for any loss.
- The Agreement for Exhibit Space requires you be ready to conduct business when the show opens each day. Late opening violations are serious infractions of show rules. Please be sure to get to the vaults in sufficient time to meet opening schedules.

VAULT HOURS SCHEDULE

Vaults are accessible only during the hours specified below. **Exhibitors who need to remove merchandise from the vaults earlier than 7:00 am must make arrangements with the Security Supervisor in advance. If you do not claim your merchandise by 10 AM on Show Days, you will incur a vault holding fee.**

Friday, March 9	12:00 PM – Continuous	Check-in
Saturday, March 10	Continuous	Withdrawal
Sunday, March 11	7:00am – 9:50am	Withdrawal
Sunday, March 11	6:00pm – 7:30pm	Check-in
Monday, March 12	7:00am – 9:50am	Withdrawal
Monday, March 12	6:00pm – 7:30pm	Check-in
Tuesday, March 13	7:00am – 9:50am	Withdrawal

**ALL MERCHANDISE MUST BE REMOVED FROM THE VAULT ON SHOW DAYS.
NO PIECES SHALL REMAIN IN THE VAULT AFTER 10 AM.**