

# **VAULT & SECURITY INFORMATION**

## **Vault Hours for Accessing Merchandise:**

Tuesday, February 5	1:00pm – 11:59pm
Wednesday, February 6	12:10 am- 10:00am and 5:30pm – 6:30pm
Thursday, February 7	8:00 am- 10:00am and 5:30pm – 6:30pm
Friday, February 8	8:00am – 10:00am and 5:30pm – 6:30pm
Saturday, February 9	8:00am – 10:00am and 4:00pm – 6:30pm
Sunday, February 10	8:00am – 9:30am

## **SECURITY REGULATIONS AND CODE OF CONDUCT**

Our objective is to provide a quality show in which exhibitors and retailers can meet to transact business in a secure environment, and in a fair and equitable manner. To ensure this objective, the following security regulations and code of conduct have been prescribed by JCK Tucson.

### **Security Regulations:**

1. Official JCK Tucson Exhibitor Show bads must be worn at all times by all individuals on the exhibit floor.
2. A badge may be worn only by the person whose name appears on it, and that person must be directly associated with an exhibiting firm. Anyone wearing an unauthorized badge or a badge belonging to another person will be subject to immediate removal from the Show.
3. There will be no over-the-counter delivery of merchandise.
4. Exhibitors and retailers will be permitted on the exhibit salon floor only during hours specified in the Exhibitor Information Kit, unless prior approval is obtained from Show Management.
5. Each booth area must be occupied by at least one authorized person at all times the show floor is open.
6. No children under the age of 12 (including infants), will be admitted to the JCK Tucson Show Floor.

### **Code of Conduct**

1. Promoting or showing of merchandise outside of an Exhibitor's exhibit area is strictly prohibited.
2. Any booth demonstrations, display, or sounds which distract or annoy retailers or other exhibitors, or which are deemed by Show Management to be unprofessional, are not permitted.
3. Exhibitor shall not display merchandise other than Exhibitor's own product line, or that product line for which Exhibitor is the sole United States representative and for which Exhibitor submits to Show Management proof of such representative.
4. Exhibitors are not permitted to either completely or partially remove their merchandise or either completely or partially dismantle their displays prior to the official closing time of the Show each day.
5. Exhibitors agree to abide by all the business practices detailed in the Federal Trade Commission "Guidelines for the Jewelry Industry," including those which call for the disclosure of treatment for any gemstone, and also agree to abide by all trade mark and other provisions of the National Gold and Silver Marking Act. Questions related to the FTC Guides or to the Act may be directed to the Jewelers Vigilance Committee.
6. Exhibitors will not offer for sale any piece of jewelry, which infringes on any copyrighted design.

**FOR THE BENEFIT AND SECURITY OF ALL EXHIBITORS AND RETAILERS, PLEASE REPORT ANY OBSERVED VIOLATIONS OF THE ABOVE TO THE SHOW MANAGEMENT OFFICE.**

**GENERAL SECURITY GUIDELINES**

Security is our top priority. JCK Tucson Show Management will take any infractions of the following rules and guidelines very seriously. Please become familiar with these security procedures to ensure a successful and safe Show. Report any questionable activities on the Exhibit floor. Please make sure EVERYONE representing your company and working in your salon understands these rules and guidelines.

**Liability and Insurance**

Exhibitors are responsible for the security of their own products and exhibit materials. Neither Show Management, Show sponsors, Show Contractors and JW Marriott Starr Pass Resort are responsible for stolen merchandise. Keep your display cases locked when not showing individual lines during Show hours and place ALL merchandise in the vault during non-event hours.

Exhibitors are responsible for obtaining insurance for their exhibit display and merchandise. For a nominal sum, riders can be attached to your existing insurance policy to cover the loss, theft and/or damage to merchandise and salon equipment. Show Management, and any contractors are not liable for loss or damage of property. In the event of a loss, notify show management or security immediately.

**Overnight Storage**

DO NOT leave valuables in your showcases overnight. Use the vault. Perimeter and vault security guards are provided on a 24-hour basis from the beginning of move-in to the last day of move-out. During non show hours, labor on the Show floor will be escorted by guard service.

For the protection of your merchandise, please use the vault for overnight storage of any jewelry.

**Exhibitor ID Badge**

All exhibit personnel will be issued an identification badge. These badges will allow company personnel access to the vaults and will eliminate the need for a separate vault ID check-in. The ID badges will be used in conjunction with vault claim ticket, similar to last year. The exhibitor checking out merchandise from the vault must be the SAME person who checked it in. Claim ticket numbers and signatures must match for bags to be released. Exhibitors will need exhibitor's badges to gain access to the exhibit hall beginning on Wednesday, January 31, 2018 at 8:00 am through Saturday, February 3, 2018 at 11:59pm.

**Under no circumstance should you loan or share your badge with anyone. This is a direct violation of show policy. If you lose your badge or it is stolen, please notify the Show Management Office immediately.**

**Official Service Vendors**

All official service vendors for JCK Tucson will be required to wear contractor badges during move-in and move-out, and will be required to wear ID bracelets during Show days. Please report anyone without a badge to Show Management or Security.

## **Traveling Tips**

We have listed a few helpful hints to keep in mind while traveling to the Show and during your stay in Tucson.

- **Keep In Physical Contact** - A distraction thief is a professional at causing a disturbance in order to get you to put your merchandise down and draw your focus to another matter. Watch for someone faking an illness, asking you for the time, spilling coffee or creating a distraction. Often working in teams, these people want you to put down your merchandise and focus your attention away from your jewelry. Always keep a hand on your case/bag or put your foot on it firmly.
- **Be a Chameleon** - Blend into a crowd, do not stand out. Expensive luggage, designer suits and fancy clothes make you a target for any thief, not just those looking for jewelry. Also refrain from using a typical jewelry case which thieves will target. Blend into the crowd by wearing blue jeans and carrying your line in a non-typical container (i.e. worn suitcase).
- **Airport x-ray Machines** - Be especially careful at x-ray machines. If you are traveling with someone let them go through first so that they can wait for your bag as it goes through the machines. If you are asked to open your bag, ask the security guard for a private room showing. As you walk through the airport, look for suspicious individuals, especially those who seem to be loitering.
- **Taxi-Cabs** - Make sure the cab's trunk is totally closed and locked especially if the cab is a station wagon. Do not let them know that you are exhibiting in a jewelry show.
- **Badges - DO NOT WEAR YOUR BADGE OUTSIDE OF THE SHOW. THIS LABELS YOU AS A JEWELER AND A PRIME TARGET.**

**PLEASE REPORT ANY SUSPICIOUS INDIVIDUALS OR AND POTENTIAL SECURITY PROBLEMS YOU WITNESS. A TEAM EFFORT WILL PROVIDE THE TIGHTEST SECURITY PROGRAM AVAILABLE.**