

For assistance, please contact JCK Tucson Kirsten Hurdock for general questions or more information at 203.840.5334 or email khurdock@reedexpo.com

AGE RESTRICTIONS - In accordance with display rules and regulations and security measures, **no one 14 years of age or under, INCLUDING INFANTS, will be admitted in the exhibit hall at any time. There will be no exceptions.**

AIR CONDITIONING AND HEATING - Air conditioning and / or heating on the show floor is provided during show days and hours only.

ARMORED CARS

The only Armored Car Companies authorized to service JCK Tucson: Brinks, Loomis, and Malca-Amit. Companies not listed above will not be permitted in the facility and cannot service the exhibitors of the JCK Tucson Show.

AUDIO VISUAL - **Event Technology** is the official audio/visual service contractor of **JCK Tucson**. Please refer to the OFFICIAL CONTRACTORS section of the manual. Please be sure to indicate your booth number on all forms.

BALLOONS - Balloons are prohibited.

BOOTH EQUIPMENT – Arizona Ballroom will have Designer Alley Package Booths and Designer Booth Packages, please make sure to fill out your booth order confirmation based on your booth size.

BOOTH EQUIPMENT – Tucson Ballroom will be provided with Black Pipe and Drape, (1) table, (2) chairs, (1) wastepaper basket and (1) Company ID sign. Please make sure to fill out your booth order confirmation based on the size booth you have

BOOTH FURNISHINGS - Booth equipment, services and furnishings are available through the Official General Contractor, **FB International**. **Show Services** will maintain a full staff on-site at the Exhibitor Service Center.

BUSINESS CENTER SERVICES - Located on Level 2 of the Marriott , the UPS Store operates a full-service business center to provide copy/fax services, cell phone/pager rental, and small package shipping, etc. Please see the UPS Store Form located under the JW Marriott.

CAMERA POLICY - Personal cameras and videotaping equipment are strictly prohibited in all exhibit areas. Authorized press personnel and photographers must register for JCK Tucson badge. If you plan to photograph your booth, you must make arrangements through the Show Management Office.

CATERING - **Marriott** has exclusive rights to all catering in the facility. All of your food & beverage needs are available - from basic coffee service, meeting room functions and booth deliveries, to receptions, theme parties, full banquets and more.

CLEANING - Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours. If you need cleaning services in your booth - vacuuming, shampooing - you must order these services from **General Contractor – FB International**

COMPUTER RENTAL – Event Technology is the official computer supplier of **JCK Tucson**. Please see their order form under JW Marriott

CRATE REMOVAL, STORAGE AND RETURN - Empty crates, shipping containers, cardboard boxes, etc. marked with **“EMPTY STICKERS”** will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, **provided you have used material handling services for the delivery of your booth**. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is

prohibited due to Fire Regulations in the building. **“EMPTY STICKERS”** can be acquired from the **Exhibitor Service** desk located in the PreFunction of the Arizona Ballroom. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUSTOMS BROKER / INTERNATIONAL SHIPPING – Phoenix International is the official provider of international shipping, customs brokerage, freight forwarding and related services of **JCK Tucson**. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must insure that all documents are valid and complete and procedures are followed correctly. Show management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

DISPLAY RULES & REGULATIONS - Please see the **Display Rules & Regulations** for more information.

ELECTRICAL - All electrical work, including booth lighting, will be done exclusively by **FB International** electricians. Please refer to the General Contractor section of the manual for additional information.

EXHIBIT HALL CARPET - The hotel has carpeting and no other carpeting will be allowed

EXHIBITOR PERSONNEL, BADGES, SHOW ACCESS - Exhibitor staff personnel wishing to enter the exhibit floor must wear an exhibitor badge at all times. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

Reed Exhibitions will furnish Exhibitor with badges for use by Exhibitor’s company management, company salesmen, and its distributors, whether domestic or foreign. Reed Exhibitions will also furnish badges for Exhibitor’s independent sales representatives whose names were supplied to Reed Exhibitions by Exhibitor. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by Reed Exhibitions, and the wearer will be refused further entry into display areas for the duration of the event
- Exhibitor must staff its booth(s) during all show hours
- Exhibitor personnel are permitted access to booth areas at 1:00 PM on Tuesday, January 30, and 8am Wednesday January 31 – Sunday, February 4, 2018. ***For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters.***
- Exhibitor’s personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand written badge). Any alteration to the Exhibitor badge may result in reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the event.

Refer to the **EXHIBITOR BADGES** online for order information.

EXHIBITOR SERVICE CENTERS ON-SITE – JCK Tucson will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. Any inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to

check in at this desk when they are ready to install their exhibits.

The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

FACILITY LIGHTING - Lighting on the show floor is provided at 100% on show days and is shut down within one hour after the close of the show.

HANDOUTS - Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

JEWELRY DISPLAY REGULATIONS: - JCK Tucson IS A "FULL DISCLOSURE" SHOW. The following regulations have been established to maintain the quality and integrity of the products displayed at JCK Tucson.

All Exhibitors must be in compliance with the Federal Trade Commission (FTC) Guides for the Jewelry, Precious Metals and Pewter Industries and with the National Gold and Silver Stamping Act as they relate to specific products.

The guides contain regulations regarding the content, weight and use of terms as they relate to precious metals, gemstones, pearls and watches. Violations of the guides can result in cease and desist orders or civil penalties. The National Gold and Silver Stamping Act requires all quality marked precious metal items to be stamped with a valid trademark to readily identify the manufacturer of the item. Violations of this federal law can result in civil or even criminal penalties. If you are unfamiliar with the provisions of either the FTC Guides or with the National Gold and Silver Stamping Act, please contact the Jewelers Vigilance Committee (JVC) at (212) 532-1919 to order a copy of these important documents. Your knowledge of and adherence with these laws will help maintain the consumer trust and confidence upon which the industry depends. Specific information regarding gemstone treatment disclosure is also available through the AGTA.

All gemstone treatments (other than cutting and polishing) and including laser drilled or fracture filled diamonds, heated sapphires or aquamarines, irradiated topaz or oiled emeralds, etc., must be disclosed at every level of sale within the industry and eventually to consumers. Disclosure of such treatments in an honest and straightforward manner is our ethical and legal responsibility to the industry. Without reliable information from gemstone suppliers and jewelry manufacturers, retail jewelers cannot pass accurate information along to consumers, as law requires them. A lack of disclosure, particularly of difficult-to-detect treatments, may lead to misrepresentation and a lack of consumer confidence in our industry.

If you are a manufacturer of jewelry that contains diamonds, pearls, colored gemstones or synthetic stones, important disclosures must be made at every level of sale. If you are not receiving treatment disclosure information from your gemstone suppliers, demand it. If you are not conveying this information to your customers, please be advised you must.

A complete explanation of gemstone treatment disclosure is available in the Gemstones Enhancement Manual (GEM), which was developed by a coalition of industry leaders representing the various trade organizations, gemological scientist and the trade press.

The coding system detailed in the GEM Manual has been endorsed by the following organizations:

AGS American Gem Society

AGTA American Gem Trade Association

DCA Diamond Council of America

MJSA Manufacturing Jewelers and Silversmiths of America

JA JIC JVC ISA

Jewelers of America Jewelry Information Center

Jewelers Vigilance Committee International Society of

Appraisers

If you are a member of any of these groups, you can contact them to receive a copy of the GEM Manual.

LIABILITY AND INSURANCE - Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular event, we have contracted with John Buttine

Insurance Inc. Please refer to the OFFICIAL CONTRACTORS section of the manual for contact information.

LICENSE AGREEMENT - Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT - In the interest of safety, only those full time employees and sales representatives of exhibiting companies directly responsible for the set-up and dismantling of the booth will be permitted in the exhibit areas during move-in and move-out dates and hours, Under no circumstance will family, guests or children (under the age of 15) be allowed on the show floor during move-in and/or move-out.

PRE-SHOW BUYER APPOINTMENTS:

Show Management will allow pre-show buyer appointments on Thursday, February 7 - Saturday, February 9 beginning at 8am each day. **Pre-Show Buyer Appointments are not permitted on Opening Day, Wednesday, February 6.** Exhibitors interested in meeting with prospective customers in their booths prior to the 9:30am show opening must get written authorization from Show Management. Exhibitors need to complete an EARLY ACCESS FORM, available in the Show Management Office, Level 2 of JW Starr Pass Marriott, in Board Room, listing the names of the customers for the meeting (limited to three per company). **This form is only available on-site.** The exhibitors should meet their party in the lobby and escort the customers to the show entrance. Exhibitors and buyers are required to WEAR THEIR OFFICIAL SHOW BADGES to gain admittance to the show floor. If your meeting concludes prior to the 9:00am show opening, please escort your customers back out to the lobby area where they can wait until the show opens. Your cooperation with this policy will help us maintain overall security and the protection of your lines as well as those of your fellow exhibitors. **Authorization will not be granted for a pre-show appointment on the day of request.**

SECURITY - Century Security is the official booth security company. Please refer to the **Century Security** Order Form under the SECURITY section of the manual.

SHIPPING - Refer to Shipping section for information on your shipping options.

SHUTTLE BUSES – coming soon

SMOKING POLICY - Smoking is prohibited in all areas of the JW Marriott Starr Pass, including lobbies and stairwells, at all times.

TELEPHONE SERVICES / INTERNET LINES - All telecommunication services including internet lines will be handled through Event Technology. Please refer to the OFFICIAL CONTRACTORS section of the manual for additional information.
