



General Information

May 31-June 3, 2018 • Las Vegas Convention Center • Las Vegas, NV

SHOW MOVE-IN

Wednesday, May 30.....8:00 am – 6:00 pm

SHOW DAYS & HOURS

Thursday, May 31.....11:00 am – 7:00 pm

Friday, June 1.....11:00 am – 7:00 pm

Saturday, June 2.....11:00 am – 7:00 pm

Sunday, June 3.....11:00 am – 4:00 pm

Exhibitors will be permitted access to the show floor at 9am. Show floor must be cleared 30 minutes after show closes.

SHOW MOVE-OUT

Sunday, June 3.....4:00 pm – 10:00 pm

All merchandise must be packed and loaded out from the Las Vegas Convention Center by 10:00 pm on Sunday, June 3.

ANIMALS

Live animals or pets are not allowed on the show floor at any time. Only individuals with disabilities may be accompanied by their service or assistance animal.

APPRAISERS

There are no appraisers at the Las Vegas Show.

ARMORED SERVICES

Brinks: (800) 232-3149

Loomis: (800) 554-7363

Malca-Amit: (212) 840-8330 ext. 514

Ferrari: (516) 239-6141

ATTENDEE SELLING / VENDOR BADGES

If an attendee has merchandise they want to sell at the show, they must purchase a vendor's badge for \$500. USAS does not recommend dealers; it is up to the vendor to seek out a dealer with whom to do business. Vendors' access to the show floor is limited to the official show hours.

BADGES (EXHIBITOR REGISTRATION)

Exhibitors must pre-register all of their personnel who will participate in the event. Exhibitors register booth personnel via the online Exhibitor Console. Exhibitors may not request a badge for another dealer. Other dealers exhibiting in a dealer's booth must complete the Booth Share forms.

BADGE POLICY

U.S. Antique Shows strictly enforces and monitors the number of exhibitor and assistant badges requested by exhibiting companies. The policy has been designed to address the problem of assistants buying on the show floor prior to show opening, and fairness to other exhibitors. USAS has discretion to deny a badge to any person. The transfer of any exhibitor badge, or other misuse, is strictly prohibited and may result in termination of the exhibitor's contract with no refund. Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor during non-public hours without a badge.

BOOTH CLEANING

Booth cleaning is not included with your booth package. If you need your booth vacuumed prior to the show opening, you must order cleaning service. Refer to the Shepard Exposition Services forms in the Exhibitor Service Manual. Show cleaning is completed one hour prior to doors opening

BOOTH OCCUPANCY

Your booth must be staffed and open for business during regular show hours. You may not dismantle your booth prior to the show close. Failure to adhere to these rules may result in a fine and/or losing priority status in future US Antique trade shows.

BUSINESS CENTER

Business centers at the Las Vegas Convention Center are operated by Fed Ex. They are located in the South Hall lower lobby and the Central Hall Grand lobby. Hours of operation are Monday-Sunday 8:00 am to 5:00 pm. The Fed Ex office at the LVCC may be reached at 702/943-6780 or usa5042@fedex.com.

CHILDREN

Due to safety restrictions, children 17 years and under are not allowed on the show floor during move-in or move-out.



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COPYRIGHTS

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

EXHIBIT HALL

The Las Vegas Antique Jewelry & Watch Show will be located at the Las Vegas Convention Center (LVCC) – South Lower Hall. 3150 Paradise Road, Las Vegas, NV 89109.

EXHIBIT REQUIREMENTS

All displays must be fully set up by the opening of the show and all exhibits must be open for business during exhibit hours. No exhibit shall be moved from one location to another after set up time is ended. No exhibit merchandise, equipment, container or packing materials shall be brought into or out of exhibit space during exhibit hours. No dismantling or packing may begin before the show closes. Exhibitors shall not pack merchandise in flammable material. All exhibit space shall be vacated and left in good order within 24 hours of the close of the show. When vacated, all exhibit space must be left completely clear of paper and packing materials.

FREIGHT SHIPPING ADDRESS

Advance Warehouse – May 3 – May 23

Exhibiting Company Name / Booth # _____
Las Vegas Antique Jewelry & Watch Show 2018
c/o Shepard Exposition Services
5845 Wynn Road, Suites A, B, C, D
Las Vegas, NV 89118

Direct Shipments to Exhibit Site – After May 23

c/o Shepard Exposition Services
Exhibiting Company Name / Booth # _____
Las Vegas Antique Jewelry & Watch Show 2018
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

GRADING/TRADEMARKS

Exhibitor represents that it has complied with and will continue to comply with all regulations of the United States Federal Trade Commission relating to stamping and grading of jewelry. All Exhibitors, both foreign and domestic, whose product contains precious metals and who use a quality mark must also use a trademark registered with the United States patent and Trademark Office and furnish Show Management with a copy of the filed trademark and registration number.

HOTEL AND TRAVEL

We are partnered with onPeak for the Las Vegas Antique Jewelry & Watch Show. To book your reservations, please call or book online.

(800) 221-3531

(212) 532-1660 (Int'l)

[Click here](#) to book your hotel online

INSURANCE

The Las Vegas Antique Jewelry & Watch Show does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies (see Terms & Conditions on back of Exhibit Space Contract). Exhibitors must maintain insurance that meets the requirements outlined in the Insurance section of this manual and submit proof to The Las Vegas Antique Jewelry & Watch Show. [Click here](#), log-in to the exhibitor portal and submit your insurance certificate. You may also purchase insurance through TotalEvent by [clicking here](#).

INTERNET & TELEPHONE SERVICES

Telephone and internet services are not included with your booth package. If you require these services, please refer to the vendor order forms within this exhibitor service manual.

LIGHT PROJECTION

The projection of light or laser in any form onto any part of the building or other exhibits must be pre-approved by Show Management.

PRESENTATIONS, NOISE, LIGHTS, MUSIC, ETC.

All demonstrations must be confined within the booth, including the people watching the demonstration. Exhibitors and their representatives shall not congregate or solicit trade in the doorways or aisles. No live models, demonstrations or solicitors of any kind are permitted in the aisles. Exhibitors wishing to distribute souvenirs, prizes, pamphlets, brochures or any advertising matter, must see that such distribution is confined to the individual exhibit space. Show Management reserves the right to require the exhibitor to discontinue any noise, music, live or recorded announcements or programs that are deemed objectionable by Show Management.

PRESS

Gain visibility for your products in advance by contacting Michelle Orman from Last Word Communications at Michelle@LastWordComm.com

PRIVATELY OWNED VEHICLE – P.O.V.

Only a P.O.V. is allowed for hand carry and cartload service. A P.O.V. is any small to full-size car, van or S.U.V. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle. Vehicles can be no larger than a Ford Econoline Van.

PROMOTIONAL DISTRIBUTION

Distribution of any printed materials, samples or other articles shall be restricted to the confines of the exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each exhibitor's own space. If you have any questions relating to this subject or would like information on outside advertising, please contact Show Management at Operations@USAntiqueShows.com.

SECURITY

Las Vegas Antique Jewelry & Watch Show, Show Management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show

Management, the Las Vegas Convention Center, Show Management hired Security, Shepard Exposition Services, nor any of their officers, agents or employees assume any responsibility for such property, loss or theft. To order additional booth security, such as an overnight security guard, please contact SOA at soa@soasecurity.com. Or, you may refer to the SOA form within this manual.

SHARING OF EXHIBIT SPACE

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor unless previously approved by Show Management

SHUTTLES

Shuttles are not provided to and from designated hotels.

SIGNS – BOOTH ID

A booth ID sign is provided with company name and booth number.

SMOKING

Smoking is strictly prohibited in the exhibit hall, lobbies, and meeting rooms during move-in, move-out and all show days.

STORAGE

Storing of any crates, cartons, boxes or other show materials behind your booth wall is strictly prohibited. This is a fire code violation and may result in a fine and/or confiscation of materials. Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Shepard Exposition Services. Shepard will return all "empties" at the conclusion of the Show. Exhibitors may obtain labels marked "EMPTY STORAGE" at the Shepard Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label. Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels. Any excess samples may be stored during the show in "Overnight Storage Areas" designated by Show Management.

The Las Vegas Antique Jewelry & Watch Show provides security of the exhibit areas during set-up, show hours, non-show hours, and dismantling. 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 Las Vegas Antique Jewelry & Watch Show 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.**

SECURITY PRECAUTIONS

1. Do not leave exhibit space unattended at any time during trade show hours.
2. Have enough people to properly staff 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. Immediately report to guards or show management any persons or situations you feel might pose a security threat. 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. 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 Office. 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 prevented by the exhibitor to a great extent.

PRIVATE GUARD SERVICES

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. Exhibitors 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.