

One of the most important concerns of The Las Vegas Antique Jewelry & Watch Show is 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.