

# Security Information

Las Vegas Antique Jewelry & Watch Show Management makes every effort to protect 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, agents nor employees assumes any responsibility for such property, loss, or theft. **The safekeeping of your exhibit material and merchandise can only be assured by you and your staff.** Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Jewelry and small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

Review the Security Form linked below for more information on booth guards!  
[Private Booth Guard Order Form](#)

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

## Tips To Help Protect Your Product

- Do not leave exhibit space unattended at any time during trade show hours.
- Have enough people to properly staff exhibit space during peak traffic times.
- 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.
- Immediately report to guards or show management any persons or situations you feel might pose a security threat. Report people without proper badges, or anyone you may know to be registered improperly.
- Do not leave jewelry in locked or unlocked showcases overnight, unless you have private guard service.
- 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.
- 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.
- If private guard service is required, you must employ the official security contractor, SOA Security.

## 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.