

THE SMART JEWELRY SHOW

powered by **INSTORE & INDESIGN**



April 13 – 15, 2013 at Navy Pier in Chicago, IL – Conference begins April 12

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SECURITY INFORMATION

The security of The **SMART** Jewelry Show in Chicago is our first priority and Show Management has set the following guidelines to protect the exhibitors and buyers attending the show. Any infraction of these guidelines will be taken very seriously and could result in expulsion from the show. Please take this moment to familiarize yourself with these guidelines so there are no problems on site. Also, please share them with your employees who will be staffing your booth so that they understand as well.

Exhibitor Access - Please review the exhibitor access hours on the Show Hours page of this manual. In order to gain access to the show floor, an exhibitor must wear the official show badge or be escorted to a vault by a security guard. Our first priority is to check your line into a vault. As soon as you arrive at Navy Pier in the drop-off area ask a security guard how you can check in at the vault. The security guard will contact someone on the radio to escort you to a vault. Once you have checked in your line, please go to exhibitor registration and pick up your exhibitor badge. Exhibitor Registration will open on Thursday, April 11 at 12:00 noon. If you need access to the floor prior to 12:00 noon, registration will have a temporary move-in work pass, which will only be accepted on Thursday. After Thursday, only your official show badge will allow you access to the show floor.

Vault Access - Everyone on your staff has access to the vaults, but the person who checks in your line at the end of the day must be the same person who picks it up in the morning. The vault ticket numbers, signatures and badge must match for the cases to be released. Security may at any time ask to see your driver's license or passport, so please make sure that you keep this identification on you at all times.

Badge Information - The sharing or loaning of your badge is strictly prohibited. If you allow someone else to use your badge, the badge will be confiscated and a new one will not be issued, not just for this year's show, but for many shows in the future.

There will be a \$20.00 fee for replacement badges, whether they are lost, stolen or simply left back in the hotel room. The badging process is the front line defense in securing the show. We ask that you take great care in securing your badge while you are not at the show. Do not leave your badge out in the open in your hotel room while you are not there. Between catering, cleaning and bellmen making deliveries, too many people have access

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Badge Information (continued) -

to your room while you are not there. Please notify us immediately in exhibitor registration if you have lost your badge.

You have every right not to do business with anyone not wearing a badge or if they refuse to turn over their badge so that you can read it. Please report these individuals to the nearest show staff member or security guard.

Contractors - All contractors, including the general contractor, all independent booth setup contractors, cleaning, catering and convention center employees must wear an official **SMART** Jewelry Show badge to gain access to the show during move-in, show days and move-out. All contractors have been informed that they are not to approach the exhibitors to purchase products. If this happens, please report them to Show Management. Limited numbers of show day access badges will be granted to all contractors so that they can service their clients effectively.

Exhibitor Liability - Although we secure the perimeter of the hall and we have plain-clothes security officials roaming the floor, it is impossible for us to be everywhere at once. Therefore, you need to be careful when showing your merchandise to potential buyers. Never show more than one tray at a time and always lock your showcases before you turn your back on the aisle. Never leave your merchandise in your showcase overnight. It may not be valuable, but it may look valuable to a potential thief. Neither Show Management, the show contractors nor the Metropolitan Pier and Exposition Authority (Navy Pier) are responsible for lost or stolen items.

Insurance - Each exhibitor should obtain insurance not only for their merchandise, but also for their exhibit display. Check with your insurance company about a rider that can be put on your policy.

If You Have a Loss - Please contact Show Management or notify Security if you experience a loss. We will issue a show incident report which may or may not be acceptable to your insurance company. If you will need an official police report, please let us know at the time of the incident and we will have a Chicago Police Officer stop by your booth.

Private Guard Booth Security - If you would like to hire a security guard for your booth at night, you must use the Official Security Company services. A security guard order form can be found near the end in this section.

Storage of Non-Jewelry Related Booth Items - If you have other valuable items (i.e. VCR, Monitors, give-aways, etc.) that you would like to store overnight, please bring them to the security office each night. We highly recommend the use of this complimentary service.