



For further assistance, please contact our Exhibitor Service Department at 800-257-3626, 203-840-5684 or [inquiry.jcklasvegas@jck.reedexpo.com](mailto:inquiry.jcklasvegas@jck.reedexpo.com).

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### Dates & Times for Move-In, Show and Move-Out

#### MOVE-IN and INSTALLATION HOURS:

Exhibitor freight delivery and booth set-up will follow a targeted move-in schedule. Please refer to the [JCK Freeman Quick Facts](#), for your specific move-in date and time. Please read this information carefully, so you do not incur additional charges. You will need an exhibitor badge or temporary work pass to access the Show floor.

### Freight Target Floor Plans & Times

- Freeman has put together target plans by level: [Level 1](#) and [Level 2](#) - to assist everyone in the set-up of their booths. These maps are also available via [Freeman Online](#). This will allow for the show to open flawlessly and allow enough time to maintain cooler temperature and make sure the entire show floor is clean and set-up on time view Freight Target Floor Plans. **Please review carefully. If this policy is not adhered to by each exhibitor additional cost will be incurred.**
- With this policy of the Freight Target Floor Plan, we are requesting that each exhibitor to be set up and moved in no later than 5pm on Wednesday, May 29. Exhibitors will be allowed to tweak/fine-tune their booth after **5pm on Wednesday, May 29 and Thursday, May 30**. All freight doors and any doors to the halls will remain closed after 5pm on Thursday, May 30.
- **On Wednesday, May 29 after 5pm, all crates, containers, ladders, and toolboxes MUST be removed, and no booth construction will be permitted after this date and time. If these items are not removed by this date and time, they will be tagged as empty and forced into Access Storage at your expense. Please advise your EACs (subcontractors) regarding this policy.**

#### MOVE-IN HOURS:

Monday, May 27	8:00am – 5:00pm – by Target
Tuesday, May 28	8:00am – 5:00pm – by Target
Wednesday, May 29	8:00am – 5:00pm – by Target
Thursday, May 30	Product Day Only

**All exhibits must be completely assembled no later than 5:00pm on Wednesday, May 29, 2024.**



**PRODUCT ONLY DAY: Merchandise Pick-Up (Thursday, May 30)**

- Product Only Day is intended for picking up your product from your armored car carrier, setting up your product displays and attending to last minute details in your booth. To make sure that you're ready to open by 9:30am Friday, May 31, we ask that your merchandise be picked-up from your Armored Cars no later than Thursday, May 30 by 6:00pm. If merchandise is not picked up by this time, it will be available for pick up on Friday, May 31 at 7:00am on a first come, first served basis and you are NOT GUARANTEED to have your merchandise on time for the 9:30am Show opening.
- **Exhibitors can access the show floor on Show days at 7:00am with their Exhibitor Badge.**

**DISMANTLE AND MOVE-OUT:**

Monday, June 3	4:00pm - 8:00pm
Tuesday, June 4	8:00am - 5:00pm
Wednesday, June 5	8:00am - 5:00pm

**\*\*PLEASE NOTE: NO LABOR IS ALLOWED ON THE JCK SHOW FLOOR (INCLUDING GEMS) FROM 4:00PM – 6:00PM ON MONDAY, JUNE 3.**

**All exhibits must be removed by 5pm on Wednesday, June 5.**

Be sure that all pieces being shipped out are properly labeled or they may be mistaken for trash. **Under no circumstances can exhibitors “abandon” or leave their booth without arranging for dismantle labor and/or proper trash removal.** This can be arranged through Freeman and SES – please visit the Exhibitor Service Desk if you have questions or need to plan for the above services.

**All materials must be removed by the times noted above.**

**EMPTY CRATE RETURN:**

Empty crates and cartons will be returned beginning at 7pm on Monday, June 3 and will be finished by 8:00am on Tuesday, June 4. Please make your travel arrangements accordingly.

**REMINDER:**

***There is no labor allowed on the show floor between 4pm and 6pm on Monday, June 3. All exhibits must remain intact until the close of the Show.***



## GEMS at JCK

**Location:** Hall D, Level 2

### GEMS MOVE-IN:

Please refer to your target move-in timing for when you can begin move-in. \*\*Note that if you are using an EAC you will need to check with them on when they will be set and ready for you to move-in as they won't be able to start the process until the time designated in the target floor plan.

Monday, May 27	8:00am – 5:00pm - By Target
Tuesday, May 28	8:00am – 5:00pm - By Target
Wednesday, May 29	Product Only Day

### GEMS EXHIBIT HOURS:

Thursday, May 30	9:30am – 6:00pm
Friday, May 31	9:30am – 6:00pm
Saturday, June 1	9:30am – 6:00pm
Sunday, June 2	9:30am – 6:00pm
Monday, June 3	9:30am – 4:00pm

Exhibitors can access the show floor on Show Days at 7:00am with their Exhibitor ID Badge.

### DISMANTLE and MOVE OUT:

Monday, June 3: 4:00pm – 8:00pm

**There is NO LABOR allowed on the Show Floor for GEMS between 4pm - 6pm on Monday, June 3.**



## Hong Kong at JCK

**Location:** Level 1 Ballrooms (Casanova, Marco Polo & part of Galileo Ballroom)

### Hong Kong MOVE-IN:

Please refer to your target move-in timing for when you can begin move-in. \*\*Note that if you are using an EAC you will need to check with them on when they will be set and ready for you to move-in as they won't be able to start the process until the time designated in the target floor plan.

Monday, May 27	8:00am – 5:00pm - By Target
Tuesday, May 28	8:00am – 5:00pm - By Target
Wednesday, May 29	Product Only Day

### HONG KONG EXHIBIT HOURS:

Thursday, May 30	9:30am – 6:00pm
Friday, May 31	9:30am – 6:00pm
Saturday, June 1	9:30am – 6:00pm
Sunday, June 2	9:30am – 6:00pm
Monday, June 3	9:30am – 4:00pm

Exhibitors can access the show floor on Show Days at 7:00am with their Exhibitor ID Badge.

### DISMANTLE and MOVE OUT:

Monday, June 3: 4:00pm – 8:00pm

**There is NO LABOR allowed on the Show Floor for Hong Kong between 4pm - 6pm on Monday, June 3.**



## Show Information: A-Z Guide

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### **AGE RESTRICTIONS:**

In accordance with display rules and regulations and security measures, children 18 years of age and under, including infants, will NOT be admitted into the exhibit hall at any time during installation and dismantling. **There are no exceptions to this rule!**

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### **ACCESSIBLE STORAGE:**

Accessible Storage is available at show site for exhibitors to easily access their product samples and literature during show days only. All arrangements for accessible storage must be placed on-site at the Freeman Service Center.

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### **ALCOHOLIC BEVERAGES & ALCOHOLIC BEVERAGE SERVICES:**

The Venetian Resort and The Venetian Convention and Expo Center are regulated by the Nevada State Alcoholic Beverage Commission. Per Nevada State Law, alcoholic beverages of any kind will not be permitted to be brought into the Resort by the patron or any of the patron's guests or invitees from the outside. Nevada state law further prohibits the removal of alcoholic beverages purchased by the Resort for client consumption. Bartenders are required whenever alcoholic beverages are served in The Convention and Expo Center. The Resort does not allow self-service of alcoholic beverages at any time. All food and beverage items must be purchased from the Resort. Exhibitors wishing to serve alcoholic beverages from their booth may order through the Venetian's online ordering service.

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### **AIR CONDITIONING AND HEATING:**

Air conditioning and / or heating on the show floor of the Venetian Expo & Convention Center is provided during show days and hours only.

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### **ANIMALS:**

Trained service animals for persons with disabilities (i.e. dogs or other animals in accordance with the Americans with Disabilities Act that are individually trained to do work or perform tasks for people with disabilities) are permitted, provided they are leashed or under similar control as appropriate. No other animals are permitted in the Venetian Expo & Convention Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Such Exhibitor's must obtain necessary permits and comply with all relevant laws. If approved by the Center, animals must be on a leash, within a pen or under similar control at all times. Owners take full responsibility of their animals. For any questions, please contact Show Management before arriving at the Center.

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### **ARMORED CARS**

The only Armored Car Companies authorized to service JCK are Brinks, Malca-Amit and Ferrari. The State of Nevada has instituted very strict licensing procedures for all Armored Car Services. These companies above have gone through many procedures including filing of paperwork and employee credentials, presentations in front of the District Attorney board, training, and licensing since the summer of 2006. Please note that this new policy is beyond the control of the Armored Car Services, JCK Show Management, Reed Exhibitions, and is strictly mandated by the District Attorneys of the State of



Nevada. We have been told that any Armored Car Companies not listed above will not be permitted in the facility and cannot service the exhibitors of JCK.

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**AUDIO VISUAL:**

Freeman AV is the official audio/visual service company for JCK. They will maintain a full staff on site. Refer to [Freeman Online](#) for the A/V order form.

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**BADGE DEFINITIONS:**

BADGE TYPE	DEFINITION
Auction House	Companies that run auctions for jewelry. Auction houses focus on purchasing assets, previously owned items, and collectibles.
Buyer Retailer	Attendees that are responsible for planning, selecting and purchasing for their company, retail store and/or boutique. At JCK, buyer retailers are composed of: Independent Jewelry Retailers owning everything from single stores to multiple, Catalog Retailers, Chain Mass Merchants with 10-20 Stores, or more than 21 stores, Department Stores, Museum/Gallery Retailers, Online/Internet Retailers, Television Retailers, and boutiques in the gift and fashion space.
Buyer Wholesaler	Buyer Wholesalers are purchasing product to resell in large quantities at the wholesale level.
Diamond Buyer/Dealer	Attendees whose primary business is buying and dealing diamonds.
Distributor	Distributors who attend JCK don't have consumer-facing stores, but purchase with the intent to distribute to retailers.
Designer Buyer	Designers at JCK come to source and purchase materials, settings, stones, and other product necessary to design their own product.
Equipment Tool Buyer	Equipment tool buyers come to the show to source the technology, tools, and services needed to produce and repair product.
Gemstone Buyer/Dealer	Attendees whose primary business is buying and dealing gemstones.
Industry Professional	Individuals who work within the jewelry industry but do not directly buy product, own a store or produce pieces for consumers.
Pawn Broker	Pawn Brokers come to JCK to source additional product to display in their pawn shops.
Agency	Agencies that come to JCK offer services that can connect customers, focusing on marketing, technology, and public relations in the jewelry industry.
Appraiser	Appraisers come to JCK to learn about trends in the industry while connecting with exhibitors and retailers to understand product pricing and value in the industry.



Accountant/Attorney/Financial Ins/Banker	These customers are coming to meet with their clients and to help provide legal and financial assistance/guidance.
Manufacturers Rep	Manufacturers Rep are jewelry sales people that rep multiple lines/work for multiple manufacturers.
Non Exhibiting Manufacturer	Non-exhibiting manufacturers are those without booth space but part of a manufacturing company. These attendees pay a much larger fee to attend and are presented with options for exhibiting in the future.
Student	Students in the jewelry and gemstone field working towards relevant qualifications and career paths.
<b>PRESS</b>	
Consumer Business Press	Members of consumer/business media publications that are not editorial, they pay or sponsor to attend.
Consumer Editorial Press	Members of consumer/business media that are editorial and focus on coverage of trends, product and companies that target consumers.
Trade Business Press	Members of the trade media publications that are not editorial, they pay or sponsor to attend.
Trade Editorial Press	Members of the trade media that are editorial and focus on editorial and trend coverage in the industry.
<b>EXHIBITOR- JCK</b>	
Exhibitor Booth Staff	Members of the exhibiting company booked as staff by the exhibiting company's key contact. These individuals should plan to be on-site at the show.
Exhibitor Key Contact	The member of the company who organizes the company's badges, including themselves (if applicable) and their company's booth staff. The key contact doesn't have to be on-site at the show.
<b>OTHER ATTENDEE</b>	
Authorized Admittance	Those granted access to the show by the permission of show management.
Sponsor JCK	A company who is not exhibiting but has sponsorship presence of one or more elements of the show.
<b>MISC</b>	
Speaker	Speakers during the JCK Talks sessions and/or Keynote sessions. Speakers can be attendees, members of the press, or exhibitors.
Staff	Show management staff including those from the registration company or other supporting vendors. Note: Show Management from RX should have a small, magnetic badge worn at all times on-site.



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### **BADGE RULES AND REGULATIONS:**

JCK is continuing to raise the bar in providing the best-in-class security to ensure that our customers can do business in the safest and most secure environment. All attending professionals are required to show proof of relation to the industry and employment with their company. Exhibitors are also required to adhere to these qualification guidelines when adding booth staff. Anyone violation of these guidelines will be subject to removal from the show. Anyone supplying badges to someone that is not a qualified jewelry industry professional will risk future participation for themselves and their company.

- Proof of employment is required
- Exhibiting personnel must be directly associated with the exhibiting company
- Badges must be worn at all times and belong to you as the registrant. You cannot wear other individual's badges at any point.
- No badges can be supplied to other industry professionals directly from an exhibitor as an attempt to gain access to the show.
- The JCK exhibitor registration link will be closing before the on-site registration process begins. Exhibitors should make sure they are registering for badges as soon as it goes live.

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### **BALLOONS:**

Mylar balloons are specifically prohibited. Helium balloons are prohibited in linear booths or booths with an allowable height of 10' or less. Use of balloons in other booth configurations is subject to approval by Show Management and Venetian Expo/Venetian Hotel. Helium may not be stored on the premises. Balloons inside the facility must remain "tethered" to a fixed object. The balloon may be no larger than thirty-six inches (36") in diameter and must have approval prior to move-in of event from the Sands Event Services Manager and the Fire Marshal. There is a labor and equipment charge to retrieve balloons in the ceiling should they become loose at the Exhibitor's expense.

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### **BOOTH EQUIPMENT (STANDARD) INCLUDED IN YOUR CONTRACT TO EXHIBIT:**

Each 10' x 10' booth will be set with:

- Booth carpet (color to be determined by show management)
- (1) 1000-watt electrical outlet (intended use for American Fixture showcases ONLY)
  - Exhibitors planning to use the electrical drops for anything besides American Fixture Showcases MUST order electrical labor to plug in the desired equipment.
- Company identification sign for pipe and drape booths only.
- One (1) time vacuuming (Thursday evening - JCK), (Wednesday Evening – GEMS & Hong Kong)
- One (1) wastepaper basket per booth

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### **BOOTH ID SIGN REMINDER (FREEMAN):**

If you have ordered a standard exhibit booth through Freeman, your booth ID sign will be produced using your company name in the exhibitor dashboard. Any changes made after **May 6, 2024** may not be reflected in booth IDs and reprinting will be at the expense of the exhibitor.





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#### **BUSINESS CENTER:**

The Venetian Expo will operate a full-service business center on-site to provide copy and fax services, office supplies and small package shipping and all your business center needs. Located in the lower lobby, the Venetian Expo & Convention Center. Business Center information can be found on [The Venetian Expo Exhibitor Services site](#).

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#### **CARPET REMOVAL:**

Package carpet is provided in the exhibit hall. Exhibitors bringing their own carpet may lay their carpet on top of the package carpet. Exhibitors wishing to have their carpet removed must complete and return the [Package Carpet Removal Form](#) to Freeman by May 6, 2024 to have the carpet removed at no charge. Orders received after this date will be charged for carpet removal.

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#### **CATERING / FOOD & BEVERAGE:**

The Venetian Resort Las Vegas, composed of The Venetian, The Palazzo, and The Venezia Towers, as well as The Venetian Expo®, **have exclusive rights** to all Food and Beverage Products in the facility. Menus can be found on the [Venetian Expo Exhibitor Services site](#). Exhibitors may **NOT** bring food and beverage into The Venetian Expo from a third-party source. Additionally, only Venetian Expo and Venetian Catering personnel are permitted to handle food and beverage products.

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#### **CLEANING:**

Cleaning crews will be provided for general exhibit hall clean up, including aisles, before the opening of the Show and during Show hours. Show management will vacuum your booth the night before the Show opens (GEMS & Hong Kong - Wednesday night, May 29, 2024, and JCK will be Thursday night, June 30, 2024). Please place your wastepaper basket in the aisle each night, unless you have ordered booth space cleaning, because cleaning crews will not be permitted to enter your booth. If you need cleaning services in your booth – vacuuming, shampooing, trash removal, you can order these services, refer to the Sands Expo Booth Cleaning Services form located on the [Venetian Expo Exhibitor Services site](#). Exhibitors are required to place large trash items and all visqueen in the "Whales" provided by Show Management. Freeman will remove visqueen from Freeman supplied carpet.

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#### **COMPUTER RENTAL:**

[Freeman AV](#) is the official computer supplier for JCK. They will maintain a full staff on site at the Freeman Service Center for all your computer needs.

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#### **CONDUCT OF EXHIBITORS & EXHIBITOR STORAGE:**

Exhibitors must staff their booth(s) during all Show hours. **Dismantling of your booth prior to the official close of the Show is strictly prohibited and can jeopardize your participation for the following year and will result in fines!**

**Sabbath Observance** – On Saturday, June 1, 2024, JCK Show Management will place a sign at your booth stating that you are closed for the day, until 9:30am Sunday morning. Your product lines should remain in an assigned vault until Sunday morning.



To take advantage of this option and in order to be closed on Saturday, you **MUST** check the box that you observe Sabbath on the registration site. This is only an option for those exhibitors who close down their booths for Sabbath every year.

Storage of empty packing materials within the confines of your booth or behind booth drape is against Fire Marshall regulations. Please tag all materials with Empty stickers (available at The JCK Service Center and Floor Manager counters). These packing materials will be returned at the close of the Show. Exhibitors are encouraged to consider noise levels from equipment or from demonstrations when planning their booth layouts to avoid interference with neighboring exhibits.

Exhibitors should be reminded that if they are doing demonstrations or presentations, they must provide a viewing area for attendees. The use of aisle space for demonstrations, selling merchandise, or distribution of pamphlets and advertising material is prohibited. All sales and promotional activities must be confined to your exhibit space.

It is strictly prohibited to store cases, crates, boxes, etc. behind/outside of assigned booth spaces. It is against show rules and regulations as well as fire rules and regulations. The gutter space behind each booth is to be used for electrical access and electrical equipment only.

Jewelry storage cases are not allowed to be placed in any public areas. They can be stored during open hours of the show within the exhibitor's booth or in a vault area only. It is the exhibitor's responsibility to appropriately store the cases.

To ensure a safe environment to conduct business, **storage behind booths is prohibited per Fire Safety Regulations.** Show management will have personnel checking all gutter spaces behind booths to ensure that nothing is being stored in these areas. If we do find anything behind the booth that is not electrical, show management will have it removed and stored at the exhibitor's expense. Companies who have not complied with this regulation in the past have created major electrical problems for neighboring companies. It will be enforced vigorously.

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#### **COPYRIGHTED MUSIC:**

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

#### **ASCAP Licensing Dept. BMI (Broadcast Music, Inc.)**

1 Lincoln Plaza	10 Music Square East
New York, NY 10023	Nashville, TN 37203-4399
Tel: 212-621-6000	Tel: 800-925-8451, 615-401-2000



Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law and a breach of your contract for exhibit space for JCK. Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses. If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact us immediately.

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**CRATE REMOVAL, STORAGE AND RETURN:**

Empty crates will be removed to storage and returned to your booth beginning at 7:00pm Monday, June 3 and will be finished by 8:00am Tuesday, June 4 by the floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Many booths will not receive their crates until Tuesday morning after the show closes, so please plan your travel home accordingly. **Do not store merchandise in crates or cartons marked for empty storage.** We advise you to secure valuables immediately upon the close of the show and return the following day to dismantle your booth.

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**CUSTOM BOOTHS – MUST BE PRE-APPROVED:**

Exhibitors may bring a custom booth display only if it has been approved by JCK Show Management in advance of the show. [Guidelines and restrictions can be found here](#). Please e-mail your custom booth information (including all height measurements) to [jckbooth@reedexpo.com](mailto:jckbooth@reedexpo.com) for approval by April 5, 2024. Please submit as soon as possible.

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**DELIVERY OF JEWELRY MERCHANDISE:**

**For your safety and the security of JCK Buyers outside the exhibit hall,** JCK does not allow delivery of jewelry merchandise. Please do not ask for or accept delivery from any exhibitor.

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**DEMONSTRATION AREAS AND EQUIPMENT:**

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time. Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

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**DISPLAY REGULATIONS:**

Please see the **DISPLAY RULES & REGULATIONS** section of the manual for more information.

The following rules, which govern what an exhibitor can and cannot do with his/her booth space, are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the



safety of all concerned. [A quick review of these booth regulations can save you time and money by preventing on-site changes.](#) Hanging signs are prohibited at JCK.

All back walls and sidewalls must be finished (without graphics) if they border an adjacent neighboring booth. See-through back walls or displays which do not cover the back wall completely will not be allowed.

Walls adjacent to a neighboring booth must be finished, devoid of copy, logos or other graphics and neutral. Advertising and other copy facing an adjacent exhibitor is prohibited above the 10' height limit, unless it is positioned at least 10' from the adjacent exhibitor.

- No signage or decorative material may protrude into the aisles or encroach upon neighboring booths.
- No obstruction may be posted, tacked, screwed or nailed to columns, walls, floors or other parts of the building without prior approval from Show Management. Show Management at the expense of the rule-breaking exhibitor, will remedy any damage or defacement caused by infraction of this rule.

Please note that **ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND ACCESSIBLE with a minimum 36" clearance.** All fire strobe lights Extinguishers must be visible and accessible with a minimum 36" clearance in all directions.

After 5:00pm on Wednesday, May 29, 2024, any part of a booth with unfinished side or backwalls will be finished or draped by Show Management at the expense of the exhibitor.

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#### **DISTRIBUTION OF FOOD, BEVERAGES AND TOBACCO:**

All food, beverages and concessions are operated and controlled exclusively by the Center's Food Service Department. Arrangement for serving food and/or beverages must be made through the Catering Manager. Food and/or beverages will not be allowed on the premises unless purchased through the Center's Food Service Department or as an approved exhibit by Show Management.

The Center has exclusive contracts with certain food and beverage providers, e.g., soft drink. Contact the Center's Food Service Department for specific details

A special permit is required from the State of Nevada for alcoholic beverage samples used as part of an exhibit or display. Contact the Event Services Department for permit procedures. Alcoholic beverages must be served according to Nevada Statutes, rules and regulations. Identification must be checked prior to serving alcoholic beverages or distributing tobacco products. Tobacco products **may not** be consumed within the physical structure of the Venetian Expo & Convention Center in compliance with no smoking laws.

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#### **DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE:**

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.



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**DOUBLE DECKERS // MULTI-LEVEL & COVERED BOOTHS:**

All double-decker or multi-level booths must be a minimum of 440 sq ft, an island booth, and are subject to show management approval. For approval, please send to: [jckbooth@reedexpo.com](mailto:jckbooth@reedexpo.com). Double-decker booths or booths with a covered ceiling of 1,000 sq. ft or larger are required to install sprinklers. This must be installed and operational by the time booth construction is complete. Please contact the Venetian Expo Facilities Department at 702.733.5151 or [facilities@venetianexpo.com](mailto:facilities@venetianexpo.com) for more information. Instead of a sprinkler system, the booth may choose to get a 24-hour security fire watch with Fire Extinguisher.

Exhibitors with booths 1,000 sq. ft. or larger and double-decker booths should submit booth plans to show management for review and approval. Exhibitors of 1,000 sq. ft. or larger are no longer required to obtain a permit from Clark County Building Department (CCBD); however, they are still required to have an engineering structural integrity stamp of approval – please have a copy available in your booth if this pertains to your exhibit size.

**AFSS - Automatic Fire Safety System (AFSS) Requirements/ Sprinkler Coverage for Large Displays**

Single-level covered, and multi-story displays do not require sprinkler coverage as long as the following fire prevention safety measures are in place:

- Duration of event where the exhibit booth is displayed must be fewer than seven show days (move-in and move-out days are not included)
- Maximum of two levels. If the two-story display has an enclosed rooftop, the roof must be a 70% open-grid/FM meltaway/FM debris barrier
- At least one fire extinguisher must be within reach at all times. If a space is divided into separate rooms, there must be one fire extinguisher per room
- Exhibit booths must be constructed of noncombustible materials
- Booth-specific fire watch security must remain present at all times outside of active show hours
- An unsprinklered covered booth measuring more than 1,000 sq. ft. must maintain a 20 ft. distance from vehicles and any other unsprinklered covered booths of that size
- Open flames and hot work are prohibited within 35 ft. of a covered, unsprinklered booth measuring more than 1,000 total sq. ft.

Any covered booth larger than 1,000 sq. ft. that is on the show floor as a completed structure for more than seven days must be sprinklered. Please contact The Venetian Expo Facilities Department at 702.733.5151 or [facilities@venetianlasvegas.com](mailto:facilities@venetianlasvegas.com) for more information.

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**DRONES/UNMANNED AERIAL VEHICLES (UAV)/REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS):**

The operation of Drones/Unmanned Aerial Vehicles (UAV)/Remotely Piloted Aircraft Systems (RPAS) within the facility, or on the property as a whole, outside of a demonstration within a confined netted area, is not permissible.

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**ELECTRICAL:**

Exhibitors will receive (1) 1000-watt electrical drop per 100 sq ft of booth space with the intent to power American Fixture showcases. Labor to hook-up American Fixture showcases will be provided for ONLY those customers who have ordered showcases through JCK's official showcase provider, American



Fixture. If an exhibitor will not be using any showcases for their booth, they are allowed to use the allocated electricity for their other materials. However, they must hire SES labor to connect it to their desired equipment and pay them directly. The electrical drops do not have standard plugs to prevent unauthorized use, so labor must be hired to assist with this task.

All electrical work will be done exclusively by the SES electricians. Please refer to the SES Electrical order form located on the [Venetian Expo Exhibitor Services site](#). SES is the provider of electrical services. Please refer to them if there are any issues on-site.

Use of power: Exhibitors who use another exhibitor's power will be charged a 100% service fine. Venetian Expo will have personnel checking electrical usage.

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#### **EXCESSIVE TRASH AND BOOTH ABANDONMENT:**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

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#### **EXHIBITOR APPOINTED CONTRACTORS:**

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the Exhibitor.

To review the information on the [EAC Process](#) follow the link.

Management requires each approved EAC to wear a wrist band. For your convenience, wrist bands may be picked up at the EAC counter either at C Entrance or C-D Dock (C-46 Door) with Security. Proper credentials will be required. Only three designated supervisors of approved EAC's will be issued the necessary credentials. Please do not give Exhibitor Badges to EAC personnel for Security reasons.

**EXHIBITOR SERVICE CENTERS ON-SITE – FREEMAN'S** Exhibit Support team will be available from 8 a.m. – 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

The Venetian Expo & Convention Center will also maintain a Service Center during set-up, show days and dismantling. Any on-site inquiries regarding orders for electrical, telephone, internet, booth cleaning, booth catering, booth lighting or compressed air/water/drain service should be made at the **Venetian Service Center**.

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.

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**EXHIBITOR REGISTRATION:**

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times. No badges can be supplied to other industry professionals directly from an exhibitor as an attempt to gain access to the show. Otherwise, they risk future participation for themselves and their company.

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**EXHIBITOR SERVICE AREA:**

Freeman will maintain a service center during set-up, show days and dismantling. All other official Show contractors will also be set up in this area as well. Refer to the [Freeman Quick Facts](#) for hours of operation.

All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, and special show services. **Exhibitors who have ordered labor must 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.

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**FACILITY LIGHTING:**

Lighting on the show floor of the Venetian Expo & Convention Center is provided at 50% on move-in and move-out days and at 100% on show days and is shut down within one hour after the close of the show.

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**FIRE AND SAFETY REGULATIONS:**

The City of Las Vegas Fire Department, in conjunction with the Venetian Expo & Convention Center, has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall. These regulations are detailed in the [Fire Safety Regulations & Information](#).

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**FLOOR MANAGERS:**

We have professional Floor Managers working on the Show floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

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**FLORAL/PLANT RENTAL:**

[Spring Valley Floral](#) is the official florist for JCK. A service representative will be available on-site. Please be sure to indicate your booth number on all forms. Spring Valley will maintain a full staff on-site at the Exhibitor Service Center.

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**FOOD & BEVERAGE DISTRIBUTION:**

All Exhibitors serving food and/or beverage must comply with the rules and regulations set forth by the Venetian Expo & Venetian Catering Departments. No Outside Food & Beverage is allowed, and Venetian Expo & Venetian Catering is the exclusive provider of all catering services at the Venetian Expo & Convention Center.

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**GOOD TASTE AND THE RIGHTS OF OTHERS:**

Show Management may require any Exhibitor to make changes in their exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards.

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**HALOGEN LIGHTS:**

Halogen lights need to meet fire safety code regulations. All halogen lights must have covers or screens. Show management will be checking all halogen lights and if they do not meet the fire and safety regulations, the exhibitor will be asked to remove the lights. This will ensure a safer working environment for all.

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**HOTEL/TRAVEL:**

Please see the [Hotel & Travel](#) section of the show website for details on hotels and important deadlines.

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**HANDOUTS:**

You may distribute literature, samples or other material only from within your booth space. Distribution outside of your contracted space (i.e. in aisles, in public areas, etc.) is strictly prohibited unless approved by Show Management.

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**HANGING SIGNS:**

Hanging signs are prohibited at JCK.

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**HARDWALL DISPLAYS:**

Exhibitors using a hardwall display must leave a nine-inch (9") clearance at the rear of the booth for access to electrical equipment, etc. Back-to-back hardwall displays must have eighteen inches (18") between the hardwalls. Please make sure to install a mouse hole in the rear of each booth. This is a safety and electrical service issue.

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**HEALTH AND SAFETY RECOMMENDATIONS (IN-BOOTH):**

Please refer to the [Exhibitor Display Regulations](#) for recommendations as it relates to health and safety (hand sanitizers and exhibit booth disinfecting). Please also refer to our health and safety information [here](#).

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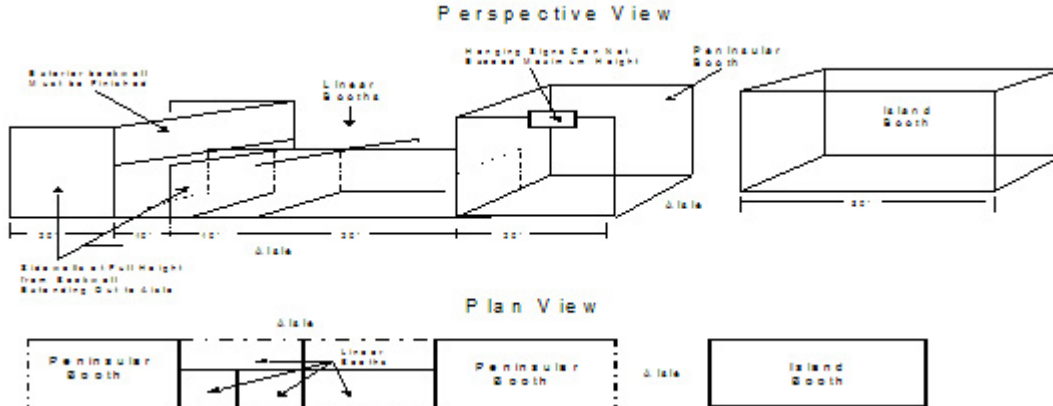
**HEIGHT LIMITATIONS:**

JCK follows the Cubic Content Rule, which allows exhibitors to make maximum use of their booth space.





Under the Cubic Content Rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to the booth type as indicated below.



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly.

Level / Exhibit Area	Booth Type	Max. Height
Level 2 – Halls A, B, C	Linear/Corner (Bound by 1-2 aisles)	10'
Level 2 – Halls A, B, C	Peninsula/Island (Bound by 3-4 aisles)	20'
Level 2 – Hall D (GEMS)	All Booths	10'
Level 2 – Gallery	All Booths	12'
Level 1 – Hall G	Linear/Corner (Bound by 1-2 aisles)	8'
Level 1 – Hall G* (Booths LNG100-500)	All Booths (within range of booth numbers mentioned)	8'
Level 1 – Hall G	Peninsula/Island (Bound by 3-4 aisles)	10'
Level 1 – Lower Lobby (Gallery)	All Booths	8'
Level 1 – Jr. Ballrooms	All Booths	8'

**\*\*\*REMINDER:** Hanging signs and banners are strictly prohibited at JCK.\*\*

**INSPECTION DEADLINE & PRODUCT DAY:**

Thursday, May 30 is PRODUCT DAY ONLY. All booths must be set by Wednesday, May 29 @ 5:00pm so that we can properly clean and cool the Exhibit Halls for opening morning on Friday, May 31. ALL CRATES AND EQUIPMENTS WILL BE REMOVED FROM THE EXHIBIT HALLS BY THAT TIME REGARDLESS OF THEIR STATUS.

Any booth not occupied by 3:00pm on Wednesday, May 29, 2024, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be late, then Freeman will set up the display as best they can with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs.



Exhibitors with special needs that require variance from these guidelines must get prior approval from Show Management.

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**IN-BOOTH SAFE PROGRAM WITH ROLLAND SAFE:**

Exhibitors are vulnerable to theft and loss in the trade show environment. A rental safe provides the added security and convenience of allowing you to securely store valuables on-site instead of packing them after show hours and transporting them to a remote secure storage area.

Rolland rents high security safes to protect exhibitor property before, during and after show hours. Rolland personally coordinates with JCK to address all safe-related logistics, installation and post-show de-installation. We also provide exhibitor customer service to ensure that all of your needs are addressed. [View In-Booth Safe Program.](#)

If you have any questions about the Rolland In-Booth Safe Program, please contact Gicela Gonzalez at [saferentals@rslc.net](mailto:saferentals@rslc.net).

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**INTERNATIONAL SHIPPING/CUSTOMS BROKER:**

Phoenix International is the official provider of international shipping, customs brokerage, freight forwarding and related services for the show. 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 ensure 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. [Customs Shipping Form](#)

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**JEWELRY DISPLAY REGULATIONS:**

JCK is a "FULL DISCLOSURE" show. The following regulations have been established to maintain the quality and integrity of the products displayed at JCK 2024.

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 Jewelers of America  
JIC Jewelry Information Center  
JVC Jewelers Vigilance Committee  
ISA 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.

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#### **LABOR REGULATIONS & INFORMATIONS:**

Las Vegas has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. Freeman is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found in via [Freeman Online](#). If you have any further questions or would like a quote for labor services, you may contact Freeman directly at 702-579-1400.

Exhibitors using contractors other than Freeman for labor and/or supervision must complete the online [Exhibitor Appointed Contractor Commitment form](#) prior to May 6, 2024. NO EXCEPTIONS CAN BE MADE AFTER THIS DATE. To ensure compliance with rules and regulations, please make sure to refer to the [EAC process](#).

**All booth set-up and tear-down labor must be properly hired union labor.**

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## 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 property, 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.

In the event you do not have Commercial General Liability or would like to purchase Event Cancellation Insurance, the John Buttine Inc Exhibitor Insurance program offers General Liability and Event Cancellation Insurance policies to exhibitors of all sizes.

For more information: <http://www.buttine.com/eventExhibitor.html>

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## 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.

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## LIFTING POSTURE:



## Manual handling

Performed incorrectly, manual handling can put stress on the body and cause serious injury. The hazards involved occur when a person is required to lift, lower, push, carry or otherwise move, hold or restrain a load.

How to avoid a manual handling injury when lifting:



1

Plan and check for dangers to yourself or others. Is the destination of the load clear, free from obstruction and within reason?



2

Check your balance and position. Is the load stable, within your weight limits and easy to grip?



3

When lifting items use your legs. Do not jerk when lifting, keep the movement smooth and take a rest if needed.



4

When moving your load, move from your feet. Do not twist and keep the heaviest part of the load against your body.



5

Ensure that others can see you. If required, wear your personal protective equipment (PPE).

### Injury may result when a person:

- Sustains or holds an awkward posture.
- Uses repetitive or sustained force.
- Uses high or sudden force.
- Performs repetitive movement without breaks.
- Lifts weights above their limit.

### As an employer you must:

- identify hazards.
- eliminate the risks wherever possible.
- minimise the risk by implementing control measures.
- maintain control measures and update procedures frequently so they remain effective.
- constantly review risk control measures.
- seek professional advice to avoid any potential injury to staff and costly claims.

### As an employer you must:

- ensure you are aware of, and follow all policies or procedures your employer has in place.
- take reasonable care for your own health and safety and do not place other workers at risk by your actions.
- use correct lifting procedures
- use mechanical aids or team lifting
- comply with any reasonable instruction given by your employer or manager.
- be proactive in identifying and reporting potential hazardous manual handling tasks.
- notify your manager immediately of any injuries or illness.





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**MATERIAL HANDLING AGREEMENTS/ SHIPPING INFORMATION:**

All freight that is to be shipped from the **Venetian Expo & Convention Center** must be accompanied by a Material Handling Agreement unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as the destination. Material Handling Agreements may be obtained from FREEMAN at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement to the FREEMAN Service Desk.

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**MATERIAL HANDLING (DRAYAGE) SERVICES:**

Freeman is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Sands Expo Convention Center. Material handling includes return of your empty cartons and crates at the close of the Show. Please refer to the Material Handling section of [Freeman Online](#) for more details.

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**MOBILITY SCOOTERS:**

Mobility scooters are no longer available for rent from the Venetian Expo. Please reach out to one of the following for delivery to the Venetian Hotel or the hotel you are staying at.

<a href="#">ScootAround</a> US & Canada Toll-Free: 1-888-441-7575 Phone: (204) 982-0657	<a href="#">Scooter Bug</a> (800) 877-6106	<a href="#">Desert Medical</a> (702) 876-9171 (866) 711-9171
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**NO FREIGHT AISLES:**

All items left in "NO FREIGHT" aisles during move-in and move-out will be moved into the booth by the Official Service Contractor, to avoid delays and ensure a timely move-in and move-out process. "NO FREIGHT" aisles are required by Clark County Fire Rescue Division and will be clearly marked.

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**NON-OFFICIAL CONTRACTORS:**

Management has taken the time to research and select preferred vendors or contractors for the services you will need to purchase surrounding this event. Not all these necessarily will offer the lowest overall cost, but rather superior service at a fair cost.

Towards this end we ask you to be very careful in the selection of non-official contractors. Include in your costs such items as extra labor, drayage/freight, etc. into the price quoted.

Remember and take into consideration that only official contractors have service desk representation at show site, are allowed early move-ins, late delivery access, work areas on the show floor, etc.

Also, in the event you have a problem of any type with a non-official contractor, we as show management have no recourse whereas a problem with an official contractor can be addressed much more easily and professionally.



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#### **OUTBOUND SHIPPING:**

**FREEMAN Transportation** is the Official Domestic Carrier of **JCK**. Please refer to **FREEMAN ONLINE** for further information and assistance regarding Air Freight, Padded Van Lines, and Common Carrier.

**FREEMAN Transportation** will maintain a full staff on-site at the Exhibitor Service Center.

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#### **PACKAGE SLICKS / PIPE & DRAPE:**

JCK requires that all exhibitors order one of the turnkey booth structures unless approval on a custom booth build has been received by show management. Any exhibitors who do not purchase an approved booth structure and do not have custom booth approval in advance of the show will have a booth built for them at the exhibitor's expense. Pipe and drape is only available for designated pavilions within JCK.

[JCK has created turnkey packages for exhibitors who will not be bringing a custom booth display.](#) A

reminder: take advantage of the early-bird pricing and order your booth package by **May 6, 2024**.

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#### **PERSONNEL ALLOWED DURING MOVE-IN / MOVE-OUT:**

In the interest of safety, only those full-time employees and sales representatives of exhibiting companies and authorized personnel of Exhibitor Appointed Contractors 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, consistent with Nevada state labor laws. Under no circumstance will family, guests or children (under the age of 18) be allowed on the show floor during move-in and/or move-out.

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#### **PRE-SHOW BUYER APPOINTMENTS:**

Show Management will allow pre-show buyer appointments on Saturday, June 1 - Monday, June 3 beginning at 8:00 am each day. **Pre-Show Buyer Appointments are not permitted on Opening Day, Friday, May 31.** 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 the Venetian 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 9:30am 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.**

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#### **PHOTOGRAPHY & VIDEOGRAPHY:**

Oscar & Associates is the official photographer and videographer. Refer to the [order form](#) for order information.



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#### **PRIVACY:**

Exhibitors are responsible for complying with all applicable privacy and data protection laws regarding personal data they collect, capture or otherwise obtain at the show, including but not limited to providing any required notices and obtaining any required consents, permissions, authorizations and/or releases, such as for recording attendees during demonstrations or communicating with attendees whose badges they scan, and meeting any requirements for access, storage, transmission and deletion.

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#### **PROHIBITED ACTIVITY/CODE OF CONDUCT & WEAPONS POLICY:**

Please refer to our [Safety, Security & Wellness Information & Policies](#).

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#### **SECURITY:**

Show Management will provide uniformed guards on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses **however the final responsibility lies with the exhibitor**. If you have items in your booth that are vulnerable to theft, take advantage of the vaults to lock up your merchandise during non-show hours. You may also request a price list for additional security from Allied, the event security vendor, from Show Management. No outside security of any kind will be allowed without express prior written approval from Show Management. Please review the Security Advisory Bulletin included in this manual to assist you in safeguarding your merchandise. Show Management is NOT liable under ANY circumstances for product, merchandise, displays, etc. We encourage you to purchase or [rent video equipment that covers your booth area 24/7](#) to insure you have a record of who enters and leaves your booth space.

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#### **SECURITY PROCEDURES:**

- **Every JCK participant should be aware of the following security procedures:**
  - Security staff may approach you outside the event, at entry or inside the event in order to assist
  - You are required to wear the event ID badges/credentials provided to you
  - Security safeguarding measures and operational plans are in place at JCK, including:
    - Badge/ticket verification
    - Physical screening/bag checks
    - Walkthrough metal and weapon detectors
    - Monitored and recorded security surveillance/CCTV
    - Uniformed and covert security guards
    - Crowd management/stewards, signage and barriers, as necessary
- **Every JCK participant is requested to:**
  - Leave appropriate time to comply with entry requirements and remain patient and courteous while undertaking security checks
  - Keep personal property with you at all times and do not leave any items unattended. RX and the event are not responsible for lost or missing property
  - Report anything that looks unusual, suspicious, or out of place to a member of security or JCK staff
  - Always carry a recognized form of photo ID





- Comply with all event policies, signage and the instructions of JCK staff. Operational adjustments may occur throughout JCK
- Monitor your health and don't come to JCK if you are not feeling well
- Please be aware of and respect the personal boundaries of your fellow participants so that everyone can enjoy their time at JCK
- On your final visit to JCK, dispose of your badge inside the event or after you have returned home, not in bins immediately outside JCK

**The full safety, security and wellness information and policies is available here at all times:** (<https://lasvegas.jckonline.com/en-us/safety-security-wellness.html>)

**BE AWARE:** By participating in JCK in any way, you agree and acknowledge to RX and its event partners ("management") that you will not possess or use any of the following prohibited items in connection with the event: a firearm; ammunition; knives; weapons of any kind; objects or toys that appear to be firearms, ammunition, knives, or weapons; self-defense or restraining devices; or any explosive or flammable objects.

**NOTE: Management has a ZERO TOLERANCE POLICY for weapons of any kind at JCK.** Event security and local law enforcement officials will treat anything that looks like a real gun as a real gun.

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#### **SHOPPING BAG REGULATIONS:**

Exhibitors may distribute bags ONLY from within their booth space during the show. If exhibitors are found distributing bags outside of their given booth area, they will be subject to applicable sponsorship fees. It is important that the bags do not mention the word jewelry, feature present or future show dates, or photos/pictures of any kind of jewelry or diamonds. Once these bags (and the buyers carrying them) leave the security of the Sands/Venetian, they become walking billboards. This alerts the general public there is a jewelry show in town. The buyer carrying the bag also becomes a potential target for thieves when outside the show.

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#### **SHOWCASES:**

An electrical connection fee of \$25.00 per showcase has been negotiated by Reed Exhibitions to insure a smoother move in for our Exhibitors. This fee covers the following:

- Labor and materials to hook up, tape electrical cords if needed and make certain that there is sufficient power in the booth to accommodate all showcases in a safe manner. All labor involved will be performed by and be the responsibility of SES Electrical Services, hired by Reed Exhibitions. Exhibitors are advised that American Fixture is not permitted to and will not be involved with the electrical connection of the showcase(s) and the Exhibitor agrees that Levin shall have no liability with respect thereto. This coordinates two services so you won't be delayed on your move-in. **Please contact SES with any electrical issues on-site.**
- In order to ensure that the electrical cords are hooked up properly, American Fixture will place the cases in the proper position as directed by the Exhibitor Layout. A LAYOUT MUST BE SENT TO AMERICAN FIXTURE WITH YOUR SHOWCASE ORDER TO ACCOMPLISH THIS.
- This fee does not include electrical power in excess of the 1000-watt outlet supplied with your booth. If additional power is needed it must be ordered from SES. Reed Exhibitions reserves the right to have SES install extra power if needed and invoice exhibitors directly.



- By placing an order with American Fixture, the Exhibitor is authorizing the above service. If additional power is needed, SES will install the power and place the charge for this service on the Exhibitor's invoice for electrical. Electrical charges over the 1000 watts provided with the booth are the responsibility of the Exhibitor.
  - [JCK SHOWCASE ORDER FORMS \(All except Design Collective and GEMS\)](#)
  - [JCK DESIGN COLLECTIVE SHOWCASE ORDER FORM](#)
  - [GEMS SHOWCASE ORDER FORM](#)

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#### **SHOW MANAGEMENT OFFICE:**

The Show Management Office, located on level 2 of The Venetian Expo, will be staffed during move-in, show and move-out hours.

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#### **SMOKING:**

The Venetian Expo is a **non-smoking** building. Smoking is not permitted anywhere inside the building during set-up, show days and tear-down. Stairwells have been equipped with ultra-sensitive smoke detectors. **Any person caught smoking in the stairwells or inside the Convention Center will be removed from the premises.**

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#### **SOUND LEVELS:**

Sound level of presentations should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all customers.

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#### **TELEPHONE SERVICES/INTERNET LINES:**

All telecommunication services including internet lines will be handled through Specialized Event Services (SES). Refer to the SES instructions and order form located on the [Venetian Expo Exhibitor Services site](#). Sharing of internet services is strictly prohibited.

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#### **TRANSPORTATION OF JEWELRY AND FINE GOODS**

All jewelry and fine goods should be transported to JCK utilizing one of the preferred armored car companies listed within the show's Exhibitor Manual. Shippers of any goods are fully responsible for their items, including, but not limited to, during transit and within the show venue. Show management, official show vendors and the venue are not liable for any theft, loss or damage.

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#### **TRASHCANS/WASTEBASKETS:**

Freeman will provide all booths with wastebaskets. When your trash is full, please leave the basket at the edge of your booth at the "front aisle end" for SES's cleaning crew to dispose of. They will replace the wastebasket back in its same front aisle space.



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#### **VAULTS:**

A single vault will be accessible during move-in starting 8:00 AM Tuesday, May 28 on a 24-hour basis. General JCK vault access will begin at 7:00 AM on Thursday, May 30 and Wednesday, May 29 for Gems. During move-out there will be a single vault accessible until 3:00 PM on Wednesday, June 5. Additional vault details will be provided via a booth drop before the show opens.

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#### **VEHICLES ON DISPLAY:**

Prior notice must be given to Show Management regarding motorized vehicles of ANY type. Vehicle(s) to be displayed in the Center during shows must have battery cables disconnected, a lockable gas cap and may not contain more than a 1/8 tank of fuel. A spotting fee will also be charged to bring vehicles in and out of the facility.

In addition the below fire regulations must be adhered to:

- All Vehicles must have both battery cables disconnected and taped, alarms disconnected, and fuel filler caps locked or sealed to prevent escape of vapors to avoid tampering.
- Fuel tanks cannot be more than 1/8 tank full or contain 5 gallons, whichever is less.
- Vehicles must be set back 10 inches from aisle.
- Vehicles may not be started or battery cables connected during show hours.

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#### **VENDOR INVOICES:**

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the convention center.

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#### **WATER BOTTLE PROGRAM:**

The Venetian Resort Las Vegas, composed of The Venetian, The Palazzo, and The Venezia Towers, as well as The Venetian Expo®, **have exclusive rights** to all Food and Beverage Products in the facility. The Venetian Expo is offering a water bottle program to exhibitors to get bottled water delivered to their booth. Exhibitors may **NOT** bring food and beverage into The Venetian Expo from a third-party source. Additionally, only Venetian Expo and Venetian Catering personnel are permitted to handle food and beverage products. To take advantage of the program please refer to the [Venetian Expo Exhibitor Water Bottle Program](#) form.



## HOW CAN I SAVE MONEY?

- Order furniture, utilities, etc. in advance of deadline dates, Freeman is offering a discount on Furnishings if orders are placed online prior to May 6, 2024.
- Load your carpet on the truck last so it can be installed first while the rest of your materials are being unloaded
- Pre-plan and assemble as much of your exhibit as possible before shipping it to the exhibit hall
- Indicate on the back wall where each product or sign is to be placed
- Pre-wire electrical connections before shipping
- Don't schedule labor for 8am if your truck is scheduled to unload at 8am - allow for your display and equipment to be unloaded first

## WHAT WILL MY SET-UP PERSON NEED?

- Material Handling Agreement (Bills of lading/shipping paperwork)
- Complete layout of the exhibit/copies of all service orders you placed ahead of set-up
- Security and vault procedures
- Certificate of Insurance
- Exhibitor Manual/Exhibitor Badge material

## CAN I SET-UP MY OWN BOOTH?

You can set your own booth, provided personnel working are bona fide full-time employees of the exhibiting company. The local union must render any labor services required beyond what your full-time employees can provide. Labor can be ordered pre-show or on-site. The union steward may request proof of full-time employment status of any personnel working in your booth. If you need assistance, Freeman has qualified personnel to assemble and dismantle custom exhibit booths. Please be advised no one under the age of 18 will be permitted during move-in or move-out days.

## HOW DO I ORDER LABOR IF I NEED IT?

*NOTE: You do not need to order separate labor for drayage service (unloading of carriers and moving materials to your booth). This labor is included in the material handling service charge.*

- Complete the "LABOR ORDER FORM" that is enclosed in the GENERAL CONTRACTOR section of [Freeman Online](#) prior to show dates; orders received at show site will be processed after advanced orders in all cases
- Check cartons and crates in your booth against your bills of lading (including carpet, whether rented or your own).
- Go to the Exhibitor Service Center labor desk to sign out your labor. Note the time on your work ticket.
- Upon completion of the work in your booth, accompany the labor back to the Exhibitor Service Center and write the time on the work ticket. If there is a dispute with the times, ask Show Management for assistance.
- **UNDER ANY CIRCUMSTANCES, DO NOT TIP LABOR FOR ANY SERVICES.**



**DOES MY TRUCK DRIVER NEED TO CHECK IN AT THE "STAGING AREA?"**

To maintain proper traffic control in the dock area, all trucks must first report to the marshaling area. Please make sure your driver checks in prior to 3:30pm daily.

**SHIPPING VALUABLES**

When shipping valuables for JCK it is recommended to utilize one of the preferred armored car companies listed within the show's Exhibitor Manual. Exhibitors and partners assume 100% responsibility for the safety and security of their items, as show management and official show vendors are not liable for any theft or loss occurred.