

## Security, Vault and Armored Car Information

### ARMORED CARS

The only Armored Car Companies authorized to service JIS ARE: Brinks, Ferrari and Malca-Amit. The State of Florida has instituted very strict licensing procedures for all Armored Car Services. The 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, JIS Show Management, Reed Exhibitions, and is strictly mandated. 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 the JIS Show.

### SECURITY ADVISORY

**This section includes important documents regarding security for JIS. Please review these documents carefully to ensure a safe, secure and profitable experience at JIS, as well as getting there and getting home.**

### SECURITY REGULATIONS AND CODE OF CONDUCT

Our objective is to provide a quality show in which exhibitors and buyers can meet to transact business in a secure environment, and in a fair and equitable manner. To ensure this objective, the following security regulations and code of conduct have been prescribed by the Show Advisory Board and adopted by Show Management.

#### SECURITY REGULATIONS:

1. Official JIS Exhibitor Show badges must be worn at all times by all individuals on the exhibit floor.
2. A badge may be worn only by the person whose name appears on it, and that person must be directly associated with an exhibiting firm. Anyone wearing an unauthorized badge or a badge belonging to another person will be subject to immediate removal from the show.
3. Exhibitors and buyers will be permitted on the exhibit floor only during hours specified in the Exhibitor Service Manual and the Show Guide, unless prior approval is obtained from Show Management.

#### CODE OF CONDUCT:

1. "Hawking," promoting or showing of merchandise outside of an exhibitor's booth or exhibit area is strictly prohibited.
2. Any exhibit demonstrations, display, or sounds which distract or annoy buyers or other exhibitors, or which are deemed by Show Management to be unprofessional, are not permitted.
3. Only companies officially assigned by Show Management to a booth will be allowed to occupy or show merchandise in that booth. Exhibitor shall not display merchandise other than exhibitor's own product line, or that product line for which

exhibitor is the sole United States representative and for which exhibitor submits to Show Management proof of such representative.

4. Exhibitors are not permitted to either completely or partially remove their merchandise or either completely or partially dismantle their displays prior to the official closing time of the show each day.
5. Exhibitors agree to abide by all the business practices detailed in the Federal Trade Commission "Guidelines for the Jewelry Industry," including those which call for the disclosure of treatment for any gemstone, and also agree to abide by all trade mark and other provisions of the National Gold and Silver Marking Act. Questions related to the FTC Guides or to the Act may be directed to the Jewelers Vigilance Committee.
6. Exhibitors will not offer for sale any piece of jewelry, which infringes on any copyrighted design.
7. All merchandise must be removed from the vaults during show hours. Any excess merchandise left in the vaults during show hours will be charged storage fee (not applicable to lines stored during Sabbath hours).
8. Utilizing showcases, furniture or any other equipment that has not been ordered and paid for by your company, will result in expulsion from the Show.

**FOR THE BENEFIT AND SECURITY OF ALL EXHIBITORS AND BUYERS, PLEASE REPORT ANY OBSERVED VIOLATIONS OF THE ABOVE TO THE SHOW MANAGEMENT OFFICE.**

## **GENERAL SECURITY GUIDELINES**

Security is our top priority. JIS Show Management will take any infractions of the following rules and guidelines very seriously. Please become familiar with these security procedures to ensure a successful and safe show. Report any questionable activities on the show floor. Please make sure EVERYONE representing your company and working in your booth understands these rules and guidelines.

### **LIABILITY and INSURANCE:**

Exhibitors are responsible for the security of their own products and exhibit materials. Neither Show Management, Show Sponsors, Show Contractors nor the Miami Beach Convention Center are responsible for stolen merchandise. Keep your display cases locked when not showing individual lines during Show hours and place **ALL** merchandise in a vault during non-event hours.

Exhibitors are responsible for obtaining insurance for their exhibit display and merchandise. For a nominal sum, riders can be attached to your existing insurance policy to cover the loss, theft and/or damage to merchandise and booth equipment. Show Management, Expo Convention Contractors, and any other contractors are not liable for loss or damage of property. In the event of a loss, notify Show Management or security immediately.

**OVERNIGHT STORAGE:**

**DO NOT** leave valuables in your showcases overnight. Use the vaults for the storage of your lines. Perimeter and vault security guards are provided on a 24-hour basis from the beginning of move-in to the last day of move-out. During non-show hours, labor on the show floor will be escorted by guard service. For the protection of your merchandise, please use the vaults for overnight storage of any jewelry. If you must keep items in your booth, consider hiring a private guard. Order forms for this service are located in this section of the manual.

**EXHIBITOR ID BADGE:**

All exhibit personnel will be issued an identification badge. These badges will allow company personnel access to the vaults and will eliminate the need for a separate vault ID check-in. The ID badges will be used in conjunction with vault claim ticket. The exhibitor checking out merchandise from the vault must be the **SAME** person who checked it in. Claim ticket numbers and signatures must match for bags to be released. Exhibitors will need exhibitor badges to gain access to the exhibit hall beginning on the first day of move-in through the last day of move-out.

Under no circumstance should you loan or share your badge with anyone. If you lose your badge or it is stolen, please notify the Show Management Office immediately.

**DO NOT SHOW MERCHANDISE TO ANYONE NOT WEARING A BADGE:**

Please report these individuals to Show Management or security personnel immediately, and we will escort them off the show floor.

**INDEPENDENT CONTRACTORS:**

If you are planning to use an independent contractor to assemble your booth, you need to complete the Exhibitor Appointed Contractor (EAC) application, found under the EAC section in this manual. Once this application has been completed and approved, we will issue a letter to the exhibitor and their independent contractor, outlining access hours to the show floor and badging policies. Without this application or approval letter, badges will not be issued and they will not have access to the show floor.

**OFFICIAL CONTRACTORS:**

All official contractors for JIS will be required to wear wristbands during move-in and move-out, and during Show days. Please report anyone without a badge to Show Management or security.

**TRAVELING TIPS**

We have listed a few helpful hints to keep in mind while traveling to the Show and during your stay in Miami, Florida. If you would like clarification or further information on how to enhance your security at trade shows or conducting business, please refer to the Jewelers Security Alliance page in this section or contact the Jewelers Security Alliance at (212) 687-0328 or (800)-537-0067.

**Keep In Physical Contact** - A distraction thief is a professional at causing a disturbance in order to get you to put your merchandise down and draw your focus to another matter. Watch for someone faking an illness, asking you for the time, spilling coffee or creating a distraction. Often working in teams, these people want you to put down your merchandise and focus your attention away from your jewelry. Always keep a hand on your case/bag or put your foot on it firmly.

**Be a Chameleon** - Blend into a crowd, do not stand out. Expensive luggage, designer suits and fancy clothes make you a target for any thief, not just those looking for jewelry. Also refrain from using a typical jewelry case which thieves will target. Blend into the crowd by wearing blue jeans and carrying your line in a non-typical container (i.e. worn suitcase).

**Airport X-Ray Machines** - Be especially careful at x-ray machines. If you are traveling with someone let them go through first so that they can wait for your bag as it goes through the machines. If you are asked to open your bag, ask the security guard for a private room showing. As you walk through the airport, look for suspicious individuals, especially those who seem to be loitering.

**Taxi-Cabs** - Make sure the cab's trunk is totally closed and locked especially if the cab is a station wagon. Do not let them know that you are exhibiting in a jewelry show.

**BADGES - DO NOT WEAR YOUR BADGE OUTSIDE OF THE SHOW.  
THIS LABELS YOU AS A JEWELER AND A PRIME TARGET.**

## **SHOW-SITE TIPS**

**Staff** - Educate your staff to be security conscious. Do not assume they know everything there is to know. It is always a good idea to refresh their memory. Be sure to have enough people to properly staff your exhibit, especially during peak hours. Since you should never leave your booth unattended, the least amount of staff you should schedule is two. A general rule of thumb is to have two people for every 100 square feet of exhibit space.

**Showing merchandise** - Be careful when showing merchandise. Do not show too much at one time. Be especially aware if someone is asking to view a lot of pieces. A little distraction could cost you a lot of money. Do not, under any circumstances, show your lines to anyone without a badge. Be sure to lock your display cases when you are finished showing a particular piece or tray of jewelry.

**Vaults** - These vaults are built and secured for **your** protection and benefit. They are more secure than any showcase and a great deal safer than transporting your line back and forth to your hotel. Please make sure your bags or cases are locked when you drop them off for storage. A security camera in each vault will monitor activity while your merchandise is stored there.

Private Guard Service - Armed guard service and unarmed guard services are available for your use during the show. If you would like to have a guard in your booth at night, please complete the form in this section. NO GUARD SERVICES OTHER THAN PROVIDED BY THE OFFICIAL SECURITY SUPPLIER, **CENTURY**, WILL BE PERMITTED.

Cameras - Consider renting 24/7 surveillance cameras that record activity in your booth space.

**Insurance** - The best guard, safe and vault service available is not fail-safe. Review your policy and make sure it covers your lines from the time they leave your place of business until the time they are returned.

At the close of the show, all outbound freight shipments are the responsibility of the exhibitor until such freight is actually picked up from the booth. Loss of display material occurs most frequently at this time. We highly recommend someone from your company remain with your booth until your carrier picks up your items.

**PLEASE REPORT ANY SUSPICIOUS INDIVIDUALS OR AND POTENTIAL SECURITY PROBLEMS YOU WITNESS. A TEAM EFFORT WILL PROVIDE THE TIGHTEST SECURITY PROGRAM AVAILABLE.**