

Exhibitor Information From A to Z

Set-Up: May 27 | Show Dates: May 28 - 31, 2015 | Paris Las Vegas Hotel and Casino | Las Vegas, NV 89109

Badge Pick-up

Tuesday, May 26.....2 pm - 5:30 pm

Show Move-In

Wednesday May 27.....9 am - 6 pm

Show Days & Hours

Thursday, May 28.....11 am - 7 pm

Friday, May 29.....11 am - 7 pm

Saturday, May 30.....11 pm - 7 pm

Sunday, May 31.....11 am - 4 pm

Exhibitors will be permitted access to the show floor 2 hours prior to show opening. Show floor must be cleared 30 minutes after show closes.

Show Move-Out

Sunday, May 31.....4 pm - 11:59 pm

All merchandise must be packed and loaded out from the Paris Las Vegas by 11:59 pm on Sunday, May 31st.

Americans With Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

Scooters

Scooters and wheelchairs can be rented from the Paris Concierge at 702.946.4433. In compliance with ADA all mobility devices are required to be limited to the speed of pedestrian traffic. Scooters and wheelchairs are the sole responsibility of the user and the Paris Hotel. Show management will not provide storage areas for the devices being used. The only ADA approved mobile devices that will be allowed on the show floor are wheelchairs, scooters, and Segway's. All other mobility devices are prohibited.

Animals

Pets are not permitted in the Paris Hotel, with the exception of certified Service Animals as defined by Title II of the Americans with Disabilities Act (ADA).

Armored Services

Brinks: (800) 232-3149

Dunbar: (800) 554-7363

Malca-Amit: (212) 840-8330 ext. 514

Ferrari: (516) 239-6141

ATM

ATM's are located near the main hotel elevators and in the front lobby.

Appraisers

There are no appraisers at the Las Vegas Show.

Attendees Selling

If an attendee has merchandise they want to sell at our show they will need to purchase a vendor's badge for \$500. We do not recommend any dealers, it is up to them to seek out a dealer to do business with.

Badges/Registration

Exhibitor must pre-register all of their personnel who will participate in the event. Emerald will furnish registered personnel with photo badges. To register your staff badges please print and return the Exhibitor Badge Form available in the Exhibitor Service Manual. Las Vegas Antique Jewelry & Watch Show will not mail badges in advance.

Booth Cleaning

Booth cleaning is not included with your booth package. If you need your booth vacuumed prior to the show opening, you must order cleaning service. Refer to the Shepard Exposition Services forms in the Exhibitor Service Manual.

Show cleaning is completed one hour prior to doors opening.

Booth Occupancy

Your booth must be staffed and open for business during regular show hours.

Booth ID Signs & Standard Directory Listing

A sign is provided with the company name and booth number for all exhibit booths. It is the sole responsibility of the exhibitor to submit a completed exhibit space contract in order to provide USAS with current company information. (i.e. correct spelling of company name, additional listings, address, contact, etc.) Exhibitors are prohibited from hanging any sign that is not approved by Show Management. No signs, decorations, banners, advertising material, or special exhibits will be permitted except by written permission of USAS. Exhibitor is prohibited, without express advance written approval from Emerald Expositions, from displaying products/services and/or other advertising material in areas outside the booth space such as, but not limited to, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc.,



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Booth Sharing

All booth shares must comply with the Terms & Conditions of the Exhibitor Space Contract. The fees for booth shares are provided on the Share Application. Contract for Booth Share must be received by April 3, 2015. After the payment deadline, the contract must include non-refundable, full payment. Share contracts received after April 3, 2015 may not be listed in the Show Directory.

Business Center

The Paris Business Center hours are:

Monday - Friday 7 AM – 7 PM
Saturday & Sunday 8 AM – 5 PM

As a fully operational business center, they have PC workstations, faxing, copying (B/W and color), printing services and office supplies. They will ship UPS and FedEx. The business center is conveniently located in the walk way between Bally's and Paris. If you have any questions please call 702-946-4263 or from within the hotel 6-4263. Business Center Package Room number: 702-946-3736. The fax number is 702-946-4405.

Children

Due to safety restrictions children under the age of 18 are NOT allowed on the show floor during setup.

Electrical

500 watts of electricity are included with your booth. To add additional electricity to your booth please contact Encore Event Technologies at 702.946.4840.

Exhibit Hall

The Las Vegas Antique Jewelry & Watch Show is located on 3655S Las Vegas Blvd, Las Vegas, NV 89109. Entrance is accessible via the casino.

Exhibit Space Regulations

If an exhibitor DOES NOT check-in by 3 pm on check-in day May 27, 2015, USAS has the right to sell the booth without any liability.

- All exhibits must be open for business at all times during the event subject to religious observances or other exceptions, at the discretion of Emerald.
- All exhibits shall be maintained in a tasteful manner.

USAS retains control of the aisles, passageways, and overhead spaces.

- The use of hard walls within Exhibitors booth space is authorized for Exhibitors interior space only. Any exhibitor found utilizing the exterior side of an ordered hard wall will be required to remove its merchandise or will be charged the difference between standard booth and a hard wall booth of the same square footage.

Exhibit Space Payment

Exhibitors with outstanding exhibit space balances will not be permitted to move-in and set-up. Exhibitor Badges will also be withheld until full payment is received. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

Food & Beverages

All food and beverage on the showroom floor must be purchased in the showroom. Bringing food and beverage into the showroom is strictly prohibited by the Paris Hotel & Casino.

Hotel and Travel

We are partnered with Travel Planners for The Las Vegas Antique Jewelry & Watch Show. To book your reservations please call or book online.

Toll Free: 800.221.3531

Direct: 212.532.1660

Book online at:

<http://www.lasvegasantiquejewelryandwatchshow.com/hotel/hotel-and-travel/>

Installation and Removal of Displays

Subject to the official schedule, no installation, construction, decorating, packing, unpacking, dismantling or removing of any display or part thereof shall take place within the show thirty minutes after the official opening of the show or before its official closing.

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Security

Las Vegas Antique Jewelry & Watch Show, Show Management makes every effort to provide protection for 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 Paris Las Vegas, Show Management hired Security, Shepard Exposition Services, nor any of their officers, agents or employees assume any responsibility for such property, loss or theft.

Shipping

Envelopes and packages can be received at the hotel using the following address:

Paris Las Vegas
Attn: Convention Package Room
3655 Las Vegas Blvd. South
Las Vegas, NV 89109

Hold for: Your Name/Company/Booth Number
Las Vegas Antique Jewelry & Watch Show
Arrival Date

The Paris Convention Package Room can be reached at: 702.946.3736. They are open daily from 7:00 am to 7:00 pm. Shipments are to be received no more than 3 days in advance of conference dates or storage fees may apply. All incoming & outgoing packages will incur a handling charge.

Shuttles

No shuttle service is provided by the show.

Smoking

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

Storage

No exhibit merchandise, equipment, container or packing materials shall be brought into or out of exhibit space during exhibit hours.

- Empty crates, cartons, and boxes must be removed from the exhibitor's booth.
- Please be certain to mark your company name and exhibit booth number on each label.
- The empty boxes, crates, and cartons will be stored in a designated area on show site.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "Empty Storage" labels.

Telephone & Internet Services

Telephone and internet services are not included with your booth package. If you require these services, please refer to the vendor order forms.

Uses of Aisles and Common Areas

All booth equipment must not protrude into the aisles under any circumstance. Equipment must be arranged so that show visitors do not stand in the aisle while examining items. Show Management has the right to require the Exhibitor, to change, alter, modify or remove any or all parts of the exhibit or display if it is determined that your booth:

- lacks aesthetic uniformity or harmony with other booths.
- displays or sells any merchandise, jewelry or items that are not in keeping with the general concept of the authenticity of the event
- is non-compliant with express restrictions on dimensions
- produces or emanates objectionable noises, odors, signs or lights.

Video and Camera Equipment

The use of video or camera equipment during show hours is strictly prohibited with the exception of authorized press and the show photographer. Exhibitors may take pictures of their booth prior to show opening.





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Exhibitor Move-Out

Time: Sunday, May 31.....4 pm - 12 am

Move-Out Procedures

- Your booth must be staffed until 4:00pm on Sunday, May 31st.
- Exhibitors will not be permitted to dismantle any part of their displays before the official closing hour of 4:00 pm Sunday, May 31st. Please respect the buyers that are still on the show floor.
- Packing cartons are not permitted in the hall until 4:00 pm on closing day.

Early Breakdown Policy

Early booth breakdown is strictly prohibited. Companies in violation of this policy are jeopardizing their booth location for future shows. An exhibitor is in violation of early breakdown if they start to break down their booth, remove product from their shelves, box up products, and are unable to conduct business in their booth PRIOR TO 4 PM on Sunday, May 31, 2015. Show Management will have staff on the show floor the last day to enforce compliance of this policy. All merchandise and materials must be packed and ready to be loaded out by 11:59 pm, Sunday, May 31, 2015.

Exhibitors that leave excessive materials in their booth space at the end of the published move-out time will be invoiced for labor costs to remove such materials and for any disposal charges.

** NOTE: please keep in mind our policies when making staffing decisions and travel arrangements for the final day of the show.**

Badge Information

Badge Requests

U.S. Antique Shows (USAS) strictly enforces and monitors the number of exhibitor badges requested by exhibiting companies. Our policy has been designed to address the growing problem of dealers on the show floor prior to show opening, the safety issues posed by their presence and fairness to other exhibitors. Exhibitors must pre-register all of its personnel who will participate in the event. USAS will furnish registered personnel with photo badges. USAS has discretion to deny a badge to any person. The transfer of any exhibitor badge or other misuse is strictly prohibited and may result in termination of the exhibitor’s contract with no refund. Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor at any time without a badge.

Exhibitors are required to register their personnel by completing and returning the exhibitor badge form to the show office. Your badge will be printed and given to you onsite.

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Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth material must be flame retardant to the satisfaction of the Fire Marshal by the flame retardant certification or ability to pass on-site flame test.

Fire Department Regulations

1. All exhibitors must adhere to flameproofing requirements.
2. All display materials must be flameproof. Flammable display materials such as woodchips, polyurethane flowers, oil cloth, tar paper, etc., are not permitted at all.
3. No display or exhibit is to be installed or operated to interfere in any way with access to any required exit, or with visibility of any required exit, or exit sign; no display may block access to firefighting equipment.
4. Displays must meet all the required fire regulations. Displays that do not pass inspection will be ordered closed until all fire hazards are corrected or removed.
5. All booth equipment (i.e., tables, chairs, displays, etc.) must not protrude into aisles under any circumstance. Exhibitor may be prohibited from exhibiting for infringing these rules.
6. No packing materials shall be stored anywhere in your booth. Storing crates, cartons or other show materials in your booth constitutes a violation of Fire Department regulations and may subject you to a summons and/or fine.
7. Demonstrations involving potentially hazardous products such as open flame candles, oil lamps, smoke-producing devices or products such as incense, pipes, fog machines, etc., must be approved by both the Fire Marshal and the facility. Final approval must be given by show management. A detailed plan of operation must be submitted to show management approximately 30 days prior to show.

Flameproofing

This information is vital to everyone participating in The Las Vegas Antique Jewelry & Watch Show. Please share the following information with your representatives involved in show set-up.

Packing Materials:

Avoid flammable materials. Although we cannot predict how individual Fire Inspectors will rule on these matters, it is believed that wooden crates, corrugated cartons, and fabric padding are acceptable. While not flame retardant, they will not readily ignite from a carelessly thrown match or cigarette. Many exhibitors have found stair pads, felt, quilting or blanket rejects suitable for packing.

Display Materials:

Use only FLAMEPROOFED fabrics for display and test them personally to make sure they will not burn. Flame proofing usually lasts from six months to a year after which time the material must be reprocessed. The test usually used by a Fire Prevention Inspector is to hold a lit match to several different portions of the fabric. The material may char, but cannot burst into flame, melt, or drip. If you prefer to have your own textiles flame proofed, please consult your local Yellow Pages under Fire Protection.