



General Information

July 27-29, 2018 • Metropolitan Pavilion • New York, NY

SHOW MOVE-IN

Thursday, July 26 8:00 pm – 6:00 pm

SHOW DAYS & HOURS

Friday, July 27 11:00 am – 7:00 pm

Saturday, July 28 11:00 am – 7:00 pm

Sunday, July 29 11:00 am – 6:00 pm

Exhibitors will be permitted access to the show floor at 9:00 am Saturday – Sunday. Show floor must be cleared 30 minutes after show closes.

SHOW MOVE-OUT

Sunday, July 29 6:00 pm – 8:00 pm

All merchandise must be packed and loaded out from the Metropolitan Pavilion by 8:00 pm on Sunday, July 29.

APPRAISERS

There are no appraisers at the New York Show.

ARMORED SERVICES

Brinks: (800) 232-3149

Loomis: (800) 554-7363

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

Ferrari: (516) 239-6141

ATTENDEE SELLING / VENDOR BADGES

Attendees with merchandise who wish to sell at the show must purchase a vendor's badge for \$500. USAS does not recommend dealers; it is up to the vendor to seek out a dealer with whom to do business. Vendors' access to the show floor is limited to the official show hours.

BADGES (EXHIBITOR REGISTRATION)

Exhibitors must pre-register all of their personnel who will participate in the event. Exhibitors register booth personnel via the online Exhibitor Console. Exhibitors may not request a badge for another dealer. Other dealers exhibiting in a dealer's booth must complete the Booth Share forms.

BADGE POLICY

U.S. Antique Shows strictly enforces and monitors the number of exhibitor and assistant badges requested by exhibiting companies. The policy has been designed to address the problem of assistants buying on the show floor prior to show opening. 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 during non-public hours without a badge.

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 Select Contracting forms within this Exhibitor Service Manual. Show cleaning is completed one hour prior to doors opening

CHILDREN

Due to safety restrictions, children under the age of 18 are NOT allowed on the show floor during move-in or move-out.

ELECTRICAL

500 watts of electricity are included with your booth. To add additional electricity to your booth, please contact the Metropolitan Pavilion at 212-463-0200.

EXHIBIT HALL

The New York Antique Jewelry & Watch Show is located at the Metropolitan Pavilion on 125 W. 18th Street, New York, New York, 10011.

EXHIBIT REQUIREMENTS

All displays must be fully set up by the opening of the show and all exhibits must be open for business during exhibit hours. No exhibit shall be moved from one location to another after set-up time is ended. No exhibit merchandise, equipment, container or packing materials shall be brought into or out of exhibit space during exhibit hours. No dismantling or packing may begin before the show closes. Exhibitors shall not pack merchandise in flammable material. No exhibitor shall use any flammable decorations or covering for display fixtures and all fabrics or other materials used for decoration or covering must be flameproof. When vacated, all exhibit space must be left completely clear of paper and packing materials.

EXHIBIT CONTRACTS AND COMPANY LISTINGS

It is the sole responsibility of the exhibitor to submit a completed exhibit space contract and to provide the New York Antique Jewelry & Watch Show with current company information (i.e. correct spelling of company name, additional listings, address, contact, phone, email, etc.)



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EXHIBIT SPACE PAYMENT

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

FOOD AND BEVERAGE SERVICE

All food and beverage on the showroom floor must be purchased in the showroom. Butterfield's Catering will be located behind the 5000 aisle.

GRADING/TRADEMARKS

Exhibitor represents that it has complied with and will continue to comply with all regulations of the United States Federal Trade Commission relating to stamping and grading of jewelry. All Exhibitors, both foreign and domestic, whose product contains precious metals and who use a quality mark must also use a trademark registered with the United States patent and Trademark Office and furnish Show Management with a copy of the filed trademark and registration number.

HOTEL AND TRAVEL

We are partnered with onPeak for the New York Antique Jewelry & Watch Show. To book your reservations, please call or book online.

(800) 221-3531

(212) 532-1660 (Int'l)

[Click here](#) to book your hotel online.

INSURANCE

The New York Antique Jewelry & Watch Show does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies (see Terms & Conditions on back of Exhibit Space Contract). Exhibitors must maintain insurance that meets the requirements outlined in the Insurance section of this manual and submit proof to The New York Antique Jewelry & Watch Show. [Click here](#), log-in to the exhibitor portal and submit your insurance certificate. You may also purchase insurance through TotalEvent by [clicking here](#).

POSTCARDS & PASSES

Electronic postcards and passes are provided to international exhibitors. For electronic passes or to provide a domestic mailing address, contact show.info@usantiqueshows.com.

SECURITY

New York 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 implements security measures to safeguard your property, neither Show Management, the Metropolitan Pavilion, Show Management hired Security, Select Contracting, nor any of their officers, agents or employees assume any responsibility for such property, loss or theft. To order additional booth security, such as an overnight security guard, refer to the Private Security Guard Form within the vendor section of this manual.

SIGNS – BOOTH ID

A booth ID sign is provided with company name and booth number.

SMOKING

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

STORAGE

Storing of any crates, cartons, boxes or other show materials behind your booth wall is strictly prohibited. This is a fire code violation and may result in a fine and/or confiscation of materials. Empty crates, cartons and boxes must be removed from the exhibitor's booth.

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 within this exhibitor service manual.

One of the most important concerns of The New York Antique Jewelry & Watch Show is security of the exhibit areas during set-up, show hours, non-show hours, and dismantling. The safekeeping of your exhibit material and merchandise can only be assured by you and your staff.

The New York Antique Jewelry & Watch Show management, its agents and official vendors neither offer nor accept responsibility for exhibitors' property of any kind, unless it is placed in the care and custody of an official vendor as evidenced by a signed receipt of that official vendor. Prevent losses by making certain your personnel are security conscious.

SECURITY PRECAUTIONS

- Do not leave exhibit space unattended at any time during trade show hours.
- Have enough people to properly staff exhibit space during peak traffic times.
- Be cautious when showing merchandise from a showcase or display. Do not display too much merchandise at one time if the goods are not directly in your view.
- Immediately report to guards or show management any persons or situations you feel might pose a security threat. Report people in the exhibit areas without proper badges, or with no badge at all, or anyone you may know to be registered improperly.
- Do not leave any jewelry in your showcases overnight, whether or not the cases are locked, unless you have private guard service.
- Do not leave your exhibit space during set-up or breakdown periods. It is during these vulnerable periods that most problems are encountered. At the close of the show, immediately remove all merchandise and be certain advance arrangements have been made for the dismantling, packing and removal of custom displays.
- Immediately notify Show Management if you notice, or are approached by, anyone soliciting business in exhibit areas.
- Be cautious of attendees carrying coats in the exhibit area; adequate space is available for coat checking during inclement weather.

SHOPLIFTING

The number one cause of losses is shoplifting. If you are the victim of pilferage, or observe someone shoplifting merchandise, immediately report it to the security or show management. The security supervisor will quickly respond and see to it that all necessary reports are completed. Shoplifting can be prevented by the exhibitor to a great extent.

PRIVATE GUARD SERVICES

Exhibitors who require private guards must employ the official security contractor. It is essential to overall security that the official contractor handles the employment of all guards. This is necessary for your own protection as well as the security of all other exhibitors. The use of unauthorized guards, armed or unarmed, is strictly prohibited. Exhibitors who do not comply will be in violation of their Agreement for Exhibit Space and will run the risk of being closed down and removed from the show.