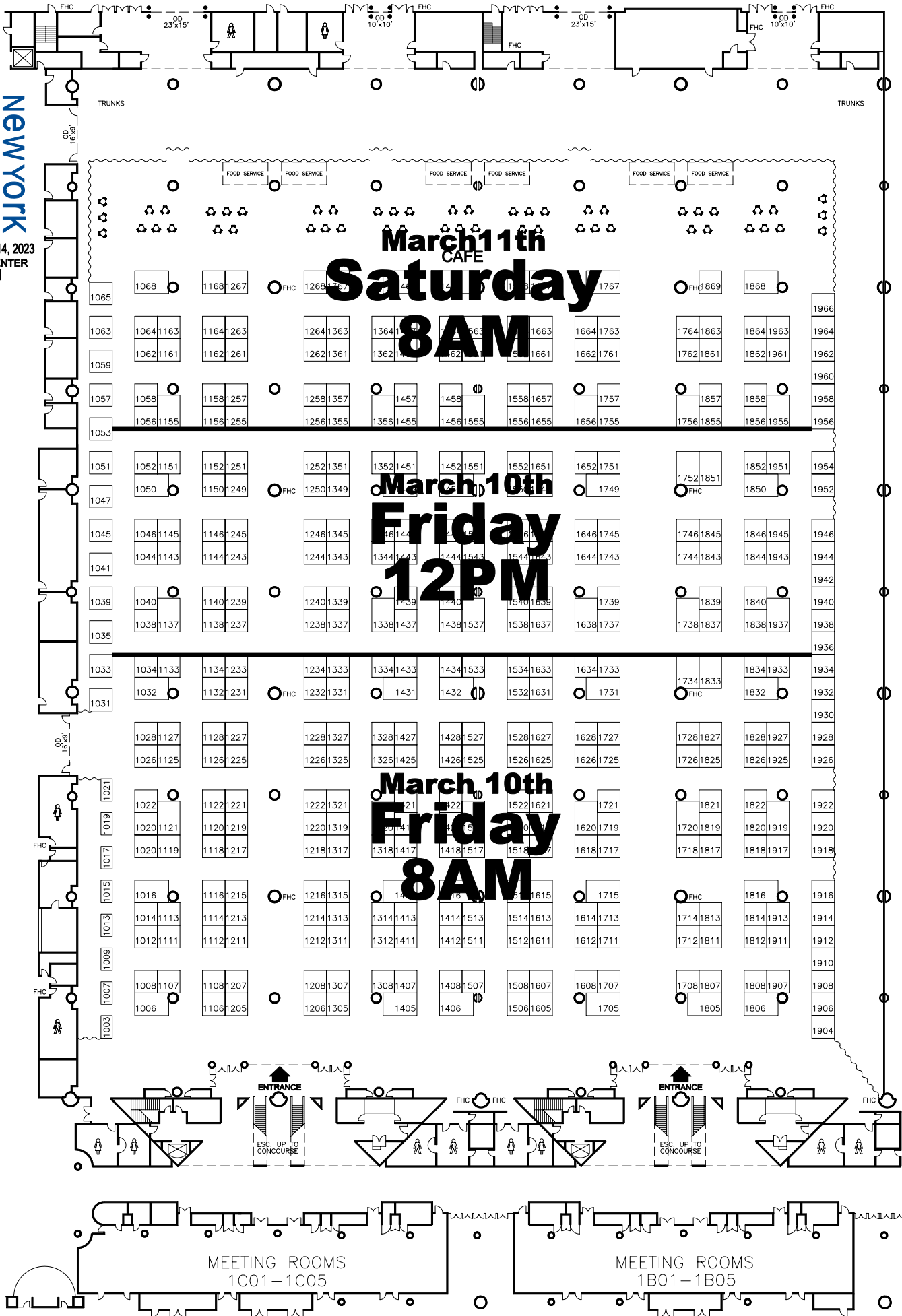




JA SPRING SHOW | MARCH 12-14, 2023
 JACOB JAVITS CONVENTION CENTER
 HALLS 1B, 1C • LEVEL 1



March 11th
Saturday
8AM

March 10th
Friday
12PM

March 10th
Friday
8AM

MEETING ROOMS
 1C01-1C05

MEETING ROOMS
 1B01-1B05

Move-In Procedures

Targeted Move-in Map

[Click Here to View Target Move-In Plan](#)

If you observe the **Sabbath** and will not be able to move in on **Saturday, March 11th**, please let us know by filling out the [request form](#) **before February 20th**.

| Freight Arrival | Exhibit Hall Access | EAC Personnel | Move-In begins March 10 th at 8 AM |
|--|--|---|---|
| Shipments may only arrive on or after March 10 th . | Exhibitors will be able to pick up badges starting Friday, March 10 th after 12 PM. | Must pick up daily wristbands from security in front of the hall. | All booths should be set and show ready by 9 AM on Sunday, March 12 th . |
| Review Driver Check-in Requirements. | | | |
| Review POV Self Unloading Policy. | If you are scheduled to move in before 12 PM, wristbands will be provided. | | |

Self-Unloading / Hand Carry Policy

Exhibitors may hand carry their merchandise from their privately owned vehicle (i.e. car, van or SUV) to the designated exhibit areas. Vehicles can be no larger than a Ford Econoline Van. Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move in their items. Hand carts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.

Free Porter Service to Ease Your Move-In

We want to ensure you have a smooth load in, so we are paying for labor to assist you with your heavy lifting. Just follow the Public Safety officers' directions to park in the Inner Roadway in front of the Javits Center, and then go in to the Labor Desk inside the sliding doors to sign up for the complimentary service. Please note during peak move in times (11 AM - 2 PM) there may be 25-30 minute wait, so plan accordingly. You should also still always have a second (or third) person with you for load in, in case one of you needs to move the car while the other waits with your supplies to be brought into the show.

Privately Owned Vehicles (POV)

Only a P.O.V. is allowed for hand carry and cartload service.

Truck Deliveries / Pick-up

For deliveries requiring loading dock access, please use the address for the new truck marshaling facility, which is 369 12th Avenue, New York, NY 10001.

A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include pick-up trucks, passenger van, SUV, taxi, or a box truck less than 17' in length.

[Click to Review Delivery Instructions for Freeman Events at JKJCC](#)

Move-Out Procedures

| Dismantle Booth | Driver Check-In | Outbound Shipping |
|---|---|--|
| <p>Exhibitors must be completely clear of hall by 11:59 PM on Tuesday, March 14th.</p> | <p>Review Driver Check-in Requirements.</p> <p>Carriers must arrive and check-in no later than 7 PM on Tuesday March 14th.</p> | <p>If using Freeman for your outbound shipping, submit an Outbound Shipping Form to Service Desk before freight will be released to the driver.</p> <p>Before vacating your booth, bring packages to your shipper. Packages may not be left in booths.</p> |

PACKING UP EARLY AND/OR BEFORE 4:00 PM IS PROHIBITED.

The JA New York Spring Show closes at 4:00 PM on Tuesday, March 14th. Plan your travel arrangements accordingly.

Official show labor will not be allowed onto the show floor until 5:00 PM. This will allow you time to pack up your merchandise in a secure environment. As a reminder, porter service will not be provided during move-out, so please plan accordingly. Please be aware that all Exhibitors need to vacate the building by 11:59 PM on Tuesday, March 14th.

Move-In and Move-Out Labor Regulations

- Materials for an exhibit display may not be delivered to the exhibition facility before March 10th.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from Show Management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show Management will notify Exhibitor of official dates, times and any changes.)
- Show Management reserves the right to assign specific days to Exhibitor for delivery of equipment and/or display items. Failure by Exhibitor to abide by such delivery schedule shall obligate that Exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

EXHIBITOR INFORMATION | FROM A - Z

Advertising

Exhibitor and all its employees agree to refrain from any actions that, in the judgment of Show Management, jeopardize the security of the show. In connection therewith, Exhibitor shall not state the time, date, location or any show in any consumer media. Consumer media includes any newspaper, magazine, or other printed matter available to the public, as well as all radio and television, including cable systems. The only accepted media for advertising participation in the show are jewelry trade magazines.

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.

Animals

Live animals or pets are not allowed on the show floor at any time. Only individuals with disabilities may be accompanied by their service or assistance animal.

Children

All JA New York Exhibitor booth staff and attendees must be 16 years of age or older. Children under the age of 16 are not permitted in the exhibit hall at any time, no exceptions. Please bring a form of photo identification that verifies your age as IDs will be checked at the show entrances at all times.

Cleaning

Empty boxes, cartons and cases must be removed from your booth by the show open. Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Freeman will provide “empty crate” stickers to affix to all other boxes, cases and crates. Freeman will store and return these boxes to your booth at show closing.

Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Early Appointments

Exhibitors may escort their buyers on to the show floor two hours prior to show opening with prior written permission from Show Management. Please contact them at JAOperations@emeraldX.com. Exhibitors must meet their appointments at the main entrance of the Exhibit Hall and escort them to their booth.

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.

Flameproofing

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

Freight Holds

JA Show Management reserves the right to hold freight for ANY outstanding balance owed including; booth, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

FreemanOnline®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 10th, 2023. Using the enhanced [FreemanOnline](#), you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show. FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, it's easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive concierge assistance while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

To place online orders, you will be required to enter your unique Username and Password. If this is your first time using FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit FreemanOnline.

If you need assistance with Freeman Online, please call Exhibitor Support at:

Toll Free US and Canada: (888) 508-5054

Local and International: +1(512) 982-4186

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.

Guest Entrance

For all customer-related materials, please use 429 11th Avenue, New York, NY, 10001, which refers to the 11th Avenue entrance at West 35th and West 36th streets.

Insurance

Each Exhibitor is required to carry insurance during the show. Please review insurance guidelines and submit insurance to Show Management prior to the show.

Freeman and/or Emerald and/or the Javits K. Convention Center will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However; every effort will be made to protect Exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.

Inflatables and Balloons

Balloons are not permitted in the Jacob K. Javits Center without prior written consent from Show Management and the Event Facility. Please contact Show Management if your exhibit involves inflatables.

Installation/Dismantling by Independent Contractor

If you choose to employ an outside display house and/or outside contractor other than Freeman, the Official Service Contractor, you must submit the outside contractors proof of insurance on their behalf and certify that they employ union labor. It is important that all Exhibitors using outside contractors complete the online Exhibitor Appointed Contractor (EAC) form. Failure to notify Show Management of the use of an outside contractor may delay booth installation.

Light Projection

The projection of light or laser in any form onto any part of the building or other exhibits must be pre-approved by Show Management.

Presentations, Noise, Lights, Music, Etc.

All demonstrations must be confined within the booth, including the people watching the demonstration. Exhibitors and their representatives shall not congregate or solicit trade in the doorways or aisles. No live models, demonstrations or solicitors of any kind are permitted in the aisles. Exhibitors wishing to distribute souvenirs, prizes, pamphlets, brochures or any advertising matter, must see that such distribution is confined to the individual exhibit space. Show Management reserves the right to require the Exhibitor to discontinue any noise, music, live or recorded announcements or programs that are deemed objectionable by Show Management.

Promotional Distribution

Distribution of any printed materials, samples or other articles shall be restricted to the confines of the Exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each Exhibitor's own space. If you have any questions relating to this subject or would like information on outside advertising, please contact Show Management at JAOperations@EmeraldX.com.

Sharing of Exhibit Space

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor unless previously approved by Show Management.

Signs and Banners

No banners and/or signage will be hung above a booth unless it has been incorporated into an approved sponsorship agreement with Show Management.

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.