

# SECURITY INFORMATION

If there are any security issues, immediately report it to the Security Headquarters:

**Telephone: (917) 560-4225**

**Location: Room 1C01**

Show Management provides general security of the show floor and surrounding exhibit areas. Perimeter guard service will be active on a 24-hour basis including move-in, show days, and move-out, and vaults will be provided at the show for our Exhibitors to store merchandise after show hours and during movie-in. JA New York Show Management makes every effort within our purview to protect Exhibitors' merchandise and displays.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and merchandise. Exhibitors should carry property insurance in order to cover your merchandise and personal property in the event of loss or damage. Show Management, the Jacob K. Javits Convention Center, agents nor their employees assume any responsibility for property loss or theft.

Below we outline clear guidelines and best practices for keeping yourself, and your merchandise, safe and secure.

## ID CHECK AT SHOW ENTRANCE

In order to create a safe and secure selling environment for the JA New York Community, we will be checking all JA New York badges against government-issued ID for anyone entering the show at all times throughout our event, including on set-up days. Please be prepared to bring a physical copy of an ID with you whenever you enter the show floor.



The safekeeping of your exhibit material and merchandise can only be assured by you and your staff

**Protect your product from theft by hiring a private guard or ordering security cameras.**



### Never Leave Merchandise Unattended!

Do not leave merchandise unattended inside or on top of showcases at any time!  
*Unattended merchandise is the primary cause of theft.*



### Private Security Guard

A&M Professional Security

[Order Form](#) | (212) 964-2121 | [G.Julbes@yahoo.com](mailto:G.Julbes@yahoo.com)



### Security Cameras

Surveillance cameras are installed at the Javits Center, but personal security cameras are **strongly recommended**.

[Order Site](#) | (646) 431-9294 | [Bdonohue@Sectecbureau.com](mailto:Bdonohue@Sectecbureau.com)

# SECURITY TIPS AND INFORMATION *CONTINUED*

## PROTECT YOUR MERCHANDISE DURING MOVE-IN & MOVE-OUT



**It is important that personnel from your company be present at your exhibit space during the vulnerable move-in and move-out periods.**

- Never leave your merchandise unattended. Freight doors in the back of the hall are open, various vendor staff are moving throughout exhibit areas with materials, and personnel are working in exhibit areas creating additional security risks. The show's security force is not responsible for individual displays. YOU are responsible for the protection of your own exhibit when your merchandise is being unpacked or repacked, as well as all other times during the show.
- 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.

## ALWAYS BE AWARE OF SHOPLIFTING



**The primary cause of losses is shoplifting.**

If you are the victim of pilferage or observe someone shoplifting merchandise, immediately report it to the Security Headquarters Office on level 1 (meeting room 1C01) in person or by calling (917) 560-4225. This office will always be staffed. The security supervisor will quickly respond and see to it that all necessary reports are completed.

**You Can Prevent Shoplifting:**

- Have enough people to properly staff your exhibit space during peak traffic times.
- Do not display too much merchandise at one time.
- Report any instances you think might pose a security problem to guards or show officials. Report people in exhibit areas without proper badges, no badge at all or anyone you may know to be registered improperly. Never show merchandise to anyone without a badge.
- Use our complimentary vaults overnight to securely store your merchandise. Do not drape off your booth after the show closes and leave all your merchandise out or under a sheet.

## UTILIZE SAFES, VAULTS, AND PRIVATE GUARD SERVICES



**Use the vault facilities at night for your merchandise. Do not leave any jewelry in your showcases overnight unless you have private guard service.**

- 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. 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 and removed from the show. Vault Hours Schedule is located on the following page.

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