

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.**

VAULTING INFORMATION & PROCEDURES

VAULTING AT JA NEW YORK EXPLAINED

A vault area (secure room) is provided for storage of merchandise from one day prior to the show opening until the afternoon following the close of the show. The vault is manned by carefully selected armed personnel. While all merchandise is handled cautiously, it is essential that you make certain the locks on all pieces checked into the vault are closed and secure. Cardboard cartons or other means of packaging will not be accepted at the vault. The hours of the vault (subject to change) are detailed in this section. Merchandise will not be accepted at or relinquished from the vault without an Exhibitor badge and corresponding physical photo I.D.

- We suggest you proceed to Exhibitor Registration and pick up your badge before delivering your merchandise to the vault. If that is not feasible, we will accept your merchandise with an ID, BUT you will be required to present your badge when removing your items from the vault.
- During vault check-in, you will be issued our numbered two-part vault claim check. One part is attached to your bag/case, and the other is the redemption portion that is handed to you for receipt of your merchandise. Keep the redemption check in order to pick up your merchandise.
- To withdraw your merchandise, you will need your redemption check, Exhibitor badge and photo ID. You must sign the redemption check in front of the armed personnel. Please remember your signature must match from the night before – **i.e. the same person who drops off in the evening needs to be present at pick-up in the morning.**

REMEMBER:

- No merchandise will be released without a redemption check, Exhibitor badge and signature comparison.
- Exhibitors who remove their merchandise from show site assume all responsibility for any loss.
- The Agreement for Exhibit Space requires you be ready to conduct business when the show opens each
- day. Late opening violations are serious infractions of show rules. Please be sure to get to the vaults in sufficient time to meet opening schedules.

VAULT HOURS SCHEDULE

Vaults are accessible only during the hours specified below. Exhibitors who need to remove merchandise from the vaults earlier than 7:00 AM must make arrangements with the Security Supervisor in advance.

Friday, March 14th	12:00 PM – Continuous	Check-in
Saturday, March 15th	Continuous	Check-in
Sunday, March 16th	8:00 AM – 9:50 AM	Withdrawal
Sunday, March 16th	6:00 PM – 7:30 PM	Check-in
Monday, March 17th	8:00 AM – 9:50 AM	Withdrawal
Monday, March 17th	6:00 PM – 7:30 PM	Check-in
Tuesday, March 18th	7:00 AM – 9:50 AM	Withdrawal

ALL MERCHANDISE MUST BE REMOVED FROM THE VAULT ON SHOW DAYS.

NO PIECES SHALL REMAIN IN THE VAULT AFTER 10 AM.

IF YOU DO NOT CLAIM YOUR MERCHANDISE BY 10 AM ON SHOW DAYS, YOU WILL INCUR A VAULT HOLDING FEE.