

# MJSA EXPO

MARCH 10-12, 2019 • JAVITS CENTER

## 2019 GENERAL INFORMATION

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

|                                      |                        |
|--------------------------------------|------------------------|
| Friday, March 8                      | 11:00 a.m. – 4:30 p.m. |
| Saturday, March 9                    | 8:00 a.m. – 4:30 p.m.  |
| Sunday, March 10 - Tuesday, March 12 | 8:00 a.m. – 9:00 a.m.  |

#### SHOW HOURS

|                   |   |
|-------------------|---|
| Sunday, March 11  | 10:00 a.m. – 6:00 p.m.                      |
| Monday, March 11  | 10:00 a.m. – 6:00 p.m.                      |
| Tuesday, March 12 | 10:00 a.m. – 3:00 p.m. (NEW HOURS FOR 2019) |

#### EXHIBITOR MOVE-OUT

|                   |                       |
|-------------------|-----------------------|
| Tuesday, March 12 | 3:00 p.m. – 8:00 p.m. |
|-------------------|-----------------------|

### EXHIBITOR REGISTRATION

All employees who will be working in your booth **must be pre-registered** by going online or using the form in this section. For security purposes, exhibitor badges will not be mailed. Exhibitors must pick up their badges at the **Exhibitor Registration Desk** upon arrival. This desk will be located in the Special Events Hall 1D Lobby outside the show entrance. For security purposes, the number of exhibitor personnel is limited to five (5) per 10' x 10' booth. **There will be a \$10.00 per badge charge for any additions or changes made to your badge list on-site.**

Positive identification and a business card will be required. Each exhibitor must pick up his or her own badge prior to entering the exhibit area. Please exercise extreme care with your badge to ensure the security of the show.

Your exhibitor badge allows you access to the exhibit area two hours before the show opens and one hour after the show closes on show days, and during scheduled move-in and move-out times. Exhibitors, as well as attendees, are required to wear their badges visibly at all times within the exhibit hall. Please alert security or a MJSA staff member if you encounter someone without a badge.

### TEMPORARY WRISTBANDS FOR SET-UP & DISMANTLING

Special temporary wristbands are used to identify work crews who are authorized to set up or dismantle booths. These wristbands will be distributed by A&M Professional Security personnel and are valid only during set up hours and after 3:00 p.m. on Tuesday. **Pre-registration is required.** These badges are not valid at any other time during the show. Please see the *Temporary Wristbands Form* in this section to pre-register. **These wristbands are for those individuals who will be on hand to assist during set-up and break-down hours only.**

### BUYER REGISTRATION

**MJSA** requires that all people visiting the show must meet one of the following criteria:

**Member Buyer:** MJSA active member. **Non Member Buyer:** Non members who are listed in the **JBT** as manufacturers or retailers, or who provide proof that they manufacture precious jewelry, costume jewelry, or sterlingware or purchase finished goods for resale. **Trade Guest:** Government officials and invited guests. Trade guests are determined by show management.

**Students:** Students are welcome at MJSA Expo to assist in the development of our industry. Student hours are Sunday, 3:00 p.m. to 6:00 p.m., Monday, 12 noon – 6:00 p.m. and Tuesday, 10:00 a.m. to 3:00 p.m.

**\*\*Absolutely no one under 16 years of age will be admitted to the show at any time, including during set-up or breakdown. This includes infants in strollers, carriages or being carried.\*\***

## SHIPPING OPTIONS

It is now less expensive to ship your booth material and machinery directly to show site! Please review the Freeman Material Handling and Machinery Rates forms in the Freeman Manual to learn how best to ship material. **Freeman Transportation is offering a 10% discount to MJSA Expo exhibitors.** Information on shipping your material can be found in the *Decorator and Shipping* section in the exhibitor manual.

In addition to Freeman Freight services, and Freeman Transportation, who is offering a 10% discount to MJSA Expo exhibitors, **Jewelers Shipping Association (JSA)** is an official carrier of show freight for MJSA Expo exhibitors. Information on their services can also be found in the *Decorator and Shipping* section in the exhibitor manual.

### **Customs Broker – International Carriers**

**Phoenix International Business Logistics, Inc.** is the official customs broker and freight forwarder for MJSA Expo. For more information about this service, please refer to the form in the *Decorator and Shipping* section in the exhibitor manual.

## HOTEL INFORMATION

Thanks to the arrangements made by JA New York with OnPeak, we are able to offer our attendees and exhibitors a limited number of reduced-rate hotel rooms to make your trip to New York easier and more affordable. Through the travel experts at onPeak, rooms at the group rate are limited and available on a first come, first-served basis. Book early for best selection and price. Go to the *Hotel & Travel* section on the *MJSAExpo.org* website for more info.

## PARKING

There is no parking at the Javits Center, but there is a variety of parking options and discounts available in the nearby neighborhood. Go to the *Hotel & Travel* section on the *MJSAExpo.org* website for more info.

## BUSINESS CENTER AND COPY SERVICES

A FedEx Business Center, which offers faxing, copying, graphics printing, conference rooms, and light shipping, is located on Level 2 of Javits Center, directly above the Special Events Hall. See the Exhibitor Manual Flyer for more information.

## OFFICIAL SHOW DECORATOR

**MJSA** is pleased to announce that **Freeman Decorating Company** is once again the official decorator, drayage and labor contractor for MJSA Expo. **Freeman** will have a service desk located in the back of the hall for on-site orders and customer service. Discount pricing deadline is **February 15**. Freeman is offering special Machinery Handling rates for 2019. Please review the information in the Exhibitor Manual carefully to save the most you can.

**Move In: Freeman** will move your exhibit materials to and from the loading dock. Any exhibitor arriving after the scheduled move in time will not be allowed to set up.

**See the complete Javits Hand-Carry Policy on the next page:** Small parcels, cartons, sample cases, briefcases, and suitcases that can be carried in one trip, by one person, on 2-wheels, may be handled by exhibitors.

## Javits Hand Carry Policy

### *Approved During Hand Carry Operations:*

- Individual moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

### *Prohibited During Hand Carry Operations:*

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

### *On the Inner Roadway along 11th Avenue:*

- Access will be granted to exhibitors only during a specified time frame;
- Access will be granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with TWO (2) licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 15 minutes, and the time limit will be strictly enforced;
- We recommend exhibitors unpack all exhibit items and load into the Javits foyer, then go and parking the vehicle. The 15 minutes is not intended to be used to move all items TO the booth and begin set up. Please be courteous to others who are also trying to get into the roadway and unload.
- Any vehicle left unattended will be towed at the owner's expense.

## UTILITIES & CLEANING

**IMPORTANT:** MJSA will provide the first 500 watts (one basic outlet) of electricity **per booth (if you have 2 booths=2 outlets, 3 booths=3 outlets...)**. You do not need to submit an order for electrical power unless you need more than 500 watts. Any additional power will be the responsibility of the exhibitor.

The Javits Center is the official contractor for all electrical/lighting and telecommunications/internet. You may order your **ADDITIONAL** electrical needs and other services online at [Javitscenter.com/exhibit](http://Javitscenter.com/exhibit).

Each night the aisle carpeting will be vacuumed. For trash removal, please place your wastebaskets (and any other material to be discarded), in the aisle in front of your booth at the close of each day. The cleaning staff will not enter your booth without permission. If you desire vacuuming of your booth carpet through out the remaining show days, you must order this service separately. The Javits Center Cleaning Form can be located under the *Utilities & Facility* section on the Exhibitor Manual.