



## GENERAL SHOW INFORMATION

Contact our Customer Success Team: 800-840-5612 | 203-840-5612 | [JISShow@RXglobal.com](mailto:JISShow@RXglobal.com)

### ACCESSIBLE STORAGE

Accessible Storage is available at show site for exhibitors to easily access their product samples and literature during show days only. All arrangements for accessible storage must be placed on-site at the Exhibitor Service Center.

### ADA/ACCESSIBILITY - MIAMI BEACH CONVENTION CENTER (MBCC)

The Americans with Disabilities Act is a civil rights act providing equal opportunity in the areas of employment, state and local government services, public accommodations, transportation and telecommunications. The Licensee and its subcontractors must comply with ADA standards as indicated in the License Agreement. All permanent aspects of the facility are the responsibility of the MBCC. Disability access to any event and the services the event provides are the responsibility of the Licensee.

### GENERAL ACCESSIBILITY

The MBCC strives to implement upgrades in a timely manner as new standards are introduced, as the MBCC remains committed to meeting the needs of all its guests at all events. All areas of the MBCC are accessible. Elevators are located on each level and there are a limited number of wheelchairs available in the first aid room, at no charge.

If you have attendees with special needs, please let your Event Manager know as soon as possible so that all necessary accommodations can be arranged in advance.

- ADA-compliant ramps to access at main entrance.
- Automatic, easy accessible doors.
- Accessible restrooms on all levels.
- Elevators for easy access to all levels.
- Retail food and beverage portable are accessible.
- Wheelchairs available upon request.
- ADA Parking available within proximity perimeter at the MBCC parking garage
- Accessible meeting equipment (lifts and podiums) available upon request

### SERVICE ANIMALS

Under the Americans with Disabilities Act (ADA) regulations, a “service dog” is one that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other animals (except miniature horses), whether wild or domestic, trained or untrained, are not considered service animals.

The work or tasks performed by a service dog must be directly related to the individual’s disability.

Examples of work or tasks include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Alerting individuals to the presence of allergens



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- Retrieving necessary items, such as medicine or telephones
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities
- Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
- Assist an individual with seizure disorder (i.e. guard or go for help)

The crime-deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort or companionship are not considered work or tasks for the purposes of defining a service animal.

## AGE RESTRICTIONS

In accordance with display rules and regulations and security measures, children 18 years of age and under, including infants, will NOT be admitted into the exhibit hall at any time during installation and dismantling.

**There are no exceptions to this rule!**

## ARMORED CARS

The only Armored Car Companies authorized to service JIS are Brinks, Malca-Amit and Ferrari. The City of Miami Beach has instituted very strict licensing procedures for all Armored Car Services. Please note that this policy is beyond the control of the Armored Car Services, JIS SPRING Show Management, Reed Exhibitions, and is strictly mandated by the City of Miami Beach. We have been told that any Armored Car Companies not listed above will not be permitted in the facility and cannot service the exhibitors of JIS SPRING.

## BADGE RULES AND REGULATIONS:

JIS SPRING is continuing to raise the bar in providing the best-in-class security to ensure that our customers can do business in the safest and most secure environment. All attending professionals are required to show proof of relation to the industry and employment with their company. Exhibitors are also required to adhere to these qualification guidelines when adding booth staff. Anyone violation of these guidelines will be subject to removal from the show. Anyone supplying badges to someone that is not a qualified jewelry industry professional will risk future participation for themselves and their company.

- Proof of employment is required
- Exhibiting personnel must be directly associated with the exhibiting company
- Badges must be worn at all times and belong to you as the registrant. You cannot wear other individual's badges at any point.
- No badges can be supplied to other industry professionals directly from an exhibitor as an attempt to gain access to the show.
- The JIS SPRING exhibitor registration link will be closing before the on-site registration process begins. Exhibitors should make sure they are registering for badges as soon as it goes live.



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### BOOTH EQUIPMENT (STANDARD) INCLUDED IN YOUR CONTRACT TO EXHIBIT

#### Fine Jewelry & ETS

- Each 10' x 10' booth will be set with:
  - Pipe & Drape 8' back (White) and 3' side (White)
  - Black Carpet
  - Booth ID Sign



#### Silver and Fashion

- Each 10' x 10' booth will be set with:
  - Pipe & Drape 8' back (Blue/White/White/Blue) and 3' side (Blue)
  - Black Carpet
  - Booth ID Sign



#### Galleria

- Each 10' x 10' booth will be set with:
  - 8' high hard walls
  - Grey Carpet
  - Company Name Header



### BOOTH ID SIGN REMINDER

If you have ordered a standard exhibit booth through Freeman, your booth ID sign will be produced using your company name in the exhibitor dashboard. Any changes made after **February 14<sup>th</sup>, 2025** may not be reflected in booth IDs and reprinting will be at the expense of the exhibitor.

### CATERING / FOOD & BEVERAGE

The Miami Beach Convention Center and Sodexo Live! **have exclusive rights** to all Food and Beverage Products in the facility. Menus can be found on the [Sodexo Exhibitor Services site](#). Exhibitors may **NOT** bring food and beverage into The Miami Beach Convention Center from a third-party source. Additionally, only Miami Beach Convention Center and Sodexo are permitted to handle food and beverage products.



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### CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, before the opening of the Show and during Show hours. Show management will vacuum your booth the night/morning before the Show opens. If you need cleaning services in your booth – vacuuming or trash removal, you can order these services, refer to the Expo CCI Booth Cleaning Services form located on [the Exhibitor Service Manual](#).

### COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation. The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

**ASCAP Licensing Dept.**

1 Lincoln Plaza  
New York, NY 10023  
Tel: 212-621-6000

**BMI (Broadcast Music, Inc.)**

10 Music Square East  
Nashville, TN 37203-4399  
Tel: 800-925-8451, 615-401-2000

**Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law and a breach of your contract for exhibit space for JIS SPRING. Please take a few minutes to ensure a hassle-free event by acquiring the proper licenses. If you encounter any difficulty with either ASCAP or BMI in your attempt to acquire a license, please contact us immediately.**

### CONDUCT OF EXHIBITORS

Exhibitors must staff their booth(s) during all Show hours. **Dismantling of your booth prior to the official close of the Show is strictly prohibited and can jeopardize your participation for the 2025 show year.**

Storage of empty packing materials within the confines of your booth or behind booth drape is against Fire Marshall regulations. Please tag all materials with Empty stickers (available at The Exhibitor Service Center and Floor Manager counters). These packing materials will be returned at the close of the Show. Exhibitors are encouraged to consider noise levels from equipment or from demonstrations when planning their booth layouts to avoid interference with neighboring exhibits.

Exhibitors should be reminded that if they are doing demonstrations or presentations, they must provide a viewing area for attendees. The use of aisle space for demonstrations, selling merchandise, or distribution of pamphlets and advertising material is prohibited. All sales and promotional activities must be confined to your exhibit space.

It is strictly prohibited to store cases, crates, boxes, etc. behind/outside of assigned booth spaces. It is against show rules and regulations as well as fire rules and regulations. The gutter space behind each booth is to be used for electrical access and electrical equipment only.



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Jewelry storage cases are not allowed to be placed in any public areas. They can be stored during open hours of the show within the exhibitor's booth or in a vault area only. It is the exhibitor's responsibility to appropriately store the cases.

To ensure a safe environment to conduct business, **storage behind booths is prohibited per Fire Safety Regulations.** Show management will have personnel checking all gutter spaces behind booths to ensure that nothing is being stored in these areas. If we do find anything behind the booth that is not electrical, show management will have it removed and stored at the exhibitor's expense. Companies who have not complied with this regulation in the past have created major electrical problems for neighboring companies. It will be enforced vigorously.

### **CRATE REMOVAL, STORAGE AND RETURN**

Empty crates will be removed to storage and returned to your booth beginning at 7:00pm Tuesday, March 11, and will be finished by 8:00am Tuesday, March 11, by the floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Many booths will not receive their crates until Tuesday morning after the show closes, so please plan your travel home accordingly. **Do not store merchandise in crates or cartons marked for empty storage.** We advise you to secure valuables immediately upon the close of the show and return the following day to dismantle your booth.

### **DECORATIONS**

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire-retardant solution. Random testing may be performed at any time by the Miami Beach Fire Department. Please have fire retardancy certificates for the materials on site.

Miami Beach Convention Center (MBCC) maintains consistent enforcement of the facility protection policies, including Wall Protection. The Miami Beach Convention Center Event Management Section must approve in advance the location of special decorations, banners or signage. Decorations, signage, banners, etc. may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns. The MBCC reserves the right to remove any unauthorized decorations, signage or banners should they be improperly attached to the building, in the manner previously described above.

Adhesive-backed (stick-on) decals or similar items (except nametags) are not permitted in the MBCC and may not be distributed within the facility. Any costs incurred by the MBCC for the removal of these items will be charged to Licensee.

The MBCC Rigging guidelines must be followed to install all custom signage that requires attachment to the building or the building infrastructure, (catwalks, handrails, balconies, etc.), in any way.

The use of high residue tape is strictly prohibited on terrazzo floors and carpeted areas. The MBCC requires the use of low residue carpet tape (e.g., Polyken 105C or Renfrew #174) and low residue safety tape (e.g., Asiachem SST-736 or approved equivalent). Tape or residue left on any surface, (floors, walls and lecterns),



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Tape used on exhibit hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #174) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.

## DELIVERY OF JEWELRY MERCHANDISE

**For your safety and the security of JIS Buyers outside the exhibit hall**, JIS does not allow delivery of jewelry merchandise. Please do not ask for or accept delivery from any exhibitor.

## DISPLAY REGULATIONS

The following rules, which govern what an exhibitor can and cannot do with his/her booth space, are based on the physical characteristics of the hall, the wish to be equally fair to all exhibitors, and the safety of all concerned. [A quick review of these booth regulations can save you time and money by preventing on-site changes.](#)

All back walls and sidewalls must be finished (without graphics) if they border an adjacent neighboring booth. See-through back walls or displays which do not cover the back wall completely will not be allowed.

Walls adjacent to a neighboring booth must be finished, devoid of copy, logos or other graphics and neutral. Advertising and other copy facing an adjacent exhibitor is prohibited above the 10' height limit, unless it is positioned at least 10' from the adjacent exhibitor.

- No signage or decorative material may protrude into the aisles or encroach upon neighboring booths.
- No obstruction may be posted, tacked, screwed or nailed to columns, walls, floors or other parts of the building without prior approval from Show Management. Show Management at the expense of the rule-breaking exhibitor, will remedy any damage or defacement caused by infraction of this rule.

Please note that **ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND ACCESSIBLE with a minimum 36" clearance.** All fire strobe lights Extinguishers must be visible and accessible with a minimum 36" clearance in all directions.

After 5:00pm on Saturday, March 8<sup>th</sup>, any part of a booth with unfinished side or backwalls will be finished or draped by Show Management at the expense of the exhibitor.

## ELECTRICAL

Exhibitors will not receive electrical drops as part of their booth space. All electrical work will be performed exclusively by Edlen electricians. Please refer to the Edlen Electrical order form located on the Exhibitor Service Manual site. Edlen is the provider of electrical services and should be contacted for any on-site issues.

## EXHIBITOR APPOINTED CONTRACTORS (EAC's)

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the Exhibitor. To review the information on the EAC Process section of the exhibitor service manual.





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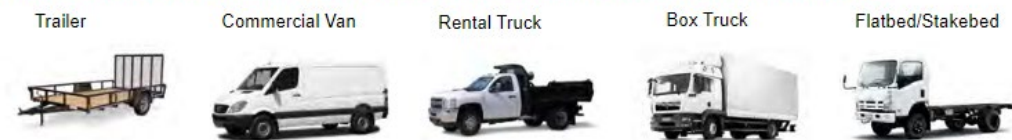
### EXHIBITOR MOVE-IN/MOVE-OUT PROCESS

As a reminder, the **Miami Beach Convention Center (MBCC)** does not accept items shipped by Exhibitors. **POV's (Personally Owned Vehicles)** are defined as:  
Cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service or that have material that requires mechanical assistance to unload, will be directed to the Marshalling Yard and will be charged as material handling by weight.

#### *Vehicles that Qualify (Product Only)*



#### *Vehicles that DO NOT QUALIFY: (Showcases and Booth Build Items are Material Handling)*



### EXHIBITOR MOVE-IN PROCESS:

#### • Self-Unloading from the MBCC Loading Docks:

1. **Loading/Unloading is not allowed in the front of the MBCC on Convention Center Drive**
2. For self-unloading utilizing the MBCC loading docks, **Privately Owned Vehicles (POV)**, defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van, may utilize this feature
3. Straight trucks, box trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's and must check-in/register/contract with **EXPO** to unload items. Fees apply.
4. Proceed to the front of the MBCC on Convention Center Drive to stage for move-in
5. Parking on a red curb, Washington Avenue or in traffic lanes is prohibited
6. A Dock Pass will be provided as well as instructions to access the load-in area - vehicles will not be permitted entry to the loading dock area without a Dock Pass
7. There will be a 15-minute allotment to unload your vehicle from the dock area
8. If you require additional time, **EXPO** may be contracted to assist with unloading your vehicle. Fees apply.

**POV SERVICE** is a feature for exhibitors using a Personally Owned Vehicle (POV) that meets the requirements listed above.

#### POV SERVICE RATES

**Straight time - \$96.00 per one way trip. (Monday - Friday, 8:00am - 4:30pm)**

**Overtime - \$127.50 per one way trip. (Monday - Friday, before 8:00am, after 4:30pm, weekends and holidays)**



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One worker equipped with a flat cart will assist those exhibitors who qualify for POV Service with unloading & delivery of goods to your booth. **POV SERVICE** is aimed at those exhibitors requiring minimum assistance to facilitate the move-in/out process for them, skidded or palletized items do not qualify, maximum weight 400 pounds per trip. Exhibitors who have extensive unloading requirements can use the material handling services. Arrangements for this service can be made in advance, see Material Handling Form, or on-site at the **EXPO** Service Desk. Empty storage service will only be available to exhibitors who utilize the complete material handling service. Exhibitors who do not use these services will be charged on a per carton rate to handle their empties.

**EXPO WILL NOT BE RESPONSIBLE FOR ANY DAMAGES.** Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show. POV Service will be available from the **loading dock**. Please instruct your personnel to identify themselves as exhibitors requiring POV service to security personnel. They will be directed to the specially designated area. This service **DOES NOT** include rental trucks or company trucks.

### Exhibitors who plan to hand carry from their vehicle via one of the local parking lots:

1. We recommend this process to allow you the quickest method to enter the facility
2. Exhibitors may only hand-carry or utilize a rolling suitcase to go through the venue lobby
3. **The use of hand/push carts & dollies is not permitted for use in the MBCC lobby**

Four wheel dollies

Two wheel dollies

Four wheel push carts



4. **Loading/Unloading is not allowed in the front of the MBCC on Convention Center Drive**
5. Parking on a red curb, Washington Avenue or in traffic lanes is prohibited

### EXHIBITOR MOVE-OUT PROCESS:

#### Booth Empties

1. Once the show closes empties will start to be returned
2. Estimated time to get all empties back to booths/exhibitors is 2 – 3 hours (7:30 pm – 8:30 pm)

#### Self-Loading from the MBCC Loading Docks:

1. **Loading/Unloading is not allowed in the front of the MBCC on Convention Center Drive**
2. For self-loading utilizing the MBCC loading docks, Privately Owned Vehicles (POV), defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van, may utilize this feature
3. Straight trucks, box trucks, bobtail, contract carriers and vehicles with trailers are **NOT** considered POV's and must check-in/register/contract with **EXPO** to load items. Fees apply



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4. Please pack up your booth – once fully packed, proceed to the **EXPO Exhibitor Service Desk** to acquire a move-out wrist band
5. Dock Passes will not be handed out without this wrist band
6. Proceed to the front of the MBCC on Convention Center Drive to stage for move-out
7. Parking on a red curb, Washington Avenue or in traffic lanes is prohibited
8. A Dock Pass will be provided as well as instructions to access the load-out area - vehicles will not be permitted entry to the loading dock area without a Dock Pass
9. There will be a 15-minute allotment to load your vehicle from the dock area
10. If you require additional time, **EXPO** may be contracted to assist with loading your vehicle. Fees apply.

#### **Exhibitors who plan to hand carry to their vehicle:**

1. We recommend this process to allow you the quickest method to enter the facility
2. Exhibitors may only hand-carry or utilize a rolling suitcase to go through the venue lobby
3. **The use of hand/push carts & dollies is not permitted for use in the MBCC lobby**



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#### **GENERAL MOVE-OUT:**

##### **Labor:**

If you will be using **EXPO** labor to dismantle your booth under your supervision, you should check-in at the service desk to confirm the time and number of men you will be using.

If you are having **EXPO** dismantle your booth without a representative from your company present, please stop by and confirm outbound shipping information.

##### **Return of Empty Containers:**

Beginning at 7:00pm on Tuesday, March 11<sup>th</sup>, empty containers will automatically be returned to all the booths. This process may take 2 to 3 hours to be completed. Please schedule your dismantle and carrier pick up accordingly.

**Note** - Small and/or valuable items should not be left unattended at any time during the move out process. Please remove or secure items.

##### **Outbound Material Handling & Shipping Labels:**

An **EXPO** Bill of Lading (BOL) form **MUST** accompany ALL outbound shipments. This form, along with shipping labels, may be obtained at the **EXPO Exhibitor Service Desk**.

Shipping is not an automatic process. Do **NOT** leave your BOL in your booth. They must be turned into the



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service desk when all your freight is packed and labeled for its destination. **EXPO will not be responsible for shipments left on the floor.**

### **UPS/FedEx:**

**UPS and FedEx will not be picking up from the Miami Beach Convention Center. Please do not leave your packages intended for UPS/FedEx in your booth. If they are left behind, they will be rerouted via our show carrier.**

### **Final Package Invoice:**

A final package audit has been completed during the event and any non-purchased and/or allocated tables determined in the audit will be subject to chargeable items on your general contractor invoice. Any questions on this please email [info@expocci.com](mailto:info@expocci.com). Please be sure to include the show name, your company name and booth number in your request.

### **Final Invoice:**

A final invoice will be emailed to the main contact on file after our accounting department completes their audit. If you would like to request a copy, please email [info@expocci.com](mailto:info@expocci.com) and one will be emailed to you. Please be sure to include the show name, your company name and booth number in your request.

## **EXHIBITOR REGISTRATION**

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor Badge at all times. No badges can be supplied to other industry professionals directly from an exhibitor as an attempt to gain access to the show. Otherwise they risk future participation for themselves and their company.

## **EXHIBITOR SERVICE AREA**

Expo CCI will maintain a service center during set-up, show days and dismantling. All other official Show contractors will also be set up in this area as well. Refer to the [Expo Quick Facts](#) for hours of operation. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, and special show services. **Exhibitors who have ordered labor must check in at this desk when they are ready to install their exhibits.**

The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

## **FIRE AND SAFETY REGULATIONS**

The City of Miami Beach Fire Marshal is authorized by Florida Statutes and the Florida Fire Prevention Code to ensure fire and life safety for the public. Conventions, trade shows and exhibits are reviewed for compliance with the requirements of NFPA 101 Life Safety Code, as adopted by Florida Administrative Law, State Fire Marshal's Rules and Regulations Chapter 693 and the Florida Fire Prevention Code. Additional technical codes and standards may apply to specific events.

Licensee, exhibitors, and general service contractors must comply with all federal, state and local fire



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regulations and building codes that apply to places of public assembly. Firefighting and emergency equipment, including fire extinguishers, strobes, fire hose cabinets and standpipes, may not be hidden, blocked or obstructed. All emergency exits, hallways and aisles leading from the MBCC must be kept clear and unobstructed. Fire lanes must be always clear and open.

### Capacity Concerns

The MBCC will not permit any leased space to be occupied by persons numbering greater than the listed capacities.

### Exhibit Hall Floor Plan Approval

Preliminary exhibit hall floor plans, including general session, registration and pre-function space, must be submitted to the EM at least six (6) months prior to the first move-in day for approval by the City of Miami Beach Fire Department.

Please refer to Section Exhibit Halls Floor Plan Guidelines for further details. All Exhibit Hall floor plans must be reviewed and approved by the City of Miami Beach Fire Department six (6) months prior to the first move-in day. Potential move-in delays may occur if the Fire Marshal has not approved a floor plan in advance. Fire Inspector will perform walk-thru inspections prior to the opening day of the exhibits.

### Fire Watch

A Fire Watch is an exclusive service by City of Miami Beach Fire Department personnel who are specifically trained for special events and trade shows. The Licensee and GSC are required to provide all fire watch guidelines to exhibitors. The City of Miami Beach Fire Department handles all fire watch personnel. Contact the EM for details.

A Fire Watch is required for the following:

- Covered booths over 301 square feet (91.7 square meters) without automatic suppression
- Multi-level booths without automatic suppression
- Cooking without a flue connection or appliances without automatic suppression
- Vehicle: movement or battery terminals connected during show hours
- Open flames
- Pyrotechnic or special effect displays
- Tents in accordance with OCFR Standard #6000
- Liquid Petroleum: usage of nominal five (5) pound (2.27 kilogram) containers
- Fire sensors disabled

### Flame Resistance

- All woodwork, stage scenery, furnishings, decorations and sets used in an exhibit or on a working permanent or temporary stage shall be coated or treated by approved methods to render them fire-retardant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant, as demonstrated by testing, in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material, including, but not limited to, cotton, foamed plastic, hay,



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paper, wood chips, split bamboo and thatch, must be treated with a flame retardant. Documentation of fire retardants must be available for review upon request.

- Additional fire-retardant treatments shall be applied, in accordance with the appropriate product direction.
- The use of Styrofoam products for set construction is not permitted.

### Gas Information

The Licensee shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the **MBCC**, would or might be dangerous to persons or property or otherwise incompatible with the **MBCC** structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressurized cylinders and tanks and hazardous chemicals (including oxidizers), are prohibited inside the **MBCC**.

**Gas (Compressed/Inert):** Compressed inert gases may be used, provided the vessels are stored in a safe manner. The Fire Marshal and EM are to be notified about their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

### Hazardous Materials /Waste

The Licensee shall not bring any exhibit, equipment or vehicle on premises that, in the judgment of the **MBCC**, would or might be dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the **MBCC**. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the **MBCC**. The Licensee and exhibitors must ensure that GSC involved in the use, handling, transportation, storage, and disposal of any regulated material is knowledgeable about the related regulations and complies with them at all times. Licensees are responsible for regulatory compliance and the costs associated with the removal, disposal, and administration of regulated materials. Costs or applicable administrative expenses incurred by the **MBCC** for the removal of hazardous waste left in or around the **MBCC** will be assessed to the Licensee.

### Open Flame, Pyrotechnics and Special Effects

The use of open flame devices, including candles, is permitted on **MBCC** premises with prior approval from the Fire Marshal and the **MBCC** EM, provided Licensee or exhibitor adheres to the following conditions.

**Open Flame:** Open Flame and Flame Effects must comply with NFPA 160 — Standard for Flame Effects Before an Audience. Depending on the intended use of an open flame product, a Special Effects permit may be required. A demonstration of the open flame device may be required, at the discretion of the Miami Beach Fire Marshal, while on the **MBCC** premises. Depending on the intended use of an open flame product and the demonstration of an open flame device, a Fire Watch may be required.

**Candles:** All candle flames must be enclosed and protected at all times. Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material. Advance notification about the intended use of candles and/or candle



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products must be submitted to the EM prior to the event.

**Pyrotechnics:** Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics before a Proximate Audience. A pyrotechnics permit is required. A demonstration of the pyrotechnics display may be required at the discretion of the Fire Marshal. A mandatory Fire Watch will be required. A fire engine stand-by may be required, per the discretion of the Miami Beach Fire Marshal's office.

**Special Effects (Fog and Hazers):** The fluid used in fog and haze machine must be water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited. Smoke/fog atmosphere effect must not impede visibility or egress. Equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., Exhibit Hall entrances, concourses, etc. Miami Beach Fire Department requires all fog and haze fluid be appropriately labeled and available for inspection. Fire watch is required.

**Lasers:** The use of lasers for lighting and theatrical effects is permitted on **MBCC** premises, with prior approval from the Fire Marshal, provided Lessee or exhibitor adheres to the following conditions:

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Non-ionizing Radiation Hazards, NFPA 115 — Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Miami Beach Fire Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers, and sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffused surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For outdoor open air shows where a laser beam is projected into the sky, requestor must submit basic beam information about intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually, thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.
- A Fire Watch will be required during Show Hours.

### Permit Overview

Special permits are required for event activities and exhibits that involve cooking, lasers, pyrotechnics, tents, multi-level or covered exhibits and/or potentially hazardous situations. Each situation must be individually approved. Contact the EM for permit information. Appropriate permit applications for the following activities must be made to the City of Miami Beach Office of the Fire Marshal at least twenty-one (21) days



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- The display and operation of any unusual electrical, mechanical or chemical device that may present a hazard. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.
- The use or storage of flammable liquids, compressed gases or dangerous chemicals, as determined by the Fire Marshal.
- The display or operation of a laser. A permit is required from the Miami Beach Fire Department and proper notification to the Florida State Bureau of Radiation is required.
- Any pyrotechnics, fireworks or special effects display or process.
- Any unusual use of a motorized vehicle inside an enclosed structure.
- Any special cooking requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- Multi-level exhibit booths.
- Tents or covered exhibits in excess of 301 square feet (91.74 square meters) erected inside the exhibit hall(s).
- Any tent(s) installed erected outside the MBCC building in excess of 100 square feet (30.48 square meters) will require a permit issued by the Miami Beach Building Department.
- If stakes or other items are inserted into the grass, asphalt and/or concrete pavement to anchor the tent, the Lessee is required to conduct a locator search of buried underground utilities using Sunshine State One-Call of Florida, Inc. at [www.callsunshine.com](http://www.callsunshine.com). Repair expenses incurred by the MBCC to restore grounds and parking lots to their pre-exhibit condition will be billed to the Licensee.
- All exterior exhibit.

A Fire Watch may be required with prior approval from the Fire Marshal.

### HALOGEN LIGHTS

Halogen lights needs to meet fire safety code regulations. All halogen lights must have covers or screens. Show management will be checking all halogen lights and if they do not meet the fire and safety regulations, the exhibitor will be asked to remove the lights. This will ensure a safer working environment for all.

### HAND-CARRY PROCEDURES

Exhibitors hand-carrying packages can enter the MBCC. Smaller roller-type bags (i.e. the size of carry-on luggage approved by the FAA) are authorized to enter the main Convention Center Drive west entrance and the Washington Ave east entrance.

**The use of hand/push carts & dollies/trolleys is not permitted for use in the MBCC lobby**







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### HANDOUTS

You may distribute literature, samples or other material **only** from within your booth space. Distribution outside of your contracted space (i.e. in aisles, in public areas, etc.) is strictly prohibited unless approved by Show Management.

### HANGING SIGNS

Hanging signs must be approved by show management. Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend “hanging signs” are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

#### **LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET**

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

#### **PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET**

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

#### **ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET**

**Island Booth** - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

**PLEASE NOTE:** Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

**Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.**

### HARDWALL DISPLAYS

Exhibitors using a hardwall display must leave a nine-inch (9") clearance at the rear of the booth for access to electrical equipment, etc. Back-to-back hardwall displays must have eighteen inches (18") between the hardwalls. Please make sure to install a mouse hole in the rear of each booth. This is a safety and electrical service issue.



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### HEALTH AND SAFETY RECOMMENDATIONS (IN-BOOTH)

Please refer to the [Exhibitor Display Regulations](#) for recommendations as it relates to health and safety (hand sanitizers and exhibit booth disinfecting). Please also refer to our health and safety information [here](#).

### HOTEL/TRAVEL

Please see the [Hotel & Travel](#) section of the show website for details on hotels and important deadlines.

### INSPECTION DEADLINE

**Inspection Deadline** - Any booth not occupied by 9:00 AM on the day of Show Open will be presumed abandoned.

- If there is freight in the booth and **Show Management** believes the exhibitor will be late, then **EXPO** will set up the display as best they can with the information available
- If there is no freight in the booth and/or **Show Management** believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **9:00 AM on the day of Show Open**
- Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

### INTERNATIONAL SHIPPING/CUSTOMS BROKER

Phoenix International is the official provider of international shipping, customs brokerage, freight forwarding and related services for the show. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must ensure that all documents are valid and complete, and procedures are followed correctly. Show management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments. [Customs Shipping Form](#)

### INTERNET AND TELECOMMUNICATIONS

The MBCC's exclusive provider for internet and telecommunication services is Smart City. The MBCC offers state-of-the-art networking capabilities and high-speed internet access. All exhibit halls, meeting rooms, ballrooms, pre-function spaces are wired with CAT6 and 10GB fiber-optic. The MBCC is designed with redundancy and throughput in mind to ensure maximum uptime and the highest data transfer rates available.

### JEWELRY DISPLAY REGULATIONS

JIS SPRING is a "FULL DISCLOSURE" show. The following regulations have been established to maintain the quality and integrity of the products displayed at JIS SPRING 2025.

All Exhibitors must be in compliance with the Federal Trade Commission (FTC) Guides for the Jewelry, Precious Metals and Pewter Industries and with the National Gold and Silver Stamping Act as they relate to specific products.

The guides contain regulations regarding the content, weight and use of terms as they relate to precious metals, gemstones, pearls and watches. Violations of the guides can result in cease-and-desist orders or civil penalties. The National Gold and Silver Stamping Act requires all quality marked precious metal items to be stamped



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Contact our Customer Success Team: 800-840-5612 | 203-840-5612 | [JISShow@RXglobal.com](mailto:JISShow@RXglobal.com) with a valid trademark to readily identify the manufacturer of the item. Violations of this federal law can result in civil or even criminal penalties. If you are unfamiliar with the provisions of either the FTC Guides or with the National Gold and Silver Stamping Act, please contact the Jewelers Vigilance Committee (JVC) at (212) 532-1919 to order a copy of these important documents. Your knowledge of and adherence with these laws will help maintain the consumer trust and confidence upon which the industry depends. Specific information regarding gemstone treatment disclosure is also available through the AGTA.

All gemstone treatments (other than cutting and polishing) and including laser drilled or fracture filled diamonds, heated sapphires or aquamarines, irradiated topaz or oiled emeralds, etc., must be disclosed at every level of sale within the industry and eventually to consumers. Disclosure of such treatments in an honest and straightforward manner is our ethical and legal responsibility to the industry. Without reliable information from gemstone suppliers and jewelry manufacturers, retail jewelers cannot pass accurate information along to consumers, as law requires them. A lack of disclosure, particularly of difficult-to-detect treatments, may lead to misrepresentation and a lack of consumer confidence in our industry.

If you are a manufacturer of jewelry that contains diamonds, pearls, colored gemstones or synthetic stones, important disclosures must be made at every level of sale. If you are not receiving treatment disclosure information from your gemstone suppliers, demand it. If you are not conveying this information to your customers, please be advised you must.

A complete explanation of gemstone treatment disclosure is available in the Gemstones Enhancement Manual (GEM), which was developed by a coalition of industry leaders representing the various trade organizations, gemological scientist and the trade press.

The coding system detailed in the GEM Manual has been endorsed by the following organizations:

- AGS American Gem Society
- AGTA American Gem Trade Association
- DCA Diamond Council of America
- MJSA Manufacturing Jewelers and Silversmiths of America
- JA Jewelers of America
- JIC Jewelry Information Center
- JVC Jewelers Vigilance Committee
- ISA International Society of Appraisers

## LABOR UNIONS & SHOW LABOR

Florida is a right-to-work state. The MBCC has an exclusive agreement with the International Alliance of Theatrical Stage Employees (IATSE) Local Union 500 as the in-house labor to handle all entertainment, theatrical stage related work, and audio-visual operations. IATSE Local Union 500 labor is exclusive for rigging in the ballrooms and exhibit halls, excluding aisle signage for trade shows. Audio visual load-in, setup, event production, move-out, and load-out are required to be staffed by IATSE. All contractors providing staging or audio-visual production may provide supervision only.

## FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with



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the foregoing, they are not permitted access to the loading dock area(s). EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

## EXHIBIT INSTALLATION AND DISMANTLING

The Local Union claims jurisdiction over the installation and dismantle of tradeshow and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full-time employment status may be requested by the Union Steward of any personnel working on your booth.

## GRATUITIES

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen-minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

## EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless Expo Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

## IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.

## LIABILITY AND INSURANCE

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own property, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details. In the event you do not have Commercial General Liability or would like to purchase Event Cancellation Insurance, the John Buttine Inc Exhibitor Insurance program offers General Liability and Event Cancellation Insurance policies to exhibitors of all sizes.

For more information click [here](#).

## LICENSE AGREEMENT:

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.



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#### **MAINTAINING ACCESS AND EGRESS: ACCESS AND EGRESS**

The following may not be blocked, or access impeded:

- Firefighting and emergency equipment, including fire alarm boxes, fire extinguisher cabinets, standpipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

#### **MATERIAL HANDLING (DRAYAGE) SERVICES**

Expo CCI is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Miami Beach Convention Center. Material handling includes return of your empty cartons and crates at the close of the Show. Please refer to the **Material Handling** section of the exhibitor service manual for more details.

#### **MIAMI BEACH CONVENTION CENTER (MBCC)**

The **Miami Beach Convention Center (MBCC)** sits on a slice of paradise, surrounded by spectacular beaches, world-class hotels, fine dining, exciting nightlife, diverse shopping experiences and historic architecture, making Miami one of the most sought out meetings destination in the world. The MBCC, located in Miami Beach, Florida is owned by the City of Miami Beach and managed by OAK View Group) with food service provided by Sodexo Live. It plays host to a wide variety of conventions, trade shows, consumer shows, meetings and banquets.

The Miami Beach Convention Center  
1901 Convention Center Drive  
Miami Beach, Florida 33139

MAIN OFFICE: 786.276.2600  
MAIN FAX: 305.673.7435  
24 HOUR SECURITY: **305.673.7347**

#### **MOBILITY SCOOTERS**

Mobility scooters are no longer available for rent from the Miami Beach Convention Center. Please reach out to one of the following for delivery to the Miami Beach Convention Center or the hotel you are staying at.

<p style="text-align: center;"><a href="#"><u><b>ScootAround</b></u></a></p> <p>US &amp; Canada Toll-Free: 1.888.441.7575 International Phone: 204.982.0657 Call Center Hours: 7 Days/Week <a href="https://scootaround.com/en/miami"><u>https://scootaround.com/en/miami</u></a></p>	<p style="text-align: center;"><a href="#"><u><b>Special Needs Group®</b></u></a></p> <p>US &amp; Canada Toll Free: 1.800.513.4515 International: 954.585.0575 Call Center Hours: Monday-Friday 9AM-6PM EST <a href="https://www.specialneedsatsea.com/"><u>https://www.specialneedsatsea.com/</u></a></p>
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### NO NAILS OR SCREWS

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by Show Management at the expense of the rule-breaking exhibitor.

### NON-OFFICIAL CONTRACTORS

Management has taken the time to research and select preferred vendors or contractors for the services you will need to purchase surrounding this event. Not all these necessarily will offer the lowest overall cost, but rather superior service at a fair cost.

Towards this end we ask you to be very careful in the selection of non-official contractors. Include in your costs such items as extra labor, drayage/freight, etc. into the price quoted.

Remember and take into consideration that only official contractors have service desk representation at show site, are allowed early move-ins, late delivery access, work areas on the show floor, etc.

Also, in the event you have a problem of any type with a non-official contractor, we as show management have no recourse whereas a problem with an official contractor can be addressed much more easily and professionally.

### POLE PACKAGES

Booth packages do not include 8ft poles along the front of your booth. If you plan on ordering track lights for your booth, please also plan on ordering pole packages. You can find the order form [here](#).

### PROHIBITED ACTIVITY/CODE OF CONDUCT & WEAPONS POLICY

Please refer to our [Safety, Security & Wellness Information & Policies](#).

### SECURITY

Show Management will provide uniformed guards on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses **however the final responsibility lies with the exhibitor**. If you have items in your booth that are vulnerable to theft, take advantage of the vaults to lock up your merchandise during non-show hours. You may also request a price list for additional security from Allied, the event security vendor, from Show Management. No outside security of any kind will be allowed without express prior written approval from Show Management. Please review the Security Advisory Bulletin included in this manual to assist you in safeguarding your merchandise. Show Management is NOT liable under ANY circumstances for product, merchandise, displays, etc. We encourage you to purchase or [rent video equipment that covers your booth area 24/7](#) to insure you have a record of who enters and leaves your booth space.

### SECURITY PROCEDURES

**Every JIS SPRING participant should be aware of the following security procedures:**

- Security staff may approach you outside the event, at entry or inside the event in order to assist
- You are required to wear the event ID badges/credentials provided to you
- Security safeguarding measures and operational plans are in place at JIS SPRING, including:
  - Badge/ticket verification
  - Physical screening/bag checks





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- Walkthrough metal and weapon detectors
- Monitored and recorded security surveillance/CCTV
- Uniformed and covert security guards
- Crowd management/stewards, signage and barriers, as necessary

### Every JIS SPRING participant is requested to:

- Leave appropriate time to comply with entry requirements and remain patient and courteous while undertaking security checks
- Keep personal property with you at all times and do not leave any items unattended. RX and the event are not responsible for lost or missing property
- Report anything that looks unusual, suspicious, or out of place to a member of security or JIS SPRING staff
- Always carry a recognized form of photo ID
- Comply with all event policies, signage and the instructions of JIS SPRING staff. Operational adjustments may occur throughout JIS SPRING
- Monitor your health and don't come to JIS SPRING if you are not feeling well
- Please be aware of and respect the personal boundaries of your fellow participants so that everyone can enjoy their time at JIS SPRING
- On your final visit to JIS SPRING, dispose of your badge inside the event or after you have returned home, not in bins immediately outside JIS SPRING

**The full safety, security and wellness information and policies is available here at all times:** (<https://www.jisshow.com/global/en-us/safety-security-wellness.html>)

**BE AWARE:** By participating in JIS SPRING in any way, you agree and acknowledge to RX and its event partners (“management”) that you will not possess or use any of the following prohibited items in connection with the event: a firearm; ammunition; knives; weapons of any kind; objects or toys that appear to be firearms, ammunition, knives, or weapons; self-defense or restraining devices; or any explosive or flammable objects.

**NOTE: Management has a ZERO TOLERANCE POLICY for weapons of any kind at JIS SPRING.** Event security and local law enforcement officials will treat anything that looks like a real gun as a real gun.

### SHOPPING BAG REGULATIONS

Exhibitors may distribute bags ONLY from within their booth space during the show. If exhibitors are found distributing bags outside of their given booth area, they will be subject to applicable sponsorship fees. It is important that the bags do not mention the word jewelry, feature present or future show dates, or photos/pictures of any kind of jewelry or diamonds. Once these bags (and the buyers carrying them) leave the security of the Sands/Venetian, they become walking billboards. This alerts the general public there is a jewelry show in town. The buyer carrying the bag also becomes a potential target for thieves when outside the show.

### SHOW MANAGEMENT OFFICE

The Show Management Office, located in the Ocean Drive Ballroom and will be staffed during move-in, show and move-out hours.

### SMOKING

State of Florida Constitution's Article X Section 20 prohibits the use of vapor-generating electronic devices in enclosed indoor workplaces. Smoking is prohibited inside the venue and in the immediate vicinity of portals which allow entrance into the venue. The MBCC strictly enforced this policy.



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### **SOUND LEVELS**

Sound level of presentations should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all customers.

### **TELEPHONE SERVICES/INTERNET LINES**

All telecommunication services, including internet lines, will be managed by SmartCity. Please refer to the SmartCity instructions and order form in the exhibitor service manual. Note that sharing of internet services is strictly prohibited.

### **TRANSPORTATION OF JEWELRY AND FINE GOODS**

All jewelry and fine goods should be transported to JIS SPRING utilizing one of the preferred armored car companies listed within the show's Exhibitor Manual. Shippers of any goods are fully responsible for their items, including, but not limited to, during transit and within the show venue. Show management, official show vendors and the venue are not liable for any theft, loss or damage.

### **VEHICLES ON DISPLAY**

Prior notice must be given to Show Management regarding motorized vehicles of ANY type. Vehicle(s) to be displayed in the Center during shows must have battery cables disconnected, a lockable gas cap and may not contain more than a 1/8 tank of fuel. A spotting fee will also be charged to bring vehicles in and out of the facility.

### **VENDOR INVOICES**

Show Management will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the convention center.