

## 5.4 Vault Procedures & Armored Car Information

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In 2005 Show Management developed the "Vault and Armored Cars Procedure and Information" in an effort to streamline our Vaulting System for the Show. We will be utilizing this same procedure once again for the 2008 Show.

Attached is a color floor plan for both levels of the Show showing the location of our Vaults and Armored Car Companies.

- What we have done for this year:
  - Show Management has divided up the show floor and is "suggesting" to exhibitors where to vault their product each night. Please remember that we are only "suggesting" where to vault your product, as an exhibitor you can still choose any vault to vault your product except for Pavilion designated Vaults.
  - We feel by suggesting where an exhibitor goes to vault their product it will help in the effort to run a smoother program. We can not assign vaults to all exhibiting companies because we do not know how much product is being brought in by each company.
  - Divided and color coded the floor plan into sections to help with this process.
  - Color coded floor plan showing the "suggesting" section for all exhibitors along with the vaults that will be used for as "Sabbath Vaults".
  - Color coded the vault.
  - Color coded the vault tags to match the vaults.
  - Color coded the banners & signage to match the vaults and vault tags.
  - Increased the number of doors on some of the key vaults.
  - Added shelving and table to some of the key vaults to create more vault space.
  - Increased the number of personnel in some of the key vaults to help with the vaulting of product, help directing exhibitors, helping on the vault lines handing out vault ticket, answer questions, etc.
- How to use the color code floor plan?
  - For example; please locate your booth, if your booth is located on level 1 and falls in the "RED" area, we suggest that you use Vaults O, P, Q, or R to vault your product.
  - Vaults are on a first-come, first-serve basis.
  - Please be aware if the vault that we have suggested to you to use is filled, we will redirect you to the closest vault that has available space.
- Procedures & Information:
  - With the exhibitor badges, every exhibitor will have access to the vaults. Please remember that the person who checks in the merchandise at the vault must be the same person who claims the merchandise. Claim tickets will be checked to see if numbers as well as signatures match. The signatures on your claim ticket and a photo ID may also be compared.
  - As a reminder, **it is against Show regulations to close your booth early on any day** so that you can line up at the vaults to be first in line. This rule will be strictly enforced and could result in loss of booth space for future JCK Shows.
  - Floor Managers and Vaults; we have assigned a Floor Manager to each section to assist with the vaults. As we get closer to the show we will provide you a list of Floor Managers that will be assigned to the vaults along with a cell # that you can call to see if there is available space in a vault or to help answer a question you may have.

- **JCK Vault Dates & Times:**
  - Vault access during move-in is available in Room 301 (Vault O) of the Sands on a **24-hour basis** beginning Tuesday, May 27th at 8:00am through Friday, May 30th at 10:00am on Opening Day.
  - On show days, exhibitors can access to Show vault at the times below.
    - Friday, May 30th: 7:00am - 10:00am 6:00pm - 7:00pm
    - Saturday, May 31st: 7:00am - 10:00am 6:00pm - 7:00pm
    - Sunday, June 1st: 7:00am - 10:00am 6:00pm - 7:00pm
    - Monday, June 2nd: 7:00am - 10:00am 6:00pm - 7:00pm
    - Tuesday, June 3rd: 7:00am - 10:00am
  - The Move-Out Vault, Vault O can also be accessed from 4:00pm on Tuesday, June 3, 2008 until 3:00pm on Wednesday, June 4, 2008.
  - Access to the vaults at any other time is prohibited to ensure the security of the vault system. All merchandise must be removed from the vaults during show hours because the vaults are closed and unguarded during show hours. **Special vault security will be provided for the Sabbath observers.**
  
- **AGTA Vault Dates & Times:**
  - Vault access during move-in is available in Room 301 (Vault O) of the Sands on a **24-hour basis** beginning Tuesday, May 27th at 8:00am through Thursday, May 29th at 10:00am on Opening Day.
  - On show days, exhibitors can access show vaults at the times below with the exception of Thursday, May 29th. AGTA exhibitors can only gain access to Vault J and Vault K only. Vault J and Vault K are located in the Venetian Ballroom.
    - (Vaults J & K Only)
    - Thursday, May 29th: 7:00am - 10:00am 6:00pm - 7:00pm
    - (All AGTA/Show Vaults)
    - Friday, May 30th: 7:00am - 9:00am 6:00pm - 7:00pm
    - Saturday, May 31st: 7:00am - 9:00am 6:00pm - 7:00pm
    - Sunday, June 1st: 7:00am - 9:00am 6:00pm - 7:00pm
    - Monday, June 2nd: 7:00am - 9:00am
  - The Move-Out Vault, Vault O can also be accessed from 4:00pm on Tuesday, June 3, 2008 until 3:00pm on Wednesday, June 4, 2008.
  - Access to the vaults at any other time is prohibited to ensure the security of the vault system. All merchandise must be removed from the vaults during show hours because the vaults are closed and unguarded during show hours. **Special vault security will be provided for the Sabbath observers.**
  
- **Sabbath Vaults:**
  - Starting on June 1st 6:00pm. Observers of the Sabbath can vault their product in one of the vaults below. We will guard you product on Saturday, May 31st while you observe the Sabbath and you can pick-up your product on Sunday, June 1st in the morning.

## **SABBATH VAULTS:**

### Level 1:

- Vault O, Room 301
- Vault V, Marco Polo Ballroom

### Level 2:

- Vault PC, - Plumb Club Only
- Vault G,
- Vault J, Venetian Ballroom – AGTA Only
- Vault W, Bassano Room 2701 – The Venetian Level 2 – Italian Pavilion Only

**(Sabbath Vaults are Subject to Change)**

- **Vault Locations:**

### *Level 1:*

Vault L: Hall G, Rear East of the Hall (Rear of the 37000 aisle)

Vault M: Hall G, Rear East of the Hall (Rear of the 37000 aisle)

Vault N: Hall G, Rear East of the Hall (Rear of the 35000 aisle)

Vault O: Room 301

Vault P: Room 303

Vault Q: Room 304

Vault R: Room 305

Vault S: Hall G, Rear West of Hall (by booth 56205) *\*Note Vault S will be operational Friday, May 30<sup>th</sup> at 6pm*

Vault V: Marco Polo Ballroom, The Venetian Level 1 (Rear of Ballroom)

### *Level 2:*

Vault A: Hall A, Rear East of the Hall (Across from Booth 992)

Vault B: Hall A, Rear East of the Hall (Across from Booth 1104)

Vault C: Hall A, Rear East of the Hall (Across from Booth 1096)

Vault D: Hall A, Middle of the Hall (Across from Booth 1082)

Vault E: Hall A, Rear of the Hall (Rear of the 8000 aisle)

Vault G: Hall D, Rear of the Hall (Rear of the 28000 aisle)

Vault H: Hall D, Rear of the Hall (Rear of the 28000 aisle)

Vault I: Hall D, Rear of the Hall (Rear of the 28000 aisle)

Vault W: Bassano Room 2701 – The Venetian Level 2 (Italian Pavilion Only)

Vault X: Bassano Room 2801 – The Venetian Level 2 (Italian Pavilion Only)

\*\* Vault PC: Plumb Club Vault (Hall D, Booth 24495, across from the Plumb Club Office)

\*\* Vault PTP: Platinum Pavilion Vault (Hall C, behind booth 303 PTP)

### *Level 3:*

Vault Y: Toscana Room 3801 & 3802 – The Venetian Level 3

Vault Z: Toscana Room 3805 & 3806 – The Venetian Level 3

\* Because AGTA GemFair opens on Thursday, May 29, 2008. AGTA will be assigned (3) Vaults for the Show. Vault F, Hall D, front of Booth 25049, Vault J, Rear of Booth 34032 in the Venetian Ballroom and Vault K, Rear of Booth 34632 in the Venetian Ballroom.

**\*\*\*PLEASE NOTE VAULTS ARE SUBJECT TO CHANGE AND WE WILL NOTIFY YOU IF THEY CHANGE**

- **Armored Car Information:**

- On the floor plan we have noted the locations of the Armored Car Companies. A representative of each Armor Car Company will be there to assist you.

Company	Show Day Location
	Venetian Level 2
Brinks	Bassano 2708 (Outside Exhibitor Registration)
Dunbar	Bassano 2708 (Outside Exhibitor Registration)
Ferrari	Bassano 2708 (Outside Exhibitor Registration)
G4S Int'l	Bassano 2708 (Outside Exhibitor Registration)
Malca - Amit	Bassano 2708 (Outside Exhibitor Registration)
SORT	Bassano 2708 (Outside Exhibitor Registration)

- Date and Time for Armor Car Companies to be available in their designated area:
  - Friday May 30th: 8:00am – 6:00pm
  - Saturday May 31st: 8:00am – 6:00pm
  - Sunday, June 1st: 8:00am – 6:00pm
  - Monday, June 2nd: 8:00am – 6:00pm
  - Tuesday, June 3rd: 8:00am – 2:00pm

- **Move-In:**

Thursday, May 29, 2008: 9:00am – 6:00pm

Armor Car Companies will be ready to service their exhibitors on Thursday, May 29th at 9:00am at the locations that are indicated on the floor plans.

**PRODUCT ONLY DAY:**

In order to make sure that you're ready to open by 10am Friday, May 30th, we ask that your merchandise be picked-up from your Armored Cars **No Later Than Thursday, May 29th by 6:00pm.** If merchandise is not picked up by Thursday, May 29th by 6:00pm it will be available to be picked up on Friday, May 30th at 7am, on a first come first serve basis and you are NOT GUARANTEED to have your merchandise on time for 10am Show opening.

- **Move-Out:**

- Distribution of Armor Car bags for product will be on Tuesday, June 3rd from 7:00am – 10:00am.

- **Addition Information:**

- All representatives/employees of our Armor Car Companies are easily identified by their matching company shirt.
- Sales reps will be allowed on the floor to visit clients.
- **On Tuesday, June 3, 2008, the Move-Out vaults will NOT open until 4:00pm. The Armored Car Companies have been instructed NOT TO ACCEPT ANY PRODUCT UNTIL THE CLOSE OF THE SHOW, 4:00PM.**
- As a reminder, **it is against Show regulations to close your booth early on any day** so that you can line up at the vaults to be first in line. This rule will be strictly enforced and could result in loss of booth space for future JCK Shows.

Show Management looks forward to assisting you on-site to make this experience a pleasurable one and we would like to thank you in advance for your cooperation as we develop and strive to make this Vaulting System and Armored Car Services easier and smoother for all.