

www.JFASHOW.com

Donald E. Stephens Convention Center

Rosemont (Chicago), IL

July 23-26, 2020



Summer Show

Dear JF&A Exhibitor,

We are pleased to send you the Exhibitor Kit for TransWorld's Jewelry, Fashion & Accessories Show, July 23-26, 2020 at the Donald E. Stephens Convention Center in Rosemont, IL.

Inside this Exhibitor Kit you will find all the materials and forms necessary to successfully plan and participate in this exciting exposition. Please take the time now to review the contents of this kit and familiarize yourself with all of the important information included. A few sections to note and refer to throughout your planning are:

This TWE Exhibitor Kit contains pertinent information such as address and directions to the exhibit hall, move-in rules and regulations, exhibitor checklist/deadline dates, a listing of key personnel and booth display guidelines. Please review the Exhibitor Procedure Guidelines as well as the new Exhibitor Security Guidelines. **Also included in this section of the kit is the FREE exhibitor invitations order form, exhibitor directory listing form/exhibitor badge order form.**

This RES Exhibitor Kit contains forms that pertain to the general contractor, Rosemont Exposition Services (RES), exhibit hall and other service and vendor order forms. **Please look through this section for information regarding freight, furniture, carpet and utility forms.**

We want to ensure that your exhibiting experience is a pleasant one. If you have questions or we can be of assistance in any way please feel free to call us at (800) 323-5462.

Sincerely,

JF&A Show Management
TransWorld Exhibits, Inc.

Jewelry, Fashion & Accessories Show
www.JFASHOW.com

EXHIBITOR KIT

www.JFASHOW.com

Donald E. Stephens Convention Center

Rosemont (Chicago), IL

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EXHIBITOR CHECKLIST / DEADLINE DATES

Summer Show

We have highlighted some of the important dates that you should not miss. Please review your Exhibitor Kit for other services that you may need for installation of your booth.

SUBMIT TO TRANSWORLD EXHIBITS

Exhibit Contract and Booth Balance	ASAP
Exhibitor Listings, Index & Badge Form	June 23, 2020
Exhibitor Invitations Request Form	June 23, 2020
Certificate of Insurance	June 23, 2020

SUBMIT TO ROSEMONT EXPOSITION SERVICES (RES)

Electrical Service Order Form	July 10, 2020
Internet/Telecommunications Order Form	July 10, 2020
Complimentary Furniture Package Order Form	July 10, 2020
Carpet Rental Form	July 10, 2020
Pegboard Rental Form	July 10, 2020
VuCase Rental Form	July 10, 2020
Labor Order Form	July 10, 2020
RES Extras (water, safes, wheel chairs, etc.)	July 10, 2020
Order Summary & Payment Form	July 10, 2020

Be sure to visit www.jfashow.com for more information.

www.JFASHOW.com

Donald E. Stephens Convention Center

Rosemont (Chicago), IL

July 23-26, 2020



KEY CONTACTS / OFFICIAL CONTRACTORS

Summer Show

SHOW MANAGEMENT

Please contact us with any questions regarding your exhibit space, show schedule, registration or marketing opportunities.

TRANSWORLD EXHIBITS

1001 Green Bay Rd Suite 316 P: (847) 446 - 8434
Winnetka, IL 60093 (800) 323 - 5462
www.JFASHOW.com F: (847) 446 - 3523

MANAGEMENT

Renee Passis Thaler x 207
Don Olstinske x 208
Claire Adair x 206

REGISTRATION

Ron Carlson x 227

SALES

Don Olstinske x 208 don@tweshows.com

ROSEMONT EXPOSITION SERVICES (RES)

The General Contractor can assist with any furniture, carpeting, booth display, cleaning, electrical, telephone, internet, labor and freight service questions or requirements you may have.

CUSTOMER SERVICE

Rosemont Exposition Services
9291 W. Bryn Mawr
Rosemont, IL 60018
P: (847) 696 - 2208
F: (847) 696 - 9797

MONTERREY SECURITY

2232 S. Blue Island
Chicago, IL 60608
P: (773) 843-0434
F: (773) 843-0435

ARAMARK

9301 W. Bryn Mawr
Rosemont, IL 60018
P: (847) 692 - 6415
F: (847) 696 - 9790



GENERAL SHOW INFORMATION

Summer Show

EXHIBIT HALL LOCATION - HALL F

Donald E. Stephens Convention Center
9301 W. Bryn Mawr
Rosemont, IL 60018

P: (847) 696 - 2208
F: (847) 696 - 9797
www.ROSEMONT.com

EXHIBITOR MOVE - IN SCHEDULE

Tuesday July 21, 2020 8:00 am - 6:00 pm
Wednesday July 22, 2020 8:00 am - 6:00 pm

All exhibits/displays must be set by 6:00 pm on Wednesday, April 22, 2020. All crates and packing material must be removed from the exhibit floor at that time. Please keep the aisles clear in order to install aisle carpet.

SHOW SCHEDULE

Thursday July 23, 2020 9:30 am - 10:30 am Wholesale Buyers Only, 10:30am - 5:00pm Open To All Buyers
Friday July 24, 2020 10:00 am - 5:00 pm
Saturday July 25, 2020 10:00 am - 5:00 pm
Sunday July 25, 2020 10:00 am - 5:00 pm

Exhibitors will be allowed to access the exhibit hall starting 8:00 am each morning.

EXHIBITOR MOVE - OUT SCHEDULE

Sunday July 26, 2020 5:00 pm - 8:00 pm

Move out cannot begin and freight doors will not be opened until all attendees are off the exhibit floor and all aisle carpet has been removed. Please keep the aisles clear in order to remove aisle carpet. All freight left in the exhibit hall after 8:00 pm on Sunday, April 26, 2020 will be re-routed in accordance with the conditions under Shipping Instructions.

EXHIBITOR REGISTRATION HOURS

Tuesday July 21, 2020 12:00 pm-5:00 pm
Wednesday July 22, 2020 8:00 am - 5:00 pm
Thursday July 23, 2020 8:00 am - 5:00 pm
Friday July 24, 2020 8:00 am - 5:00 pm
Saturday July 25, 2020 8:00 am - 5:00 pm
Sunday July 26, 2020 8:00 am - 5:00 pm

ATTENDEE REGISTRATION HOURS

Thursday July 23, 2020 9:00 am - 5:00 pm
Friday July 24, 2020 9:00 am - 5:00 pm
Saturday July 25, 2020 9:00 am - 5:00 pm
Sunday July 26, 2020 9:00 am - 5:00 pm



GENERAL SHOW INFORMATION *Continued*

Summer Show

ATM MACHINE

The most accessible ATM machine is located in the main lobby next to the men's restrooms. Another machine is located in the Expoteria Restaurant and one more is located at the top of the escalators off the main lobby.

ACCESSIBLE & SECURE STORAGE VAULT

An accessible and secure storage area and vault is located in G Hall for your use. This area is for overstock merchandise only not empty containers. A photo ID will be required to receive merchandise.

NOTE: Storage behind your booth is NOT permitted per the Rosemont Fire Marshall. The storage area is a secured area and complimentary to all exhibitors. The storage area will be available beginning Wednesday, July 23, 2020 starting at 12:00 pm through Sunday, July 26, 2020 until 7:00 pm.

CRATE STORAGE (EMPTY CONTAINERS)

Rosemont Exposition Services will have your crates and packing material stored for free. Empty containers WILL NOT be stored in the secured storage area. Please place an empty sticker, which you can obtain from the RES Service Center, along with your company name and booth number on items to be stored.

Storage behind your booth is NOT permitted.

CONCESSION STANDS / RESTAURANT

The Restaurant is located at the back of the Hall and will be open on all show days. Because the JF&A Show is located in Hall F and if there is not another show occupying Hall A the hours of the Expoteria are as follows: **Wednesday - Friday** 7:00 am - 4:00 pm **Sunday** 8:00 am - 2:00 pm **Saturday** 7:00 am - 3:00 pm

EMERGENCY ASSISTANCE / FIRST AID

In case of an emergency, contact a security guard at the show entrance or go to the show office. The appropriate service will be contacted. You may use any red house phone to contact emergency services. The First Aid Office is located between Halls A and B.

EXHIBITOR SERVICE CENTER

The Rosemont Exposition Services (RES) Exhibitor Service Center is located to the left of the 100 aisle. Please visit the service center for any of your exhibitor needs.

PARKING / PARKING PASSES / DRIVING INSTRUCTIONS

Parking is available on Williams Street across from the Donald E. Stephens Convention Center. Parking passes are available for purchase at the RES Service Desk for \$50 for all four show days. Driving instructions are included in this Exhibitor Service Kit. Valet parking is \$30 per day and garage parking is \$15 per day.

SECURITY

The Jewelry, Fashion & Accessories (JF&A) Show will maintain 24 hour perimeter security at the Donald E. Stephens Convention Center from initial set-up through move-out. However, it is the exhibitor's responsibility to hire private security for their booth, please contact Monterrey Security (773)843-0434.



STANDARD BOOTH EQUIPMENT

Summer Show

SINGLE BOOTH SPACE: 10' x 10'

Your Exhibit Space Includes:

One 7"x 44" booth identification sign, including your company name and booth number, that will be hung in your booth prior to the opening of the show.

8' high draped back wall and 3' high draped side rails

Carpeted Aisles (*Booth carpet is not included in the standard booth package and must be ordered by the exhibitor through RES*)

Complimentary exhibitor badges

Unlimited complimentary exhibitor invitations (*While supplies last*)

Company listing in the Show Directory

Complimentary Booth Packages

All furniture packages include tables, risers and/or crossbars/stanchions. Please refer to the Complimentary Furniture Form in the RES Exhibitor Kit for your furniture options.

10' x 10' Booth Space

Complimentary Drayage

2 Side Chairs per Company

Wastebasket

10' x 15' Booth Space

Complimentary Drayage

2 Side Chairs per Company

Wastebasket

10' x 20' Booth Space

Complimentary Drayage

2 Side Chairs per Company

Wastebasket

Additional furnishings such as electrical, internet services, etc. are not included in your booth fees and must be ordered directly through RES.

EXHIBIT HALL DECORATIONS

Fashion, Jewelry & Accessories

Fine Jewelry

Teal & White Drape alternating / Black and Gray Speckled Carpet

Gold Drape / Gold Carpet



EXHIBIT RULES & REGULATIONS Page 1 of 4

Summer Show

To help ensure the safety and security of all persons in the exhibit hall, TransWorld Exhibits, the general contractor and the exhibit hall put the following Exhibit Rules and Regulations together.

If at any time you have a question or concern regarding the Exhibit Rules and Regulations, please contact your TransWorld Exhibit's account executive at (800) 323-5462.

AGREEMENT TO RULES & REGULATIONS

By participating in the Jewelry, Fashion & Accessories Show, exhibitors are responsible for compliance with all exhibit hall, general contractor and TransWorld Exhibits rules and regulations. Please familiarize yourself with all rules and regulations. The general regulations governing the Jewelry, Fashion & Accessories Show are printed on the back of your exhibit space contract.

AISLES

All aisle space belongs to show management. No exhibit display, product or equipment will be allowed to extend beyond the space assigned to the exhibitor. This also prohibits extending items in the air over aisles like banners, display trusses, vehicle arms and scaffolding.

BADGES

Everyone on the exhibit floor must wear a badge at all times. The Exhibitor Badge Order Form is included in this kit and must be submitted by June 23, 2020. You may obtain your exhibitor badges on-site at the Exhibitor Registration Counter starting Tuesday, July 21, 2020 at noon and Wednesday, July 22, 2020 at 8:00 a.m.

CERTIFICATE OF INSURANCE – SEE LIABILITY INSURANCE

All exhibitors at any TransWorld Exhibits show are required to supply a Certificate of Insurance for general liability, however, please see Cooking & Food demonstrations paragraph for further information on food sampling.

TransWorld Exhibits, its employees and contractors are not responsible for any loss to exhibitor by reason of theft, transportation perils, fire, breakage, etc. The Jewelry, Fashion & Accessories Show requires each exhibitor to carry liability insurance in an amount not less than \$1,000,000 bodily injury and property damage combined. Show management requires exhibitors to file a Certificate of Liability Insurance naming the Jewelry, Fashion & Accessories Show and TransWorld Exhibits as additional insured or as their interest may appear. Exhibitors that will have a vehicle in their booth must also supply a Certificate of Insurance for Vehicle / Comprehensive General Liability. Please send all certificates by July 10, 2020 to: TransWorld Exhibits, Jewelry, Fashion & Accessories Show, 1001 Green Bay Road, Suite 316, Winnetka, IL 60093.

CHILDREN

No children under the age of 16 will be permitted on the exhibit floor at any time during set-up, exhibit hours, or dismantling. There will be no exceptions to this policy. Sunday's of the show is kid's day, kids 9-15 will be allowed with an adult.

PHOTOGRAPHY

Photography is NOT permitted outside of your booth space. You may only photograph YOUR booth space.

COOKING & FOOD DEMONSTRATIONS

Please contact ARAMARK at (847) 692-6415 for complete guidelines for cooking & food demonstrations. The following is basic information provided by ARAMARK to help answer some questions regarding cooking and food demonstrations:



EXHIBIT RULES & REGULATIONS Page 2 of 4

Summer Show

COOKING & FOOD DEMONSTRATION CONTINUED

Exhibitors who will be distributing food samples of any type must comply with ARAMARK rules and regulations and supply a Certificate Of Insurance with \$1,000,000.00 liability insurance naming TransWorld Exhibits, ARAMARK, Village of Rosemont and the Donald E. Stephens Convention Center as additional insured. All Certificates of Insurance must be received by June 23, 2020 at the TransWorld Exhibits Office, 1001 Green Bay Road, Suite 316, Winnetka, IL 60093.

The following rules apply: 1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting company and are related to the purpose of the show. 2. All items are limited to SAMPLE SIZE and must be dispensed / distributed in accordance to local and state health codes: (a) Beverages limited to maximum of 2 oz. sample size, served in plastic cups. No cans or bottles will be permitted. (b) Food items are limited to a maximum "bite size" (2 x 2 inches or 2 ounces) (c) Samples are distributed from Exhibit Booth (d) Exhibitors are responsible for all booth rental fees, electrical, plumbing, drainage, and all other services. Please contact ARAMARK for fire regulations concerning cooking in your booth. All demonstrations must be set back a minimum of 2 feet from the aisle to ensure the safety of attendees. All arrangements must be made no later than 2 weeks prior to the event (April 5, 2020) with ARAMARK. Arrangements for alcoholic beverages must be made no later than 1 month prior to the event.

DAMAGE OF PROPERTY

The exhibitor is liable for any damage caused to building floors, walls or columns, to standard booth equipment or to other exhibitors' property. The exhibitor may not apply paint, lacquer, adhesives or other coatings to building, floors or to standard booth equipment.

DEMONSTRATIONS & SPECIAL EVENTS

All demonstrations, interviews, and special activities must be contained within the limits of an exhibitor's assigned exhibit space. Distribution of printed material outside your assigned exhibit space is prohibited, unless approved by show management. Special events must be coordinated with show management. Under no circumstances will special events be permitted to conflict with official show hours. No promotional activities or marketing activities may be conducted in the parking lot or in surrounding areas outside the exhibit hall during the show.

DISABILITY PROVISIONS

Exhibitors shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any other regulations implemented by that Act.

DISMANTLING OF BOOTH

Exhibitors' display and product may not be dismantled and packed in preparation for removal prior to the official closing of the exhibits. Moveout and dismantling of display material and equipment cannot begin until the show floor has been cleared of attendees. Removal of aisle carpet and opening of freight doors will not proceed until the official closing of the exhibits. Please keep all exhibit materials out of the aisles until the aisle carpet has been completely removed.

DISPLAY RULES & REGULATIONS

The New Display Rules are enclosed in the Exhibitor Service Kit. Exhibitors are required to adhere to all the display rules and regulations as outlined on the back of the sales contract and in the Exhibitor Service Kit.

EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is a company or an individual, other than those found in the Exhibitor Service Kit, who supplies a product or service. EAC's include, but are not limited to, installation & dismantle services as well as audiovisual equipment or transportation providers who require access into the exhibit hall. All EAC's must conform to all local union rules,



regulations and jurisdictions. Exhibitors are responsible for the actions of their non-official contractors and sub-contractors. It is the exhibitor's responsibility to make sure their EAC's obtain and submit an original copy of their Certificate of Insurance to TransWorld Exhibits. EAC's who have not sent an original copy of their Certificate of Insurance will NOT be allowed onto the exhibit floor.

RES - THE OFFICIAL & EXCLUSIVE GENERAL CONTRACTOR FOR THE SHOW

I&D companies will be permitted to perform display labor providing the Certificate of Insurance and EAC letter is received by Rosemont Exposition Services. If an exhibitor wishes to hire an I&D company to supervise the installation and dismantle of their booth, the I&D company must follow the EAC procedures as outlined above as well as submit a Certificate of Insurance to Rosemont Exposition Services and fill out the EAC form provided by Rosemont Exposition Services. Exhibitors wishing to use an EAC (non-official contractor) must send their requests in writing on company letterhead by July 10, 2020 to Rosemont Exposition Services.

FIRE REGULATIONS

All display materials must be fire resistant or treated with flame retardant solution to meet requirements of the standard flame test as provided in the local municipal code for fire protection. No obstruction, such as chairs, tables, displays, easels or stanchions, will be allowed to protrude into the aisles. Access to all four sides of the hall columns must be maintained. Each exhibitor is charged with the knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the expo. Compliance is mandatory and the sole responsibility of each exhibitor. Storage behind booth space is a fire hazard and will not be permitted. Accessible storage will be available on-site.

FIRE HOSE CABINETS, PULL STATIONS, AISLES, EXITS, LOADING DOCKS, DOORS & RAMPS

Each of these must be visible and accessible at all times, including inside exhibit space. Chairs, tables, product and display equipment must be kept clear of aisles, corridors, stairways and other exits.

FOOD SERVICE - SEE COOKING & FOOD DEMONSTRATIONS

No food or beverage may be brought into the Convention Center from outside the facility. ARAMARK has exclusive rights to all food & beverage. Please contact ARAMARK for more information regarding food demonstrations & cooking in your booth at (847) 692-6415.

INSTALLATION

Exhibit installation and dismantling duties are set forth in this Exhibitor Service Kit. No exhibit material should arrive to the exhibit hall prior to the first day of exhibitor move-in. All exhibits must be complete, packing materials and crates removed from the aisles and exhibit hall by 4:30pm the day before exhibit hall opens.

HANGING SIGNS

Hanging Sign requests must be submitted by June 23, 2020 to RES. Please fill out the form provided by RES on the right hand side of the Exhibitor Service Kit.

INSTALLATION

Exhibit installation and dismantling duties are set forth in this Exhibitor Service Kit. No exhibit material should arrive to the exhibit hall prior to the first day of exhibitor move-in. All exhibits must be complete, packing materials and crates removed from the aisles and exhibit hall by 4:30pm the day before exhibit hall opens.



EXHIBIT RULES & REGULATIONS Page 4 of 4

Summer Show

LIABILITY INSURANCE – SEE CERTIFICATE OF INSURANCE, COOKING & FOOD DEMONSTRATIONS

TransWorld Exhibits, its employees and contractors are not responsible for any loss to exhibitor by reason of theft, transportation perils, fire, breakage, etc. The Jewelry, Fashion & Accessories Show requires each exhibitor to carry liability insurance in an amount not less than \$1,000,000 bodily injury and property damage combined. Show management requires exhibitors to file a Certificate of Liability Insurance naming the Jewelry, Fashion & Accessories Show and TransWorld Exhibits as additional insured or as their interest may appear. Exhibitors that will have a vehicle in their booth must also supply a Certificate of Insurance for Vehicle / Comprehensive General Liability. Please send all certificates by June 23, 2020 to: TransWorld Exhibits, the Jewelry, Fashion & Accessories Show, 1001 Green Bay Road, Winnetka, IL 60093. Questions, please call.

LOADING DOCKS, DOORS & RAMPS

All exhibitors must check in with Rosemont Exposition Services at the Hall F ramp doors, located off of River Road prior to unloading booth materials and equipment. There will be no parking to unload vehicles in front of the Donald E. Stephens Convention Center. Unloading through the lobby is prohibited.

MUSIC

All exhibitors agree to obtain necessary licenses to play or perform live or recorded music and agree to defend, indemnify and hold harmless show management from any damages or expenses incurred by show management due to exhibitors use or authorization of use of such music.

PROOF OF PURCHASE RECEIPTS

Security provided by TransWorld Exhibits at the entrance / exits of the facility reserve the right to ask exhibitors, buyers or attendees leaving the facility with merchandise for proof of purchase or a receipt for purchased merchandise. Please be sure to provide receipts for your customers.

SAFETY DEVICES

All exhibitors agree to accept full responsibility for compliance with national, state and city regulations in the provision and maintenance of adequate safety devices on all exhibited equipment. Exhibitors also agree to comply with all exhibit hall Fire & Safety regulations. If planning a demonstration of equipment, please notify show management by July 10, 2020.

SHOW REGULATIONS

Exhibitors shall abide by and observe all laws, rules and regulations of the City of Rosemont, Donald E. Stephens Convention Center, Rosemont Exposition Services (RES), TransWorld Exhibits and the facility. Exhibitors shall observe and abide by additional regulations as published in this Exhibitor Service Kit.

SMOKING

Smoking is NOT permitted in the Donald E. Stephens Convention Center at any time. Please step outside the facility to a designated smoking area provided by the Convention Center.

COUNTERFEIT POLICY SPECIAL NOTICE:

Please review the following rules outlined on the back of each TransWorld Exhibits, Inc. contract: Exhibitors shall abide by and observe all laws, rules and regulations of the Village of Rosemont, the State of Illinois and the United States of America and the facility. Exhibitors are advised that the sale of counterfeit merchandise is a criminal offense. U.S. Immigration and Customs Enforcement (ICE) special agents may appear on the show floor to inspect merchandise offered for sale. Exhibitor shall observe and abide by additional regulations as published within the "Exhibitor Service Kit" to be delivered to the exhibitor prior to set-up of the show and such additional regulations promulgated from time to time.

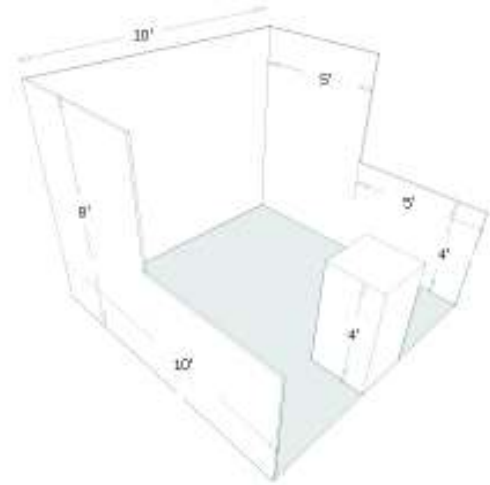
DISPLAY RULES & REGULATIONS Page 1 of 2

Summer Show

LINEAR OR IN-LINE BOOTH

Linear booths have one side exposed to an aisle and are generally arranged in a series along a straight line. Linear booths are ten-feet (10') wide and ten-feet (10') deep, i.e., 10' x 10'. In-line booths have an eight-foot (8') back wall height limit.

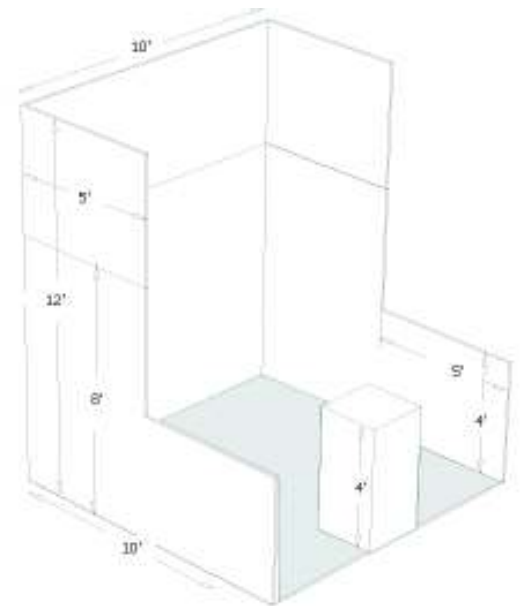
Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of eight-feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height limit imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of the exhibit space which is within ten-feet (10') of an adjoining booth).



PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit. Perimeter booths have a twelve foot (12') maximum height limitation.

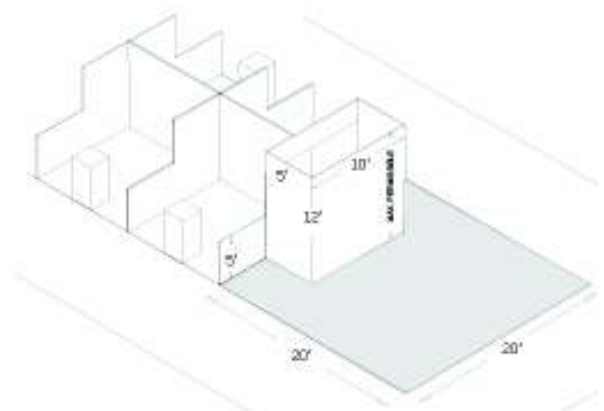
Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of twelve-feet (12') is allowed only in the rear half of the booth, with a four-foot (4') height limit imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten-feet (10') of an adjoining booth).



PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula Booth is 20'x20' or larger.

When a Peninsula Booth backs up to two (2) Linear Booths, the back wall is restricted to four-feet (4') high within five-feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Twelve-feet (12') is the maximum height allowance, including signage for the center portion of the back wall.



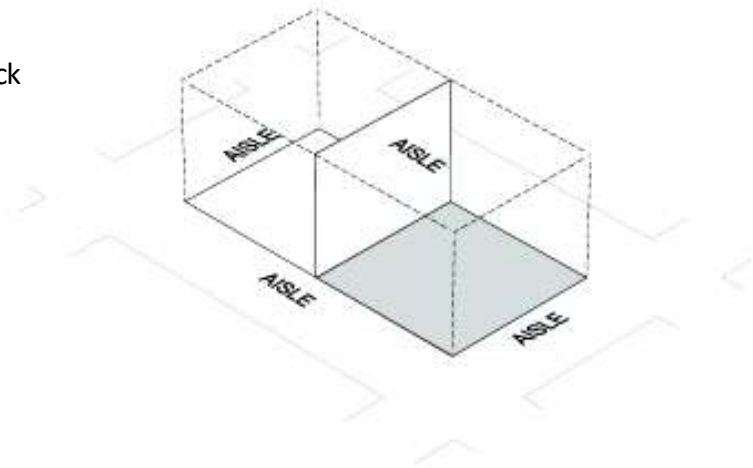
DISPLAY RULES & REGULATIONS Page 2 of 2

Summer Show

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, which is sixteen-feet (16'), without any back wall line of sight restrictions.

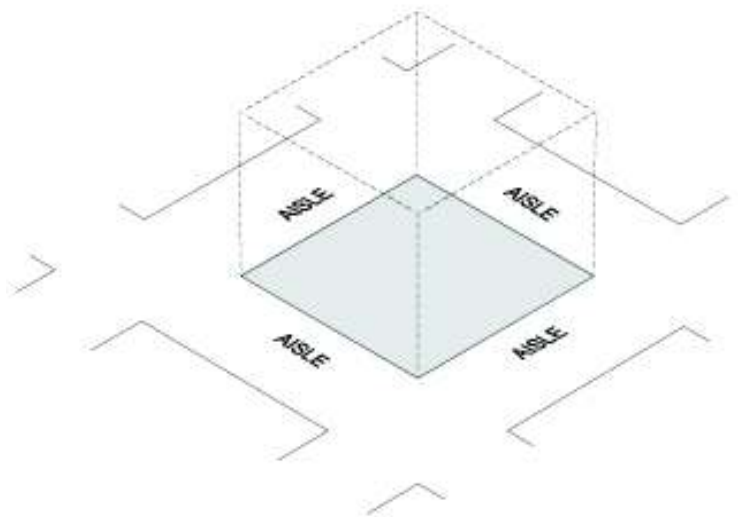
A Split Island is 20'x20' or larger.



ISLAND BOOTH

An Island Booth is any booth exposed to aisles on all four sides. An Island Booth is 20'x20' or larger.

The entire cubic content of the space may be used to the maximum allowable height which is sixteen-feet (16').



PLEASE NOTE:

No part of an exhibitor's display or merchandise will be permitted outside the perimeters of the exhibitor's designated space. Please note that columns and poles located in the aisle near an exhibitor's booth are not part of the exhibitor's booth. The following are some examples of promotional material which are to be kept inside the boundaries of an exhibitor's space: catalogs, price lists, coupons, signs, bulletins, invitations, etc.

Exhibitors who are in any way obstructing or interfering with a neighboring exhibit will be given a warning from Show Management. If the interference continues, it will be up to Show Management to determine whether or not the interfering object or exhibitor will be allowed to remain for the duration of the show.



ADDITIONAL GUIDELINES

Summer Show

- Columns or poles located on the aisle in front of an exhibitor's booth shall not be used as part of the exhibitor's display. Display fixtures, components and merchandise shall not extend beyond the boundaries of an exhibitor's designated space.
- Promotional material used for advertising exhibitor's products such as price lists, catalog sheets, show specials, etc., may only be distributed within the exhibitor's assigned space. Show Management reserves the right to confiscate any material used to promote an exhibitor outside of that exhibitor's booth.
- Exhibitors that have purchased a corner booth will be permitted to utilize the corner portion of the booth to the full 10' depth of the booth on the aisle corner only.
- Exhibitors that have purchased linear exhibit space on booth sides may not obstruct the aisle in any way nor hang signage or graphics over the aisle.
- Canopies may extend out to the aisle line provided. The canopy's support structure may not exceed 3 inches in diameter and all display fixtures, components and merchandise that exceed 42 inches in height must remain in the back portion of the booth. The back portion is defined as that area which is 5 feet from the back wall (as defined by the floor plan) of the booth. Exhibitors are cautioned when installing a display with a canopy or ceiling to check with the local fire department to ensure that displays meet necessary fire safety precautions involving smoke alarms, fire extinguishers, flame retardant material and sprinkler systems.
- Merchandise hanging from crossbars and stanchion poles must remain in the back portion of the booth. The back portion is defined as that area which is 5 feet from the back wall.
- Display features such as clothing racks, pegboards, risers, table racks, shelves, grids and any other fixtures that exceed 3 ½ feet in height, must remain in the back portion of the booth. The back portion is defined as that area which is 5 feet from the back wall. No part of an exhibitor's display or merchandise will be permitted outside the boundaries of the exhibitor's designated space.
- Columns or poles located on the aisle in front of an exhibitor's booth shall not be used as part of the exhibitor's display. Display fixtures, components and merchandise shall not extend beyond the boundaries of an exhibitor's designated space.
- No part of an exhibit display will be permitted to hang from the ceiling
- No signs will be allowed to hang from the ceiling.
- Demonstration areas must be organized within the exhibitor's space. Sampling or demonstration tables must be placed a minimum of 2 feet from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentation or sampling be eliminated.
- Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember, the use of sound systems or equipment production sound is an exception to the rule and does not constitute interference with others.

NOTE: Should any inconveniences or discrepancies arise during set-up or during the show, please inform Show Management so the situation can be resolved quickly and amicably.



**SET-UP & CONSTRUCTION OF DISPLAYS
COURTESY OF ROSEMONT EXPOSITION SERVICES**

Summer Show

- Exhibitors using outside contractors must provide a copy of the Certificate of Insurance to both Show Management and Rosemont Exposition Services, Inc.
- Exhibitors may set up and dismantle 10x10 pop-up booth displays provided the job can be completed in 2 hours or less without the use of tools. This rule also applies to a standard 10x10 booth erected with pipe and drape.
- Exhibitor may affix clamp-on lights to the top of a 10x10 pop-up booth display provided no tools, ladders, chairs or furniture are required to do so.
- Exhibitors may calibrate and do repair work on internal circuit boards and may program machinery. Exhibitors may also interconnect computer equipment provided cable does not exceed 10' feet in length.
- Exhibitors may connect lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor. This applies only to 10' x 10' booths.
- Exhibitors may hang up to ten small pictures, graphics, logos, etc. onto a back wall display when such items are designed to be affixed by pre-set Velcro strips, permanently mounted hooks or snaps.
- Exhibitors may skirt tables provided they do so with their own custom fit skirts, without the use of staples, Velcro or snaps.
- Exhibitors may hand-carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a forklift, flat cart or dollies, in one trip only from a designated parking area.
- Exhibitors may inflate balloons provided they are intended as a show give-away item and not used for display purposes.
- Exhibitors may unpack, repack and set out their own product line within the booth for display purposes, provided the product is not machinery.

BRINKS

JF&A REGISTRATION FORM

DONALD E. STEPHENS CONVENTION CENTER

JULY 23-26, 2020

SCHEDULE YOUR PICK UP AT (800) 527-4657

PICK UP SCHEDULE

Pick Up from Network Locations: Monday, July 20, 2020

** See our full list of cities serviced at www.dunbargloballogistics.com

SHOW SITE DELIVERY SCHEDULE

Wednesday, July 22, 2020 – 2:00 – 6:00pm (ONLY)

SCHEDULING DEADLINE

All reservations must be made with our National Customer Service Team at (800) 527-4657 10 days prior to pick up date.. Brinks shipping supplies will be sent to the pick up location prior to the pick up date. Supplies are also available for pick up at our New York and Los Angeles windows. If an overnight delivery of supplies is required; an additional charge of \$50.00 will be added to your account.

PACKAGING GUIDELINES

To protect your shipment, we ask that all packages be securely sealed and properly packaged in reinforced wooden, hard plastic or metal cases not weighting more than sixty (60) pounds per case and not exceeding 30" x 20" x20".

BRINKS IS NOT LIABLE FOR ANY INTERNAL OR EXTERNAL DAMAGE TO SHIPPING CONTAINERS OR THEIR CONTENTS.

AT SHOW INSURANCE

No longer available.

TO RESERVE YOUR SPACE FILL OUT AND E-MAIL BELOW TO: SHOWUS@BRINKSINC.COM.

Company Name: _____

Contact Name: _____ Booth Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ At Show Cell: _____

Fax Number: _____ Email Address: _____

How many Loomis bags are being shipped from your office? _____

SHOWUS@BRINKSINC.COM

www.JFASHOW.com

Donald E. Stephens Convention Center

Rosemont (Chicago), IL

July 23-26, 2020



DIRECTIONS TO THE DONALD E. STEPHENS CONVENTION CENTER

Summer Show

5555 NORTH RIVER ROAD, ROSEMONT, IL 60018

P: (847) 692- 2220 F: (847) 696-9700

FROM THE NORTH/NORTHWEST

Take the northwest toll way (I-90) or the Tri-State toll way (I-294) south to the O'Hare Airport exit (I-190) and pay toll. Proceed west a short distance to the Mannheim Road south exit. Exit Mannheim Road south and then immediately merge onto I-190 east toward CHICAGO. Proceed east approximately one-half mile to the River Road south exit (Exit 1B). Take this exit, merge onto South River Road and the Convention Center will be on your left side about 1 block down.

FROM DOWNTOWN CHICAGO

Take the Kennedy Expressway (I-90/I-94) northwest out of the city to O'Hare Airport exit (I-190 west). Exit River Road south before reaching the airport. Turn right at River Road. The Convention Center is located 3 blocks south on the left.

FROM THE SOUTH

Take the Tri-State toll way (I-294) to the O'Hare/River Road (I-190 west) exit, pay toll, exit left after the toll plaza to River Road. At the stoplight, turn right on River Road. The Convention Center is located 3 blocks down on the left.

FROM O'HARE

Go East on the Kennedy Expressway to the River Road south exit.

HOTEL ACCOMMODATIONS

Summer Show



DOUBLETREE HOTEL

Doubletree Hotel features 2 restaurants, a coffee bar, business center, fitness center and a connected skywalk to the Donald E. Stephens Convention Center. A complimentary shuttle to and from O'Hare Airport is also available. Self parking is \$15 per day or \$26 per day with in/out privileges in the Rosemont Convention Center parking garage. Prevailing rates apply. Valet parking is \$30.00.

Single/Double	\$ 129.00
Triple	\$ 139.00
Quad	\$ 149.00

To reserve this hotel room please call (847) 292-9100 and reference Jewelry, Fashion & Accessories for the group rate. You can also go to www.jfashow.com and click onto Hotel, Travel & Directions to access the information. Rates are good until June 10, 2020.

EMBASSY SUITES

Embassy Suites features a daily complimentary breakfast buffet and Happy Hour, fitness center, indoor pool, business center and shuttle to and from O'Hare Airport. Self parking is \$15 per day with in/out privileges and is located in the garage adjacent to the hotel. Valet parking is \$30.00.

<i>KING</i>	
Single/Double	\$ 135.00
Triple	\$ 145.00
Quad	\$ 155.00

To reserve this hotel room please call (847) 678-4000 and reference Jewelry, Fashion & Accessories for the group rate. Rates are good until June 10, 2020

<i>DOUBLE BEDS</i>	
Single/Double	\$ 135.00
Triple	\$ 145.00
Quad	\$ 155.00

HYATT REGENCY O'HARE/CONNECTED TO CONVENTION CENTER VIA SKYBRIDGE

Discover an iconic Chicago Hotel with cutting-edge design, innovative spaces, stylish guestrooms and suites. Experience the convenience of staying near O'Hare airport, downtown Chicago and exciting shopping destinations while at the Hyatt Regency O'Hare. With quick access to O'Hare International Airport, just 2 miles away. Hyatt Regency O'Hare is the ideal hotel for business and vacation in the Windy City.

Cost: CHECK WEBSITE FOR PRICES and booking information.

Comfort Inn (go to www.jfashow.com for details).



EXHIBITOR SECURITY GUIDELINES

Summer Show

These Guidelines have been prepared for you, to enhance the security of your personal items and company merchandise before, during and after the show.

SET UP DAYS

During set up, **DO NOT** leave any personal items such as cash, purses, cell phones, computers, etc. on top of your booth unattended. Make sure they are secure and out of sight at all times. **DO** try to leave at least one person in your booth, once you have started unpacking your items for sale, until all merchandise is displayed and the tables covered for the evening.

SHOW HOURS

During Show hours, **DO** keep all cash and receipts in a safe place, away from any areas where it may be grabbed by someone by reaching into or over your booth. **DO** have enough personnel working the booth, so you may keep watch of your merchandise on display at all times. The security of your booth is your primary responsibility during show hours. Show security is roving the floor during this time, but they cannot watch everyone's booth, especially during busy times. **DO** give receipts for ALL purchases, this protects you and the customer if a dispute or theft arises. **DO** contact show Security immediately if any items are found missing or if a theft occurs during show hours. **DO** get a physical description of anyone seen taking product from your booth or a neighbors booth.

OVERNIGHT

DO put tablecloths over all displayed merchandise on tabletops. **DO** close the entrance to your booth with tape or chairs. **DO NOT** leave personal valuables in the open in your booth overnight. **DO** take the days receipts with you when you leave the booth for the night.

TEAR DOWN

Follow personal guidelines for set up days. If you are shipping your product, **DO** stay with your merchandise until it has been boxed for shipping, shrink wrapped on pallets and shipping labels applied. If you are taking you product with you, **DO** keep an employee in the booth until you have moved merchandise into your motor vehicle. **DO NOT** leave unsecured or open boxes of product in any aisle or on the tabletops and then leave the booth unattended.



EXHIBITOR PROCEDURES GUIDELINES

Summer Show

Thank you for your continued support of TransWorld's Jewelry, Fashion & Accessories Show, the most successful event of its kind in the country. As we continue to improve the show and ensure its continued success, there are several important issues we would like to bring to your attention. It is imperative that exhibitors understand and cooperate on these issues. By doing so, all Exhibitors will benefit and will avoid incurring additional charges on-site at the JF&A Show.

The following infractions will be subject to a \$40 fine, or more, depending on the severity and number of infractions:

TABLES AND TABLE COVERS

You must bring your own flame retardant table coverings or order them from RES. You may not, under any circumstance, use Rosemont Exposition Services drape to cover your table or cover your merchandise during the show or in the evening. If any tables are uncovered before the show opens, you will be required to rent covers and skirts on-site from RES or your booth will not be allowed to open. RES does not allow stapling into the tables when using your own covering.

TAKING TABLES FROM OTHER EXHIBITORS

Please make sure that you order the appropriate furnishings for your booth in advance of the show either directly from RES or from the form in your Exhibitor Kit. Stealing furniture or show supplies from other Exhibitor's booths will not be tolerated regardless of the excuse! RES will be conducting booth audits, and fining each Exhibitor \$40 every time that you need furniture exchanged, or it is uncovered that you stole furniture from someone else's booth. If poles (stanchions and crossbars) are delivered to your booth and not set up, please go to the RES Service Desk and ask them to come to your booth to be put in place.

PRODUCTS THAT YOU SELL IN YOUR BOOTH

All products that you sell must be noted on your contract. This not only protects you, but also other Exhibitors. Selling counterfeit merchandise is strictly prohibited. If counterfeit merchandise is found to be sold in your booth, it will be confiscated with NO RECOURSE. These products will be removed from your booth and put into storage until the show ends. We will also monitor for unauthorized sub-letting of booths which is a violation of our contract and also subject to ejection from the show without refund.

EMPTY BOOTHS

You are not allowed to spread into empty booth space adjacent to you paid space. If you are interested in occupying empty space, please see your Account Executive for both prices and availability.

HANGING SIGNS

You may not hang signs or advertising over an aisle. Signs and advertising must be in, or directly above your booth.

With your cooperation, we will be able to create a better show set up experience for everyone involved. If you have questions or concerns regarding these topics, feel free to contact us. We sincerely thank you for your support and look forward to a successful JF&A Show.

www.JFASHOW.com

Donald E. Stephens Convention Center

Rosemont (Chicago), IL

July 23-26, 2020



EXHIBITOR SECURITY ALERT

Summer Show

This Alert is intended for all exhibitors at the JFA Show, especially those selling fine jewelry, costume jewelry and any products that may be easily removed from your booth during show hours and concealed by a patron.

Due to the crowd size that may be around your booth during busier show times, you may be easy prey for roving groups of professional thieves who are seizing the opportunity to steal from anyone who is understaffed, distracted, or unable to watch the products displayed.

TransWorld Exhibits goes to great lengths to hire appropriate security for the event. While security has been able to catch and eject some offenders that were "caught in the act" with assistance from diligent exhibitors who have kept an eye on their booth, many others have gone undetected. The apprehended offenders were found to have numerous items in their possession that they stole because the opportunity was there.

We encourage you to BE AWARE.

In order to completely stop shoplifters, you may require more staff in your booth, and more alertness during the busy times. The professional thieves that work in groups will work the show floor and look for the booths that are EASY pickings. We all need to take steps to reduce or eliminate that opportunity.

Our Security cannot watch every booth at all times. It will take an effort by each exhibitor to be conscious of the potential for theft at their booth. TransWorld management makes every effort to provide a secure atmosphere before, during and after show hours. It takes your cooperation during the show hours to secure your booth.

We hope that this alert and reminder along with the Do's and Don'ts will help you, to help us, protect your possessions during the Show.



MOVE-IN & MOVE-OUT BULLETIN

Summer Show

ATTENTION JFA SHOW EXHIBITORS:

We would like to go over some move in/out procedures with you in advance so everyone is on the same page and aware of what you can do to make your move in/out easier.

Move in days are: Tuesday from 8am to 6pm and Wednesday from 8am to 6pm. If you do not have an Exhibitor Badge, you will need to go to the registration desk on Tuesday from noon until 5pm and Wednesday from 8am until 5pm.

On move-in days, please make sure to get to the hall by 3pm or even earlier if possible. The RES service desk closes at 4:00 p.m. and if your furniture hasn't been dropped in your booth yet, or has been taken by other exhibitors, you will have to come back the next morning to set-up. Also, RES labor leaves at 4pm which means that you will receive no help after this time. In addition, if you show up at or after 4pm you will not be able to use the docks for larger vehicles, only pull onto the show floor with a personal vehicle.

We have noticed some exhibitors with heavy racks impeding on the booths next to them. If they have set up after you arrive, it may be difficult for them to move their racks closer in their booth. Please remember that there are tape marks on each corner of your booth on the concrete marking your space, please stay within that area. If you are having set-up issues, please contact show management immediately so we can deal with these issues before it's too late.

Your booth price includes complimentary drayage; this means that there is no charge to bring your goods in and out of the building when you arrive by vehicle. This also includes RES helping you unload your goods on to a pallet during move-in and dropping it at your booth as well as loading your goods onto a pallet during move-out and bringing it to your vehicle in the back of the hall. All exhibitors must check in with Rosemont Exposition Services at the F Hall ramp doors, located off of River Road, prior to unloading booth materials and equipment. Parking is NOT allowed in front of the Donald E. Stephens Convention Center and unloading through the lobby is prohibited. When the show closes on the last day, please bring your car around to the F Hall ramp doors and wait in line. Once you pull into the building you can ask for a hand-cart and help if you need it.

If you are staying at a nearby hotel and don't have a vehicle but need help moving your boxes to the hotel, please go to that hotel and hail a cab and ride with them to the F Hall ramp doors. RES hand-carts are not allowed outside of the building.

If you are using Brinks, they will not be passing out bags until 4:00pm on the last day of the show.

Exhibitors may not start packing up their booth until the show ends on the last day. We have had many buyer complaints that they wanted to purchase goods from exhibitors that were already packing up their booth in the afternoon.



MOVE-IN & MOVE-OUT BULLETIN continued

Summer Show

We have noticed many exhibitors leaving after the show closes at 5:00 p.m. to get something to eat and then coming back to the hall to pack up their belongings. Please be sure to either send someone from your booth to purchase food late in the day, or grab something from concessions before they close. This is delaying the move-out process for all involved. Please note: Move-out should be completed by 8:00 p.m. The following Rosemont restaurants will deliver to you and you can meet them at the F Hall glass doors at the front of the hall:

Giordano's Pizza- 847/292-2600

Village Pizza- 847/823-4156

Café Nucci- 847/678-1915

Abruzzi- 847/292-0182

If you are using the secured storage, please make sure that you have taken all of your goods out of that area when you leave. RES will not be responsible for goods left in that area after 8:00 p.m.

Please be sure to keep the aisles as clear as possible of garbage and product during move in/out so it continues to run smoothly. Forklifts will need to get through the aisles during this time.

If you are shipping your freight from Rosemont to another destination, please arrange for that in advance. Anything left on the show floor after 8:30pm will be re-routed using YRC, RES' preferred carrier. If you pack your booth up and tell RES that your merchandise is ready to pick up from your shipping company, and you leave your booth before the shipping company comes to get your merchandise, you are solely responsible for any stolen or lost merchandise. We recommend that you stay until your merchandise is picked up. TransWorld and R.E.S. are not responsible for lost or stolen merchandise.

If you are using wireless internet in your booth, RES recommends a hardwired line. Wireless internet may be spotty in some areas of the hall, so please be aware.

Thank you in advance. Should you have any questions, please don't hesitate to contact your TransWorld account executive.

We look forward to seeing you soon!

TransWorld Exhibits, Inc.



EXHIBITOR LISTING, INDEX & BADGE FORM

Summer Show

PLEASE COMPLETE ALL FIELDS AND EMAIL TO DON@TWESHOWS.COM OR fax(847) 446-3523 BY June 23, 2020.

COMPANY: BOOTH:
PRIMARY CONTACT:
STREET ADDRESS:
CITY: STATE: ZIP CODE:
COUNTRY: TELEPHONE:
TOLL FREE: FAX NUMBER:
EMAIL ADDRESS:
WEBSITE:

PLEASE CHECK ALL THAT APPLY:

- ApparelArts & Crafts Supplies
As-Seen-On-TV
Beauty/Cosmetics
Beads & Beading Supplies
Candles
Cellular Phones & Accessories
Children's - Gifts & Accessories
Children's Apparel
Coats, Furs & Jackets
Electronics
Eyeglasses & Sunglasses
Fashion Accessories
Findings/Jewelry Findings
Food/Beverage/Gourmet Items
Footwear
Furniture
Gemstones
Gifts
Hair Accessories
Hair Care Products
Health & Wellness
Home Accessories
Home Décor
Home Garden
Intimates & Hosiery
Jewelry - Costume
Jewelry - Displays
Jewelry - Fine
Jewelry - Handcrafted
Jewelry - Silver
Jewelry & Metal Cleaner
Linens & Domestics
Luggage & Handbags
Men's Apparel
Perfume
Skin Care & Lotions
Watches & Watch Accessories
Wedding/Bridal
Women's Apparel
Other:

Please select a main category to be listed under for the Exhibitor Listing Handout at the show (ONLY ONE)

- Fine Jewelry
Costume Jewelry
Fashion
Gift
Décor
Beauty
Accessories
[] Gourmet

BOOTH BADGE PERSONNEL: Please print full names of all badges needed for your employees below

Blank lines for entering booth badge personnel names.



EXHIBITOR INVITATION ORDER FORM

Summer Show

USE THESE INVITATIONS TO INVITE BUYERS TO YOUR BOOTH! THESE PASSES OFFER BUYERS FREE ADMISSION.

EXHIBITOR INVITATIONS ARE FREE, EASY & EFFECTIVE!

Study after study shows that the most effective pre-show promotion is exhibitor driven. Sending an invitation to your customers and prospects gets them to the show, but it also gets them to make a beeline to your booth!

- Send invitations to your customers and prospects with pre-show sales literature.
- Enclose invitations with invoice and statement mailings.
- When you exhibit at other shows, be sure to distribute invitations from your booth.

PLEASE COMPLETE ALL FIELDS BELOW:

COMPANY: _____ BOOTH NUMBER: _____

PRIMARY CONTACT: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

COUNTRY: _____ TELEPHONE: _____

TOLL FREE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

QUANTITY OF INVITATIONS NEEDED (100 MINIMUM): _____

PLEASE COMPLETE AND EMAIL TO DON@TWESHOWS.COM OR FAX (847-446-3523.)

*A sample Exhibitor Invitation is enclosed in the Exhibitor Service Kit. The sample indicates the areas that can be personalized with your company name and booth number(s).



COMPLIMENTARY FURNITURE FORM

Summer Show

PLEASE COMPLETE ALL FIELDS AND FAX BACK TO (847) 446-3523

OR EMAIL TO DON@TWESHOWS.COM BY June 23, 2020.

TransWorld Exhibits booth fee entitles you to a certain number of FREE furniture for your booth. If you plan on doing the JF&A Shows more than once a year, we will keep your furniture order on file and you will not have to order every show, unless the size of your booth changes.

Each booth will come with TWO chairs and a wastebasket automatically.

Each booth can either select free tables and risers, or free crossbars/stanchions and tables. After your order is placed, no on site substitutions or changes can be made without a fee and paying for the cost of furniture. No stealing of furniture will be tolerated. If it is found that you have taken furniture from anyone else's booth, you will be billed for the complete order of furniture. NO EXCEPTIONS will be made. If you do not use the furniture you order, you will be billed a furniture removal fee. Please be accurate with your order now.

TABLES AND RISERS:

of 6' tables needed: _____

of 6' risers needed: _____

of 4' tables needed: _____

of 4' risers needed: _____

CROSSBARS AND STANCHIONS:

Crossbars:	10x10 booth: 3 cross bars	10x15: 4 crossbars	10x20: 5 crossbars
Stanchions (uprights)	10x10 booth: 2 stanchions	10x15: 3 stanchions	10x20: 3 stanchions

of Crossbars: _____

of Stanchions: _____

COMPANY NAME: _____

CONTACT NAME: _____

BOOTH #: _____

BOOTH SIZE: _____