

# Atlanta Jewelry Show

## PRIVATE BOOTH GUARD ORDER FORM

The Atlanta Jewelry Show provides guard service for the entire designated exhibit area starting at show move-in until show move-out. This does not allow manufacturers and designers the ability to leave product in their designated salon outside of published show hours.

To request an escort, you must call **478 220 1670** to arrange this service—there are no exceptions. Please do not rely on asking security officers in your area directly, as all escort requests must go through the provided phone number.

**If you require a private guard to be assigned exclusively to your exhibit salon, advance arrangements must be made. Please submit this form with your full request no later than July 22nd, 2026 to ensure we can provide the requested coverage.**

All guards are fully bonded and may either be armed or unarmed per your request.

Armed

Unarmed

DATE	HOURS	DATE	HOURS

Firm Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Requested and Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

*Email: tiffany.robertson@aus.com*

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## **VAULTING PROCEDURES**

### **VAULTING**

A vault area is provided for storage of merchandise from one day prior to Show opening until the morning following the close of the Show. The vault is manned by carefully selected armed personnel. While all merchandise is carefully handled, it is essential that you make certain the locks on all pieces checked into the vault are closed and secure.

The hours of the vault (subject to change) are detailed in this section. Your photo I.D./ badge must be displayed above the waist when storing and withdrawing your merchandise at the vault. Merchandise will not be accepted at or relinquished from the vault without a photo I.D./ badge.

### **THE VAULTS ARE ACCESSIBLE ONLY DURING THE HOURS SPECIFIED BELOW.**

Your merchandise must be stored in locked sample cases, telescopes or suitcases to be accepted at the vault area. Cardboard cartons or other means of packaging will not be accepted at the vault. Please be sure to get to the vault in sufficient time to meet opening schedules.

### **VAULTING PROCEDURES**

1. When checking-in merchandise at the vault, you will be handed a redemption check that will allow you to pick-up your merchandise.
2. In the morning, proceed to the vault with your redemption check and photo I.D./ badge to withdraw your merchandise.

### **REMEMBER**

- NO MERCHANDISE WILL BE RELEASED WITHOUT A REDEMPTION CHECK, PHOTO I.D./ SHOW BADGE AND SIGNATURE COMPARISON.
- EXHIBITORS WHO REMOVE THEIR MERCHANDISE FROM THE SHOW SITE AT THE END OF THE SHOW DAY ARE TOTALLY RESPONSIBLE FOR THEIR

MERCHANDISE.

### **VAULT HOURS SCHEDULE**

#### Check-In/Out Schedule

Friday, August 21	7:00am/midnight
Saturday, August 22	midnight/midnight
Sunday, August 23	midnight/11:00am
Sunday, August 23	3:00pm/midnight
Monday, August 24	midnight/10:00am

During check-in you will be issued our numbered vault claim check. One part is attached to your bag/case, another is kept by your security team for verification, and the last third is the redemption portion that is handed to you for receipt of your merchandise. You must have the redemption check in order to pick-up your merchandise.

# **\*NOTICE\***

**YOU MUST HAVE YOUR  
PHOTO I.D./ BADGE AND  
REDEMPTION CHECK BEFORE  
CHECKING MERCHANDISE  
OUT OF THE VAULT.**

**THE SAME PERSON THAT  
CHECKS THE MERCHANDISE  
IN MUST CHECK IT OUT.  
SIGNATURES ARE COMPARED.**