

SECURITY ADVISORY

ARRIVAL OF MATERIAL TO THE SHOW

We recommend that your personnel be present in the booth to receive your material and to take inventory. Freight shipped in advance to the official contractor will be delivered on the first day of installation. Any discrepancy in merchandise received should be reported to the general contractor and show management immediately.

MOVE-IN

While setting up booths that contain small and easily pilfered items, you should use safeguards such as chaining of items, locking showcases and containers, or covering the display with a tarp. Private guards are also available on a rental basis from our security contractor. *Please do not put any articles of value in a crate or carton that is designated for "empty" storage.*

DURING THE SHOW

All displays should develop and publish a schedule that ensures floor coverage at all times. Booth personnel should plan to be in the display one (1) hour prior to the show's official opening each day and should remain in the booth during all show hours. If for any reason you must leave the booth, try to make provisions for coverage.

Special safeguards should be made for personal items such as handbags, personal computers, coats, etc. Show Management is not responsible for any items under any circumstance.

At the close of the show each night, someone should remain in the display until all attendees have been cleared from the floor. Exhibitors who wish to remove any merchandise from the exhibit hall at any time, must obtain a "Merchandise Pass-out" from Show Management.

MOVE-OUT

All hand carried merchandise must be carried through the main entrance. Exhibitor must have proper identification and a merchandise pass-out. Removal of merchandise cannot begin prior to the official show closing.

Once a display and merchandise has been packed for shipping, exhibitors should remain with their materials until they have been removed from the exhibit floor by the drayage personnel. Each outbound crate or carton must be properly labeled for shipment.

While adequate guard service will be provided by Show Management around the clock, it is the responsibility of each exhibitor to take whatever precautions necessary to prevent loss or damage. Show Management assumes no liability or responsibility for any loss or theft. It is incumbent upon the exhibitors to provide their own insurance coverage.