

SECURITY INFORMATION

BASIC SECURITY MEASURES

Uniformed guards will be at the entrances and exits 24 hours a day and will patrol the exhibit floor during non-show hours.

Exhibitors may hire private guards from AF Services (See 'Official Contractors' for contact information).

Exhibitors may prefer to bring a secure container of their own, such as a lockable trunk, footlocker, or strongbox.

In order to remove property (other than that of a personal nature) from the exhibit floor, exhibitors must submit a Property Removal Pass and business card to the security guard before leaving the hall. Please note that the business card must match the name on the exhibitor's badge and that only exhibitors can remove property. Please reference the Property Removal_Pass located elsewhere on this website.

WHAT EXHIBITORS CAN DO TO ENHANCE SECURITY

Before shipping your materials, please take a few minutes to review everything with security in mind. Here are some suggestions:

Shipping cartons should not identify contents. Use coded labels.

Give special consideration to prototypes, and irreplaceable and highly valuable articles.

Booth staffing plans should take the following into consideration:

- Who will be at the booth during set up and dismantle?
- Who from your company will be responsible for security?
- Will an inventory list be available to check complete delivery during set up and complete shipment after dismantle?
- Will you need a lockable security cage?
- Will you need a private guard?
- Is your staff aware that nothing of value should be left in containers labeled "EMPTY CRATE"?

THINGS TO CONSIDER WHEN PREPARING YOUR BOOTH DUTY ROSTER

- Will someone be on duty at least 1/2-hour before the show opens and 1/2-hour after the show closes each day?
- Will you schedule rotation to cover lunch breaks, etc.?
- Who will secure the booth during dismantle?
- As an additional security measure, all booth personnel should be advised to wear official show badges at all times and to use the Property Removal Pass when removing items from the Exhibit Hall.

INSURANCE COVERAGE

As stated in your sales contract, Show Management assumes no responsibility or liability for loss, damage, or theft. That responsibility is yours, as an exhibitor, and we therefore recommend that you provide your own insurance coverage against all contingencies.