

## Security is *Your* Responsibility Too!

Security should be a prime concern of the exhibitor from the time the exhibit is prepared for shipment to the Show until the moment the exhibit is dismantled and shipped out. Exhibit Halls are accessible to hundreds of individuals... let alone the number of individuals involved in the shipping of your product to and from the Show. Therefore, it is critical that each exhibitor make every effort to safeguard their investment in the Show.

The best security plans are dictated by common sense. At some point in the preparation of your exhibit - before you ship your material - it will help if you take a minute to review everything with security in mind.

To begin with, we strongly encourage you to insure your property from the time it leaves your facility until it is returned after the Show. In most cases, a rider can be added to your present policy for a nominal cost that will protect your property while it is out of your control. Remember, it is the responsibility of the exhibitor to insure their property. Neither EXHIBITOR2010 (the show), EXHIBITOR Media Group (the producers), Hall-Erickson, Inc. (the Managing Directors), Champion Exposition Services (the General Contractor), and the Mandalay Bay Resort & Casino (venue) will be responsible for the safety of exhibits against theft, fire, loss, accident or damage from any other cause, or for accidents to exhibitors, their employees or any other person in or about said premises, except where caused by sole negligence or misconduct on the part of EXHIBITOR Media Group, the Managing Directors (hei), the Mandalay Bay Resort & Casino or the General Contractor (CES). Exhibitors are encouraged to budget and make security arrangements for sensitive or valuable items.

### **Preparation of Exhibit Material for Shipment**

If you ship by common carrier, do not use cartons that identify the contents, but group and ship all products in crates. Be sure to list the number of pieces in your shipment on the bill-of-lading and carefully identify the number of crates, cartons, etc., but do not identify the contents.

### **Arrival of Exhibit Materials at Show Site**

Assign people to be present at the booth to receive shipments and take inventory.

Be sure to send copies of all shipping information to your set-up people (this includes Exhibitor Appointed

Contractors) so that they know how many pieces should arrive. Report immediately to the Service Center any discrepancies between quantities shipped and quantities received. At any time during the Show, any missing items should be reported to Security.

### **Installation**

Pay special attention to irreplaceable articles and small, easily carried items. When appropriate, place them in locked containers or take them from the Hall with you at night.

Do not put any article of value in a container marked "Empty". Empties are not guarded in any way and are not secure.

Don't leave exposed or unguarded personal items such as handbags, wallets, cameras, brief cases or computers. Do not put these items, display material or literature behind drapery on the Show floor at any time.

### **Show Days**

Personnel from your company should be in the booth during Exhibitor access hours.

Exhibitors who wish to remove anything from the exhibit floor must obtain a "Merchandise Release Pass" from the Security Desk. These forms, when properly filled out tell the security guard that removal of an item is authorized.

### **Dismantling**

Pack as quickly as possible at the close of the Show. Under no circumstances should you leave your exhibit unattended during this time.

It is recommended that a person from your company be present until your exhibit materials are loaded out of the Exhibit Hall.

### **Individual Guard Service**

If your display is such that your merchandise cannot be easily stored, consider individual guard service for all hours that you are not at your booth. Individual guard service is strongly recommended for exhibitors using plasma screens, computers or laptops, etc. in their displays.