

# Security Tips for Exhibitors

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## **General Tips:**

- Obtain proper insurance coverage for your goods, including transit to and from the show
- Confirm your exhibit materials will arrive at the event within published guidelines and obtain shipping records
- Confirm and make copies of all orders for services (electrical, telephone, internet...)
- Practice standard inventory and sales accounting
- Treat your valuables as irreplaceable. If they are one of a kind, you should consider hiring your own security or partnering with nearby exhibitors to hire security through a licensed security contractor
- The greatest risk of theft is during move-in and move-out. Stay with your materials as much as possible and be especially alert during these times
- Do not leave your exhibit unattended
- Familiarize exhibit employees with the on-site emergency contact number, first aid office, closest emergency exits and what to do in the event of an emergency
- Adhere to all fire codes as per the exhibitor services manual including wiring, plugs and additional lighting
- Ensure all computer equipment, electronics and valuables are secured after hours
- Keep all personal valuable out of plain sight and secured
- Report any suspicious behavior to the events contracted security personnel

## **Exhibition Place:**

- All Exhibition Place employees are required to wear employee identification, if they are not wearing their identification they do not belong in restricted areas
- Exhibition Place has a security surveillance system throughout many of the building designed for the protection of the facility and not individual exhibit spaces
- All Exhibition Place exhibit facilities have two stage fire alarm systems. During the first stage of an alarm exhibitors must stop all sales and listen to the announcements through the public address system. Exhibitors are encourage to prepare for an evacuation of the facility as if the alarm goes into a second stage alarm all occupants must leave the facility
- Exhibitors are responsible for obtaining a parking pass
- The parking lots are enforced 24/7. To avoid a parking ticket it is important that your pass be displayed in your vehicle as proof of payment.
- If you receive a parking infraction notice you must follow the instructions on the back in order to dispute it. A ticket cannot be taken back once it has been issued without following the instructions on the back of the ticket.
- Any concerns regarding safe practices, accident/injury, property damage lost or found property, theft or any similar concerns should be reported to show management who will request the the most appropriate entity to attend and assist with the concern.