

## SECURITY GUIDELINES

Security should be a primary 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.

Exposition Centers are public buildings to which hundreds of individuals have access... 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 work closely with show management in making every effort to safeguard their investment in the exposition.

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 to 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 facilities 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. Southern California Facilities Expo, their agents, the exhibit hall and their respective agents, will not be responsible in any way for the safety of any exhibit or material against theft, fire or accident.

Please be security conscious at all times during your stay. Do not leave items of value in your booth overnight during the installation period or on show days without taking security precautions. Remember, the security of your product is your responsibility... don't take chances!

We suggest you consider the following:

### **PREPARATION OF EXHIBIT MATERIAL FOR SHIPMENT TO THE SHOW**

If you ship by common carrier, do not use cartons which 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 specify 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. (Keep in mind that material shipped in advance to the warehouse will be delivered to the booth prior to or during the early part of move-in).

Be sure to send copies of all shipping information to your set-up personnel (this includes exhibitor appointed contractors) so that they know how many pieces should arrive.

Report immediately to the general contractor any discrepancies between quantities shipped and quantities received. At any time during the show, any missing items should be reported to security and show management.

### **INSTALLATION**

- Pay special attention to prototypes, 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 Storage".
- Empties are not guarded in any way and are not secure.
- Consider using a private guard overnight in your booth.
- Don't leave exposed or unguarded such personal items as handbags, wallets, or attaché cases (this is true throughout the show).
- Check with security or show management personnel to place vulnerable items in overnight secured storage.

**EXPOSITION DAYS**

Personnel from your company should be in the booth all hours that the expo is open. This includes time in the morning before show attendees are allowed on the floor.

**SECURE STORAGE AREA**

Show management will provide a secured area where valuable or easily pilfered items can be stored overnight. This is NOT for long term storage of display material or product. Contact show management for further details.

**SAFETY CONTAINERS**

If you cannot carry your product to the Secure Storage Area, we suggest you rent a safety container for the locked storage of your product each night in your booth.

**INDIVIDUAL GUARD SERVICE**

If your merchandise cannot be easily stored, consider individual guard service for all hours that you are not at your booth. The value of your product and the extreme inconvenience experienced when equipment and product are lost or stolen make this a very worthwhile investment. To order your guard service, return the order form, which you will find in this manual.

**DISMANTLING**

Dismantling, including the removal of merchandise, must not begin until the official close of the exposition. Pack as quickly as possible. 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.