

PIRATE WARNING



Please beware of housing, exhibitor services and/or audio-visual company poachers that may contact exhibitors regarding hotel rooms, exposition services or audio-visual equipment for your booth at the 2018 TRA Marketplace. We are **NOT** working with any companies that would contact you directly to provide housing, services or audio-visual rentals. Please ignore these pirating calls and/or emails even if they appear to be legitimate (by stealing and using the TRA logo).

Entering into financial agreements with non-endorsed companies can have costly consequences for you such as:

1. Credit Card Fraud. Do not give your credit card information to anyone who calls or emails you. They could be selling you a fictitious hotel reservation claiming that it is at a lower rate than the TRA group block, steal your credit card information and then **you show up in San Antonio with no guest room reserved!**
2. Credit Card Fraud. Our expo services company, GES, will NOT be calling you and asking for your order for carpeting, furniture, electricity, etc. These pirate companies will take your credit card information and then **you will show up at the Henry B. Gonzalez Convention Center with nothing in your booth!** This same theory applies to audio-visual companies. . . they will **NOT** be contacting you so beware!

Our official hotel information and services information is available on the TRA website: <https://www.tramarketplace.com/travel>.

A few of these pirating companies are listed below. Please report any unauthorized solicitations to exposervices@txrestaurant.org

Expo Housing Services
 Global Travel Partners
 Convention Housing Authority
 Global Housing Services Corporation
 Business Travel Services

SECURITY TIPS

BASIC SECURITY MEASURES PROVIDED BY SHOW MANAGEMENT

Uniformed guards will be stationed at entrances, exits and along the perimeter of the floor. This service will be provided 24 hours a day from the first move-in day to the last move-out day. Private guards may be hired from the official security service.

DO'S AND DON'TS OF EXHIBIT SECURITY

- Show Management is extremely security conscious and takes every reasonable precaution to protect your property while it is at the 2021 TRA Marketplace, but Show Management will not assume responsibility for loss, damage or theft. Each exhibitor is responsible for his or her own property.
- Adherence to the following recommendations and precautions plus the vigilance of the personnel in your booth should ensure adequate security for your exhibit materials and personal property.
- Arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- When preparing exhibit material for shipment, avoid cartons that identify contents.
- Assign people to be present at your booth when your exhibit material arrives to receive the shipment and to take inventory. Report immediately to security or Show Management any discrepancies between quantities shipped and quantities received.
- Installation is a highly vulnerable period; so pay special attention to items easily pilfered. Place them in locked containers when you can't keep an eye on them.
- Do not put articles of any value in a container marked "EMPTY STORAGE."
- Exhibitor personnel must wear show badges at all times during move-in, show days and move-out.
- During show days, someone should be on duty in your booth one half-hour prior to opening and for the same period of time after all trade guests have left.
- Immediately report to security or Show Management the presence of any unauthorized or suspicious visitors on the exhibitor floor.
- Don't leave personal items unguarded such as coats, wallets, handbags, briefcases, etc.
- Avoid leaving any small items or product samples of significant value in exhibit booths overnight. In the event these items cannot be removed, store out of sight and away from temptation. Use flameproof drop cloths to cover sensitive items when your booth is not manned.
- Remember - and remind those staffing your booth - that while guard service is provided by Show Management until the end of move-out, it remains your responsibility to take whatever precautions you deem necessary to protect your property.

Please complete the Security Order Form if you would like to order private security for your booth.



July 10-12, 2021 | San Antonio, Texas | www.tramarketplace.com

SECURITY ORDER FORM

SAN ANTONIO POLICE DEPARTMENT OFF-DUTY EMPLOYMENT UNIT

A contract agreement between the City of San Antonio and the San Antonio Police Officer's Association stipulates that security at City Facilities must be provided by off-duty San Antonio Police Officers.

The security rate for an off-duty San Antonio Police Officer:

First Hourly Rate - \$46.04 Additional Hourly Rate - \$39.04

NOTE: Rates are based on a 3-hour minimum per shift.

TERMS: The City of San Antonio observes a pre-payment policy. The security invoice must be satisfied prior to the event. Checks will not be accepted within two weeks of event. Please contact this office should you prefer to use a credit card.

If you wish to order Exhibit Booth Security, please complete the following, and fax or email to our office. You will be invoiced once we have received this completed form

Exhibiting Company Name: _____

Exhibiting Company Address: _____

City/State/Zip: _____

Phone #: _____

On-Site Contact Person: _____

Booth Number(s) & location in the building: _____

Start Date & Time: _____

Stop Date & Time: _____

Start Date & Time: _____

Stop Date & Time: _____

Start Date & Time: _____

Stop Date & Time: _____

Start Date & Time: _____

Stop Date & Time: _____

Start Date & Time: _____

Stop Date & Time: _____

Start Date & Time: _____

Stop Date & Time: _____

Signature _____

Date: _____

Print Name _____

Method of Payment: _____

SEND TO:

San Antonio Police Department Off-Duty Employment Unit
1048 E. Commerce
San Antonio, TX 78205
Phone: 210.207.7020
Fax: 210.207.3314
Email: sapdodeu@sanantonio.gov