



EXHIBITOR SERVICE MANUAL

October 20-23(Exhibits 21-23) | Las Vegas, NV
Las Vegas Convention Center

Security Information

ISSA will provide 24-hour perimeter security for our show. Individual booth guard service is available for purchase. Please take the necessary precautions and follow the suggestions outlined below for securing your booth. Don't forget to take advantage of our free Overnight Security Room for Security of small items. This room is also at your disposal for securing valuable items, prototypes, and one-of-a-kind samples. The Overnight Security Room is open 24-hours beginning with exhibit move-in through move-out. Note: drayage rates do apply if GES is required to move your freight.

Security Precautions During Move-In, Show Days and Move-Out

- Ship locked trunks or crates. Avoid using small cartons for shipping products.
- Do not indicate the contents on the shipping container.
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items. Hand carry them or ship them directly to the security contractor. (In that case, boldly print on bills of lading the words: "DELIVER TO OVERNIGHT SECURITY ROOM". Send a copy of bills of lading to the security contractor).
- Furnish your shipping company with accurate bills of lading.
- Be sure to send copies of shipping information, name of carrier, and pro number of all shipments with your set-up people so they know how many pieces should arrive.
- Cover your displays each night.
- Do not store un-displayed products in crates or cartons. Do not leave any product on dock areas. Store in the Overnight Security Area.
- Remove and secure all types of plasmas, DVD's, video cameras, and audiovisual equipment during non-show hours and at the end of the show. Store items in the Overnight Security Room or make arrangements for their safekeeping to prevent theft.
- Do not leave samples in the open overnight. Secure them.
- Secure all laptops, terminals and keyboards in your booth during non-show hours. Do not leave them under a counter with a cover over them. Use the Overnight Security Room or make other arrangements for Security to help prevent theft.
- Do not leave cameras, electronic devices, briefcases or purses under drapes in your booth, behind curtains, on tables or in cabinets AT ANY TIME, SECURE THEM.
- Safeguard material (for example, surplus merchandise not on display) in the free Overnight Security Room.
- Pack quickly at the close of the show.
- During the move-out, have one of your employees or hire a security officer to remain with your exhibit until all products have been repacked.
- If you plan to remove merchandise or equipment from the hall, you must secure a merchandise removal pass signed by ISSA. Security personnel will not allow anyone to remove any goods from the exhibit floor without this pass.
- Report any lost or damaged cartons to Security immediately

Important Move-Out Information

- During the move-out of the show, please take the necessary time to pack and secure your merchandise.
- Alternate suggestion - order a special guard to protect your merchandise or display.
- Security cages are also available for rent through the general service contractor.