


Interbike Show Management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, Bootleg Canyon, security contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft.

As Outdoor Demo is held outside in the elements, extra care must be taken to secure your product. Please make sure that all items are locked up and secured overnight.

Each exhibitor is responsible for implementing their own check-out system. This allows you the flexibility to loan products to whomever you want, whether retailer, press or industry affiliate. It also allows you to take the appropriate collateral from attendees, based on the value of your product. **DO NOT TAKE BADGES AS COLLATERAL!**

Interbike's recommendations for securing product at the demo are as follows:

- Use the form provided on the following page for your check-out documentation.
- Print as many copies as you feel necessary, or create your own form using ours as a guideline.
- Fill out the top portion with your company's information.
- Have the attendee fill out all the fields.
- Check their ID to ensure that the person checking out the product matches the information they provided.
- For extra security, we recommend taking collateral, i.e. ID's, credit cards, etc.
- Further Security: Some companies take credit card deposits, having the attendee agree to pay for the product if lost or stolen by signing a form. Others take Polaroid's of their product, and attached business cards. Both of these are great ways to further secure your products, and to stay organized during the busy day at the Demo!

 Product Release Form	
<small>(PLEASE PRINT)</small>	
Company Name:	<u>Awesome Bike Company</u>
Product Name:	<u>2010 Super Duper Model 29'er Deluxe</u>
Product Value:	<u>\$3400</u>
Attendee Information:	
Store/Company Name:	<u>JD's Bike Shop</u>
Badge ID#:	<u>123456789</u>
Individual Name:	<u>John Doe</u>
Individual Drivers License #:	<u>123456789</u>
Collateral:	<input checked="" type="checkbox"/> License <input type="checkbox"/> Credit Card <input type="checkbox"/> Other

TIPS TO HELP PROTECT YOUR PRODUCT AND BOOTH

- Monitor your booth during set-up.
- Hire a security guard to watch your booth overnight. Contact [John Sutton](mailto:jsutton@staffpro.com) at Staff Pro to arrange security for (jsutton@staffpro.com ph: (619) 864-4269).
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- Overnight - LOCK YOUR ITEMS UP AND STORE OUT OF REACH.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed or your booth is unattended.
- Always staff your booth during demo hours.
- Staff your booth until your product and the demo area are cleared out during move-out.
- **A BADGE IS NOT SUFFICIENT COLLATORAL. DO NOT TAKE BADGES FROM ATTENDEES!**
- Once the show has closed, pack as quickly as possible and do not leave your display unattended.