



**2017 Annual
CONFERENCE & EXPO**
April 2-5  Colorado Convention Center, Denver, CO

2017 SECURITY AND EXHIBIT HALL ACCESS

The Association of Legal Administrators (ALA) has contracted a security company to provide perimeter exhibit hall security. Individual booth security required by exhibiting companies is available, but must be contracted by the individual company.

SECURITY OF MOVE-IN AND MOVE-OUT

Exhibitors are required to obtain their badges at the exhibitor registration desk in order to gain access into the exhibit hall. ALA will issue work passes only for Exhibitor Appointed Contractors (EAC). Such contractors must register their names of their working personnel to Show Management in advance of the show.

SECURITY ON SHOW DAYS

Exhibitors with show badges will be permitted access onto the exhibit hall floor one hour prior to the show opening on show days and are required to leave the exhibit hall a half hour after the exhibit hall closes. To access the exhibit hall floor at any other time, you must receive permission from Robert Leighton, Business Development Manager or Brittany Parrotte, Exhibit and Media Coordinator, ALA Business Partner Marketing and Events.

Attendees with badges are allowed on the exhibit floor only during show hours.

THEFT/DAMAGE PROTECTION

ALA will provide 24-hour perimeter security in the exhibit hall; however, ALA is not responsible for theft or damage to any exhibitor's property. Exhibitors should use every reasonable precaution to protect property during the Conference. It is strongly advised that additional insurance be carried for theft or damage to exhibitors' property while such property is located at or is in transit to or from the conference site. If you require additional booth security, please contact Brittany Parrotte, Exhibit and Media Coordinator, ALA Business Partner Marketing and Events, bparrotte@alanet.org.

SAFETY FOR ALL

For the safety of everyone, absolutely **no one under the age of 18** will be permitted on the show floor at any time (move-in and move-out hours included). Parents will be immediately required to remove their children from the hall.