



# designwest

center of the engineering universe

## General Information

# SECURITY TIPS

Event Management will provide 24-hour perimeter access control throughout the show, but **assumes no liability for loss or damage to exhibitor's property**. Event Management does not carry insurance on exhibitor's materials or displays. **Exhibitors are responsible** for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during the event. See more information on Protection Plus, an affordable insurance in the Shipping and Drayage Section 4. For additional protection, you may wish to hire a security guard for your booth. Please see the form in the Utilities and Optional Services Section.

Here are more suggestions on protecting your display:

- Do not mark the outside of your shipping cartons with the contents—use a code.
- Furnish your shipping company with an accurate and complete bill of lading.
- Do not leave materials in containers to be stored with empties.
- Whenever the exhibits floor is closed or your booth is unattended, remove valuable items or secure them in a safe place.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the exhibits floor is closed.
- When the exhibits floor closes, pack as quickly as possible and do not leave your display unattended.
- During move-out remain with your display and equipment until it has been packed and is ready to ship.
- Prior to shipping be sure to insure your shipment with your designated shipper.

**Please Note:** Move-out begins on Thursday, April 25<sup>th</sup> at 4pm and continues through Friday, April 26<sup>th</sup> at 12:00pm. It is highly advisable that exhibitors pack and remove all small and valuable portions of their display on Thursday evening.