

# SHOW GUIDELINES

## BADGE GUIDELINES

- Badges must be worn during show hours.
- Security will be located at the various event entrances during these times, and will not permit entrance without a badge.
- Passes are non-transferable and are for advanced registered staff of sponsors only. Any substitution must be authorized in writing from the original registrant or the participating company.

## EXHIBIT SOUND GUIDELINES

- We ask that you keep noise levels to a minimum at your exhibitor booth. If you'll be using speakers or have a game at your booth, please ensure that the sound level does not disrupt the networking area or neighboring exhibitor booths.

## SECURITY ADVISORY

**Please note that Show Management cannot assume any responsibility or liability for lost, damaged, or stolen property.**

## IMPORTANT SECURITY GUIDELINES – PLEASE REVIEW CAREFULLY

- Exhibitors are responsible for the security of all items of their display. Show Management, facility personnel and security contractors try to guard against theft or damages, but the ultimate responsibility falls on the exhibitor.
- Do not list the contents of crates or cartons on the shipping label. For example, a label that lists "LCD monitor" is an open invitation to thieves. Use color-coded labels whenever possible.
- Do not store extra products or anything of value in empty crates. Empties may not be stored in a secured area.
- Never display one of a kind items or irreplaceable samples unless someone is present at all times.
- Do not leave your booth unattended during the hectic (and heavily trafficked) set up and tear down times. Do not ask neighboring exhibitors to "watch your booth."
- Consider draping your non-valuable items in your exhibit with some sort of cloth at the close of the exhibit hall each day. This psychological deterrent makes it more difficult for people to handle merchandise or take note of what they would like to steal at a later time.

- Electronics such as laptop computers, mobile phones, and hand-held devices are the items most often stolen. They should never be left unattended in your exhibit.
- Prepare a detailed inventory of all items slated to be included in your exhibit. Check this list once your shipments have arrived and again prior to your return shipments at the close of the event. Be sure to include serial numbers and estimated value. In the unfortunate event that a theft or damage does occur, please report it to Show Management and security as soon as possible.
- It is important to obtain your own insurance coverage rider against all contingencies from the time it leaves your property until it returns.

***Informa Connect Global Finance and Finovate are committed to improving diversity, equality, and inclusion in every industry it operates in, through our agendas and specialist programs to encourage a variety of demographics. We expect all of our participants, exhibitors, and sponsors to support this ethos. We ask that all our stakeholders take care when designing their stands, promotions and other communications to ensure that our events contribute to promoting equality in the industry.***