



## SHOW INFORMATION

# SECURITY TIPS

Show Management will provide 24-hour perimeter access control throughout the show, but **assumes no liability for loss or damage to exhibitor's property**. Show 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 show. For additional protection, you may wish to hire a security guard for your booth.

Any booth security at GDC must be approved in writing by Show Management. Please fill out [this Security Form](#) to request approval. The security vendor must submit their Certificate of Insurance (see Exhibitor Appointed Contract Information in the [Exhibitor Appointed Contractors and Third Parties Section](#) for specifics on COI requirements. Please note that if you are using sub-contractors, one form should be submitted per sub-contractor.

Here are more suggestions on protecting your display:

- Do not mark the outside of your shipping cartons with the contents—use a code.
- Secure all personal, expensive, or irreplaceable items during the show hours.
- 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 show 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 show is closed.
- When the show 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.

**If you are planning on having security, you must fill out this [Security Form](#).**