

## SECURITY & SECURITY TIPS

The Organizer has arranged for security guards to patrol the exhibition during the day and for the halls to be fully locked each night. However, exhibitors are advised to take precautions against theft and to be vigilant at all times. This is especially important during build-up and breakdown when there are a lot of people entering and exiting the halls.

The Organizer does not accept responsibility for missing items and exhibitors should insure against loss. Any items believed to have been stolen must be reported immediately to the Service Centre as it will be necessary to complete an official report. If you wish to hire an individual security guard for your booth, please contact **IPS Security** (see below). In addition to being cautious, exhibitors should take care to protect their possessions in their absence - particularly at night when their booth is not staffed.

Please note: When the show officially closes at 4:00 PM on Thursday, August 28, 2025, security will cease. Please therefore ensure that you have made suitable security arrangements for equipment left in your booth area during the dismantling period.

### *Security Tips*

DO NOT ship display material directly to the San Jose McEnery Convention Center for receipt and storage. Most exhibition centers do not have adequate secure storage space, nor can they take on the added responsibilities of ensuring your property against theft. All exhibit materials should be sent to the official freight forwarding and on-site handling contractor for the event both for safekeeping and delivery to the proper location at the proper time.

DO ship exhibit materials in sturdy containers, which do NOT indicate contents. Your company name and address, the name of the event and booth number should be clearly marked on all boxes and crates.

DO NOT leave unpacked display material unattended during set-up or dismantle hours. Make sure shipping containers are EMPTY prior to being sent to storage during the event. During dismantle, pack, seal and address all containers and consign them to the on-site handling agent for return shipment BEFORE leaving your booth.

DO securely fasten lightweight high-theft-risk items such as laptop computers, cameras, calculators, stereos, DVD's using tethers or lock them in showcases. Personal items of value should never be left in an unattended booth. Small items should not be left out where people can easily take them. NEVER leave laptop computers unattended, even for a few minutes.

DO NOT store items of value behind your booth or under a counter or table. Keep all brochures and sales material at the front of your booth so you never have to turn your back on your customers. Your booth can get very busy; it is at times like this that losses may occur.

DO lock up high-theft-risk items overnight or take them with you at the end of each day. If this is not possible and you require a booth security guard, please contact:

IPS Security - Client Experience Team

Email: [john@ipsprotection.com](mailto:john@ipsprotection.com)

T: (714) 384-7765

Alternatively, please contact the Organizer at the service center onsite.