



Show Security Information

IWF assumes no responsibility or liability for loss, damage, or theft of items in your exhibit. As an Exhibitor, you are responsible for your property at all times. We highly recommend that you provide your own insurance coverage against all contingencies.

IWF Show Management is very security conscious. We go to great lengths to provide a safe and secure environment where exhibitors and attendees can transact their business without distraction. With heightened security measures becoming part of our everyday lives, we encourage you to be aware of your property and surroundings at all times while at the show. All your booth personnel should be advised to wear official IWF exhibitor badges at all times as a security measure and must use the official IWF Property Passes when removing items from the Exhibit Hall.

Basic Security Measures

IWF Show Management basic security arrangements include the following:

Uniformed Guards - Guards will be stationed at entrances and exits 24 hours-a-day and will patrol the exhibit floor during non-show hours. If you would like to hire a private guard for your booth, you can do so through Dupree Security, the official security contractor.

Overnight Storage Room - A secured storage room will be available for exhibitors to store valuable items. We recommend items that are especially vulnerable to theft or pilferage be kept in the overnight storage room during non-show hours and during installation and dismantling.

Property Passes - These are special forms issued by Show Management. When properly filled out and signed by the Exhibitor, they tell the security guards that removal of an item from the exhibit floor is authorized. You must use an Official IWF property pass pre-show, during the show and after the show closes to remove items from the exhibit floor.

Exhibit Security

Before you ship your exhibit material, please take a few minutes to review this list and keep security in mind.

Inbound Security

- Never identify contents on the outside of your shipping cartons or boxes, use coded labels instead.
- Use black shrink wrap instead of clear so that no one can see the contents of your shipment.
- Give special consideration to prototypes, irreplaceable, and highly valuable articles.
- Use a three-digit combination lock. Give the code only to responsible personnel.

On-Site Security

- Hire a private security guard to serve as a deterrent and to protect your booth valuables.
- Attach demonstration computer equipment to titanium cables.
- Do not carry a laptop, cell phone, purse, PDA or other items of value on the show floor unless you have a secure place to lock them up.
- Consider renting a security cage or use the overnight storage room for small valuable items.
- Do not place anything of value in any crates marked "EMPTY".
- Schedule booth personnel with security in mind.
- Who will be in charge of security during installation and dismantling?
- Will an inventory list be available to confirm complete delivery during installation and complete shipment after dismantling?
- Will someone be on duty at least a half-hour before and after exhibition hours?



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Outbound Security

Because tear-down makes the activity on the show floor somewhat unpredictable, employees may not have security on their minds. Most thefts occur during this time. Make sure someone in your booth is in charge of security and remains with all valuable items until they are packed and shipped.