



## **Security Tips**

Show Management shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. Show Management will provide perimeter security for the duration of the show and additional security during move-in and move-out to be stationed at primary freight entrances. However, Show Management cannot provide security for every booth on the show floor and is not responsible for any theft or damage to products or displays.

Therefore, private booth security is available and can be ordered for your booth. Please contact Hyatt Regency Atlanta at (404) 577 1234 if you require additional security. In the meantime, we recommend you take the following precautions:

- OBTAIN INSURANCE, which includes a rider to your existing insurance policy to protect your entire exhibit and product from the time they leave your warehouse until they return.
- Do not mark the contents of the package on the cartons or crates.
- Do not store products in “EMPTY CARTONS.”
- Ship products in locked cages or trunks, when possible, to the correct address listed in the service kit.
- Make a complete list of all products shipped, listing model #'s and serial #'s, whenever possible.
- Mount or attach products to your display whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc., always. (Move-in/out is the most vulnerable time.)
- Stay with your products on closing day until your products are securely packed and marked for shipment. Make outbound shipping arrangements in advance of the close of the show at the GES Service Desk on-site.
- Inform your staff members working in your booth of the rules regarding removal of merchandise from the show.
- Do not sell, give away, or trade merchandise during or after the show. Re-crate the product and return it with your display.
- Do not wait until the end of the show to inform management of damage or theft. Contact security and/or show management on-site immediately.

*Show Management is not responsible for any theft or damage to product or booth, but we do want you to have a safe, enjoyable, and profitable show.*

*Please help us to maintain a secure environment for the SGNA 2026 Annual Course.*