



**Fall 2013 Convention & EXPO**  
Gaylord Palms Resort  
Kissimmee, Florida  
Conference: September 23-26, 2013  
**EXPO: September 23-25, 2013**

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### **Security Tips:**

Security should be a prime concern of the exhibitor from the time the exhibit is prepared for shipment to the show until the moment the exhibit is dismantled and shipped out.

It is the responsibility of each company exhibiting to provide adequate insurance coverage. COMPTTEL, Corcoran Expositions, Inc., Global Experience Specialists (GES), the Gaylord Palms Resort and Convention Center and their agents will not be responsible or liable for any losses incurred or theft. Please refer to the General Rules and Regulations.

In addition to adequate insurance coverage, below are recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading. Do not indicate the contents on the shipping container.
- Be aware that freight shipped in advance, directly to the drayage contractor, will be delivered to the booth prior to exhibitor move-in.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost or damaged materials during the show to Show Management and show security.
- Irreplaceable articles and small, easily carried items should be removed from the hall at night. (Individual booth security can also be ordered.)
- Do not put any article of value or product you will need during the show in a container marked "Empty Storage." Empties will be removed from the show floor and will not be accessible until the break of the show.
- Do not leave personal items such as handbags, wallets, briefcases, beepers, cameras, laptop computers or cellular phones **under skirted tables**, exposed or unguarded in the booth at **any time** during the show.
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- At the close of the show, do not leave your exhibit unattended.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

**Please remember: you are responsible for your company's exhibit materials and all products. With proper planning and attention to details, you can insure your company's successful participation in the show.**