



Each exhibitor is responsible for his/her own booth security. The Association, the management of The Roosevelt New Orleans nor GES can be held financially liable for theft or damage to exhibit property.

The risk of theft and/or disappearance of exhibitor property will be greatly reduced if you take the following precautions:

1. Avoid leaving any small items of significant value (laptops, PDAs, etc...) in the exhibit space overnight.
2. Remove pertinent component parts from your exhibit display or from the floor models being used for demonstration.
3. Never leave your exhibit unmanned during show hours.
4. Pack your entire exhibit and your products as soon as tear down begins. Do not leave booth until all products are packed for shipment. **THIS IS THE MOST LIKELY PERIOD FOR THEFT.**
5. Make sure all the crates which will be shipped or stored are properly labeled with information.
6. Notify security of any suspicious person(s) in the Exhibit Hall immediately.
7. Report any thefts to the security supervisor on duty immediately.

Even heeding the above safeguards we cannot guarantee that losses will not occur. However, these methods can considerably reduce the chance of theft. Should you require additional information or assistance on-site, please do not hesitate to contact the security supervisor on duty or show management.