



## Security of Your Booth and Contents

### Responsibility and Liability

Exhibitors are responsible for the security of their own booth and its contents; everything should be properly insured. In the event of a loss, make a written report immediately with Show Management. A copy of this report will be delivered to the local police with a request for an immediate investigation. Keep copies of all reports for submission to your insurance company. Show Management, the general contractor, subcontractors and the convention center are not liable for any losses you may experience.

Show Management will provide third party security from move-in of freight until all crates and materials have been removed at the end of the show. The guard service is stationed at fixed posts at the entrance as well as walking posts throughout the exhibit hall on a 24-hour basis. To help provide a secure exhibit hall, all exhibitors must wear badges during move-in, the show, and move-out.

### Suggestions for Booth Security

- Remove all small items, laptops, cell phones, etc. on a nightly basis
- Hire a private duty security guard (see security order forms within this manual)
- Mark all small items and easily transportable items with your company name
- Don't list the contents on the outside of boxes
- Don't leave merchandise in your stored empty crates, contact GES if you require secure storage
- Carry a detailed list of what you ship by box/crate, and repack it in the same way. Keep a copy in your office and check your shipment when it returns
- Report any suspicious activity to Show Management immediately