



EXHIBIT HALL SECURITY

AACE International will provide perimeter security and roving security personnel. Although security will be provided during installation, show days and dismantling, it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents.

AACE International, and all organizations and individuals who are employed by or associated with the 2013 Annual Meeting of AACE International will neither be responsible for injury that may occur to an exhibitor, his/her employees, or agents, nor for the safety of an exhibitor or other property against theft, fire, accident or any other destructive causes. Exhibitors should check their insurance coverage.

The following security tips are offered:

- NEVER leave small electronic equipment such as laptop computers, cell phones, and personal hand-held electronic devices unattended in your booth, ESPECIALLY OVERNIGHT. This rule should also apply to personal items such as briefcases, purses, etc.
- Shipping cartons should not identify contents. Use coded labels.
- Do not ship VCR's, PC's and other electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton if possible.
- Empty cartons and crates are not stored in a "secure" area. Do not store valuables in them.
- For those exhibits featuring theft-prone products, some thought should be given to displaying a replica or bringing "extras".
- Use locking display cases and expose the locks and obvious security items to attendees.
- Cover your products before and after show hours. Use Velcro or grommets to secure fabric over the products.
- Use lighting or other highlighting techniques to accent the products within the exhibit. When attention is drawn to a product, it is less likely to disappear during show hours.
- At the close of the exhibition and after your materials are packed, turn in your bills of lading at the Exhibitor Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment if possible.