

General Show Security Guidelines

1. Each exhibitor must take responsibility for the security of all items in his or her display. Show Management, facility personnel and security contractors try to guard against theft but ultimate responsibility falls on the exhibitor.
2. Do not list the contents of crates or cartons on the shipping label. A label that reads “19-inch color monitor” is an open invitation to thieves. Also - do not ship VCRs, PCs and other electronic equipment in the manufacturer’s cartons.
3. Do not store extra products or anything of value in empty crates. Empties will not be stored in secure areas.
4. Never display one-of-a-kind items or irreplaceable samples unless someone is present at all times to keep an eye on them. We recommend that you never leave a laptop computer unattended at any time.
5. Consider draping your exhibit with some sort of cloth at the close of each exhibit time/show day. This psychological deterrent makes it more difficult for people to handle merchandise or take note of what they would like to steal at a later time.
6. Business tools such as cellular phones, tape recorders, pocket calculators and giveaway items are the things most often stolen. They should be guarded or stored safely each day/at night. Thieves will take personal items such as purses, suit coats, and briefcases. Do not leave them unattended in your booth.
7. At the close of the exposition, 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 or boxes. Stay with your shipment until it is picked up for loading. Most thefts occur during move-out when the exhibitor leaves their packed boxes unattended.
8. Wear your exhibitor badge only in the conference and exposition areas. Do not walk out of the exhibition facility with your badge still on - this targets you as a “tourist.”