SECURITY TIPS

IAAPA and TNT Convention Services (the official security provider) want you to have a pleasant, safe experience exhibiting at IAAPA Expo. Nothing can ruin your show more than the loss of expensive products or equipment. IAAPA provides perimeter exhibit hall security to ensure that only authorized individuals gain access to the exhibit hall. However, the movement of those individuals is not monitored. YOU, your staff, and your contractors are responsible for your valuables.

Here are a few basic steps you can take to secure your valuables:

- Most theft takes place during move-in and the first 2 hours of move-out. Be especially alert during these times.
- During move-out, stay with your booth until empties have been returned and your valuables are packed and labeled.
- Don't identify the contents of your containers on the outside of the containers.
- Items with "street value" (DVD players, flat screens, laptops, iPads, plasma televisions, etc.) are especially vulnerable to theft. Cable lock or mount them during the day and if possible remove them at night. (Do not store them under a table, that's the first place a thief will look!)
- Expensive equipment (audio, lighting, projectors, etc.) should not be left in your booth unattended or in road cases that can be easily wheeled out of the hall.
- Obtain insurance coverage for your valuable items, including shipping to and from show site.
- Treat prototypes as irreplaceable. Never leave them unattended. Take them with you at night. Locking them in the storage cabinet of your booth is not secure enough.

TNT Convention Services offers individual overnight security officers to guard your booth. Consider hiring your own guard to watch your booth overnight. Refer to the <u>Security Order Form</u>.

Security can be reached on-site at +1 407.685.6000.