

2019 Exhibitor Service Manual

Security Tips



Protecting your property before, during and after The PPAI Expo 2019.

BASIC SECURITY MEASURES PROVIDED AT THE PPAI EXPO 2019:

- Uniformed guards will be stationed at entrances, exits and along the perimeter of the floor. This service will be provided 24 hours a day from the first move-in day to the last move-out day.
- Private guards may be hired from the official security service.

DOs AND DON'Ts OF EXHIBIT SECURITY

Show Management is extremely security conscious and takes every reasonable precaution to protect your property while it is at The PPAI Expo 2019. But PPAI Show Management will not assume responsibility for loss, damage or theft. Each exhibitor is responsible for his or her own property.

Adherence to the following recommendations and precautions plus the vigilance of the personnel in your booth should ensure adequate security for your exhibit materials and personal property.

- Arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- When preparing exhibit material for shipment, avoid cartons that identify contents. Use plain shipping containers and coded labels.
- Assign people to be present at your booth when your exhibit material arrives to receive the shipment and to take inventory. Report immediately to the Security Office any discrepancies between quantities shipped and quantities received.
- Installation is a highly vulnerable period; so pay special attention to items easily pilfered. Place them in locked containers when you can't keep an eye on them.
- Do not put articles of any value in a contained marked "EMPTY STORAGE."
- Exhibitor personnel must wear official show badges at all times during move-in, show days and move-out.
- During show days, someone should be on duty in your booth one half-hour prior to opening and for the same period of time after all trade guests have left.
- Immediately report to security or Show Management the presence of any unauthorized or suspicious visitors on the exhibitor floor.
- Don't leave personal items unguarded such as coats, wallets, handbags, briefcases, etc.
- Remember - and remind those staffing your booth - that while guard service is provided by Show Management until the end of move-out, it remains your responsibility to take whatever precautions you deem necessary to protect your property.