SECURITY TIPS

Security will be provided at the front entrance to the exhibit hall. Perimeter security and roving security personnel will be provided during the exhibit hall's closed hours. 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.

Please see additional security tips below.

- Always remove your badge once you leave the facility.
- Never leave small electronic equipment such as laptop computers, cell phones and personalhand-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 PC's and other electronic equipment in the manufacture'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".
- Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
- Mark all crates and cartons with your company's name and address.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- At the close of the exposition 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.
- Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

The security provider, NIGP, SPARGO, Inc., Greater Columbus Convention Center and all organizations and individuals who are employed by, or associated with the exposition, will neither be responsible for injury that may occur to an exhibitor, his/her employees, or agents, nor for the safety of an exhibit or other property against theft, fire, accident, or any other destructive causes. Exhibitors should check their insurance coverage.