

Security Tips

SAP and ASUG share the concern for the security of exhibiting companies' products and have taken steps to ensure a safe, secure environment for all exhibitors. SAP and ASUG will provide perimeter security for the duration of the show and additional security stationed at primary freight entrances during move-in and move-out days. However, SAP and ASUG cannot provide security for each and every booth on the show floor.

Additional Security. Private booth security is available and can be ordered by completing the [Security order form](#) in the [Exhibitor Manual](#).

Please be sure to take the following precautions while at the conference:

- Obtain insurance which includes a rider to existing insurance policies to protect entire exhibits and products from the time they leave exhibitors' warehouses until they return.
- Do not mark the contents of the package on the cartons or crates.
- Do not store products in crates or boxes marked "EMPTY CARTONS".
- Ship products in locked cages or trunks, if possible, and be sure to ship to the correct address listed in the Exhibitor Manual.
- Make a complete list of all products shipped and on display, listing model #'s and serial #'s, whenever possible.
- Mount, or attach, products to displays whenever possible.
- Secure staffs' personal property, briefcases, coats, cameras, purses, etc., at all times. Move-in and move-out is the most vulnerable time for security issues.
- Make outbound shipping arrangements with Freeman, located in the Exhibitor Services Center, in advance of the close of the show and confirm all items are packaged properly prior to departure.

Contact security and assigned exhibit manager on-site immediately if there is a security issue. Please don't wait until the end of the show to inform the exhibit manager of damage or theft.