

## Security Tips

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SAP and ASUG shares your concern for the security of your products and has 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 during move-in and move-out to be stationed at primary freight entrances. However, SAP and ASUG cannot provide security for each and every booth on the show floor.

Private booth security is available and can be ordered via the Security Order Form in the online Exhibitor Manual. Please contact your Conference Exhibit Manager if you require additional security. In the meantime, we recommend you take the following precautions:

- **OBTAIN INSURANCE**, which includes a rider to your existing insurance policy to protect your entire exhibit and product from the time they leave your warehouse until they return.
- Do not mark the contents of the package on the cartons or crates.
- Do not store products in "EMPTY CARTONS".
- Ship products in locked cages or trunks, when possible, to the correct address listed in the exhibitor manual.
- Make a complete list of all products shipped, listing model #'s and serial #'s, whenever possible.
- Mount or attach products to your display whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc., at all times. (Move-in/out is the most vulnerable time.)
- Make outbound shipping arrangements in advance of the close of the show at the on-site Exhibitor Services Desk.
- Contact security and/or your Conference Exhibit Manager on-site immediately. Don't wait until the end of the show to inform your Conference Exhibit Manager of damage or theft.