

Security Tips

SAP and ASUG share 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.

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:

- **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 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 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 and confirm all items are packaged properly prior to your departure at the Exhibitor Services Center.
- Contact security and/or your Conference Exhibit Manager on-site immediately if you have a security issue. Don't wait until the end of the show to inform your Conference Exhibit Manager of damage or theft.