

SECURITY TIPS FOR EXHIBITORS

1. Show management, the trade center staff, the general contractor, and the security company provide a measure of protection, such as providing perimeter security. But, only you and your staff are responsible for your valuables.
2. Don't identify the product or manufacturer on the outside of freight cartons. Mark cartons numerically to indicate the total being shipped (1 of 6). Include your company's name and booth number on your cartons. Furnish your freight forwarder with an accurate and complete bill of lading.
3. Escort your merchandise and/or goods to your booth if at all possible. The greatest risk of theft of loss occurs during set up and tear down. Be especially alert during these times.
4. Treat valuable goods such as prototypes as irreplaceable. If they are truly one-of-a-kind, make sure your staff keeps them secure. Under no circumstances should such goods ever be left unattended. VCRs, TVs, computers and other electronic devices are particularly vulnerable to theft.
5. At the close of business each day, cover all display tables. This establishes a barrier to curiosity-seekers and other would-be thieves from selecting items to steal at a later time. Store excess supplies and merchandise with the material handling contractor or in a facility outside the hall. Never store your excess merchandise or supplies under tables or displays. That's the first place a thief will look!
6. During tear down, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
7. Obtain proper insurance coverage for your goods, including transit to and from the show site. Low cost Exhibitor insurance is available from the show contractor. Check with them.

Show Management:
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