



AFCEA International will provide perimeter security and roving security personnel throughout the exposition area in the Henry B. Gonzalez Convention Center. Even though 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.*

AFCEA, SPARGO, Inc., the Henry B. Gonzalez Convention Center, and all organizations and individuals who are employed by or associated with the convention and exposition, will not 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.

**The following security tips are offered:**

1. NEVER leave small electronic equipment such as laptop computers, cell phones, personal electronic equipment, etc. unattended in your booth. This rule should apply to personal items such as briefcases, purses, etc. "Hiding" them under a draped table does not work.
2. Do not ship electronic equipment in the manufacturer's cartons.
3. Empty cartons and crates are not stored in a secure area. Some of the "empties" are stored off-site. Do not store valuables in them.
4. For those exhibits featuring theft-prone products, some thought should be given to displaying a replica or bringing extras.
5. Use locking display cases and expose the locks and obvious security measures.
6. Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
7. Use lighting or other highlighting techniques to accent the product within the exhibit. When attention is drawn to a product, it is less likely to disappear during show hours.
8. At the close of the exposition and after your materials are packed, turn in your bills of lading at the Exhibitor Service Center. Do not leave them in your booth or attached to crates. Stay with your equipment, if possible.