

CEC 2017

SPECIAL
EDUCATION
CONVENTION
& EXPO
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SECURITY TIPS

- Empty cartons and crates are not in a “secure” area. Do not store valuables in them.
- Mark all crates and cartons with your company’s name and address.
- Report any lost or damaged cartons to Exhibits Management.
- During booth set-up, place your products where they are visible from your working area.
- After setting up your booth, conduct a visual or photo inventory of your displayed product.
- Treat especially valuable goods such as prototypes as irreplaceable. If they are truly one-of-a-kind, hire security to watch your materials when the exhibits are closed. All laptop computers, tablets and other electronic devices are vulnerable to theft.
- Do not leave any purses, briefcases, or valuables behind drapes or underneath tables. This is the first place a thief will target.
- Always be aware of your surroundings and acknowledge anyone entering your booth. This will deter and possibly prevent any theft or damage.
- At the closing of the exposition, do NOT leave your booth immediately due to the high activity on the floor, to prevent unauthorized access to your booth or property.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- During tear down, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Always remove your badge once you leave the facility.

Our objective is to make your exhibiting experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success. Please email lauren.turosik@spargoinc.com if you have any questions.