SECURITY TIPS

AOSSM will provide front entrance, perimeter security and roving security personnel. Even though security will be provided during move-in, show days and move-out*, it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents.*

The following security tips are offered:

- Always remove your badge once you leave the facility.
- Never leave small electronic equipment such as laptop computers, cell phones, or personal hand-held electronic devices unattended in your booth, ESPECIALLY OVERNIGHT. This rule should also apply to personal items such as briefcases, purses etc.
- Shipping cartons should not identify contents. Use coded labels.
- Do not ship TV monitors, PCs and other electronic equipment in the manufacturer's cartons. Consolidate shipments of several boxes into one large crate or carton, if possible.
- Empty cartons and crates are not in a "secure" area. Do not store valuables in them.
- For those exhibits featuring theft-prone products some thought should be given to displaying a replica or bringing "extras".
- Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products.
- Mark all crates and cartons with your company's name and address.
- When your crates have been returned to your booth for move-out, make certain all items are accounted for.
- At the close of the exposition and after your materials are packed, turn in your bills of lading at the Shepard Service Desk. Do not leave them in your booth or attached to crates. Stay with your equipment if possible.
- Report any loss or damaged cartons to Show Management and to the Security Supervisor immediately.

AOSSM, SPARGO, Inc., Shepard Exposition Services, the Music City Center, and all organizations and individuals who are employed by, or associated with the conference and exposition, will not be responsible for injury that may occur to an exhibitor, his/her employees, or any agents, or for the safety of an exhibit or other property against theft, fire, accident or any other destructive cause. Exhibitors should ensure that they have adequate insurance coverage.