

# SECURITY PRECAUTIONS

**CBS will have perimeter guard service in the facility 24 hours a day during move-in/move-out and show days. You are reminded, however, that the primary responsibility for safeguarding your display and your merchandise is yours.**

**While CBS will exercise reasonable care to safeguard your property, neither CBS, the facility, the City of Vancouver, security contractor, nor any of their agents or employees assumes any responsibility for such property.**

**You should include in or have a rider attached to your insurance policy covering the shipment of merchandise to the exposition, the exposition period and the return of your merchandise to your home base.**

We strongly encourage you to review your plan for securing your exhibit. Following are some additional suggestions to get you started.

- Do not identify the manufacturer or product in the cartons you ship. The cartons should be marked by company name and booth number. The cartons should be marked numerically. This serves as a successful deterrent to theft.
- Ship in locked trucks or crates. If cartons are to be used, be sure they are securely taped or banded, and under no circumstances should you mark on the outside the name or type of articles contained therein.
- Ship with a qualified trucker or forwarder and be sure to furnish your shipping company with an accurate and complete bill of lading.
- Do not leave briefcases, calculators, cameras, TV's, VCR's, tape recorders, cellular telephones, laptop computers, etc. in unattended booths.
- You should never display prototype, one-of-a-kind items or irreplaceable samples without having someone present at all times.
- You should cover your display with cloth, tarpaulin, sheets, or even tablecloths at the close of the show every night and remove them at the opening of the show in the morning. This simple task is psychological as well as a physical deterrent and avoids curiosity-seekers.
- Do not leave merchandise under tables or displays.
- Never store excess merchandise in the empties (crates and cartons) that are stored in the storage area or outside the facility.
- At the close of the exposition, be sure to pack as quickly as possible, and under no circumstances, leave your display unattended during this period.
- Have one of your employees remain with your exhibit at all times, including move-in and move-out.
- If you are conducting retail sales, make change from a belt or waist pack.
- **Vehicles left in parking lots (hotels, staging yard, restaurants) etc:** Please be reminded to never leave anything in your vehicle (don't leave briefcases, jackets, merchandise, cameras, boxes or anything). Unfortunately, in the city, there are individuals who target parked cars, and break-ins do happen. Do not leave anything in your vehicle ever. Do lock your doors at all times.