



# Alexis Park Exhibitor Manual



## Section 12: Booth Security

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## General Security Information

CES will provide uniformed security guards posted around the perimeter of the complex and roving security guards throughout the area. However, the area is unsecured and it is the exhibitors' responsibility to protect their items. It is possible that non-CES hotel guests will be on property without badges. CES will make every effort to provide a secure environment and create a security "presence." It is the responsibility of each exhibitor to check badges of individuals entering their exhibit suite and to take measures to protect equipment in the exhibit suite. The CES Show Office in suite 2109 will act as a security command post to assist with situations if they arise.

All exhibitors are responsible for their own booth/suite security. We strongly recommend that all exhibitors order security to protect displays and product at all times until outbound shipment is physically picked up.

CES is not responsible for any theft of property. Please review the section of your exhibit space contract entitled Responsibility for Property. We recommend that you attach a rider to your existing insurance policy to protect your exhibit and product from the time they leave your warehouse until the time they return from the show.

The official CES security provider at the Alexis Park is **SOA Security** and their order form is located in this section for your use.

You may also have a different security company to guard your booth but they must first be licensed by Clark County and the State of Nevada, and be permitted to work in the exhibit venue. Contact CES Operations at CESops@CE.org for approval to bring in your own security company.

As a third option, you may also utilize your own staff to provide overnight security, provided they are full-time employees of your company. Please contact CESops@CE.org for approval if you plan to use your own staff to provide security coverage after hours.

For added security, you may order a locking security cage from GES. For more information or to order a cage, please call (702) 475-2098.

## Security Do's and Don'ts

- **DO** make sure you have appropriate insurance coverage to protect your booth/display from theft or damage.
- **DO** record serial numbers and take pictures of valuable or expensive pieces of equipment.
- **DO** contact GES to arrange for secure accessible storage.
- **DO** secure your staff's personal property, briefcases, purses and toolboxes.
- **DO** cover your product each night. Inventory all valuable items in your booth by recording serial numbers and descriptions.
- **DO** contact International CES Security immediately if assistance is needed.

- **DO** stay with your product on closing day until it has been securely packed and picked up for shipment; or, hire booth security for this duty.
- **DO NOT** give products away to or offer laborers the opportunity to "help themselves" to your discarded product.
- **DO NOT** mark the contents on the carton.
- **DO NOT** store your excess product in "empty cartons".

## Tips & Tricks: Security Measures

- Whether it's for a few moments or overnight, never leave small electronic equipment such as video players, monitors, cameras, PC's, cell phones, etc. unattended in your booth.
- Security cages can be rented. If you cannot lock-up your valuables, you may want to consider hiring a booth guard from the security contractor managing operations in your show location.
- When shipping any product, do not identify contents on outside of cartons and boxes. Use coded labels.
- Do not ship VCR's, PC's or other electronic equipment in the manufacturers' cartons. Consolidate shipments of several boxes into one large crate or carton. You may also elect to rent certain pieces of electronic equipment from one of the official contractors.
- If storing empty cartons and crates in an un-secure area, do not leave valuables in them!
- After the close of the show and when your materials are packed, turn in Bills of Lading at the GES Exhibitor Servicenter in Suite 2110. Do not leave them in your booth or attached to crates. Stay with your product, if possible. You may elect to hire a booth guard, and instruct them that only staff from your company is allowed in your booth until the freight is picked up.
- Wear your exhibitor badge at all times while inside the show locations.
- Use equipment removal passes when removing items from the exhibit floor. These passes can be obtained from CES Operations in Alexis Park, Suite 2109.