

## Security Tips

SAP and ASUG share our exhibitors' concerns for the security of their products and have taken steps to ensure a safe and secure environment. Show floor security will be in place for the duration of the conference to include primary freight entrances during move-in and move-out days. However, we cannot provide security for each and every booth on the show floor.

**Additional Security.** United Security Services is the official security company for the conference. To hire their staff to specifically monitor your booth and its contents, use the order form under Additional Services in the [Exhibitor Manual](#).

### Exhibitors should take the following precautions.

#### On-site

- **Contact our security manager, Andy Ewings, 702.235.5841, immediately if you have a security issue.** Don't wait until the end of the show to inform him of damage or theft.
- **Don't assume that event security staff will be specifically watching your equipment/valuables.**
- **Don't leave valuables in your booth overnight.** This includes laptops, lead retrieval scanners, phones, etc., unless you have hired booth security.
- **Don't leave valuables in plain sight or under a draped table.**
- **Keep an inventory and photographs of booth items.** This is helpful in the event it becomes necessary to document and locate missing items.
- **Secure, cover or remove products.** Intellectual property and prototypes should never be left unprotected. Street value items should be secured or removed when you cannot monitor your booth. Drape products with flame-resistant covers – note that this is only a deterrent.

#### Move-out

- **This is a time where you will be most vulnerable to theft.** At the start of tear-down, pack or remove all items, or stay in your booth while waiting for your empties to arrive.
- **Make outbound shipping arrangements in advance of the close of the show** and confirm all items are packaged properly prior to your departure. Visit the Freeman desk in the Exhibitor Service Center to make arrangements.

#### Shipments

- **Obtain insurance** that includes a rider to your existing policy to protect your entire exhibit and contents from the time they leave your facility until they return.
- **Do not label package contents** on the outside of cartons or crates.
- **Do not store products in crates or boxes marked "Empty Cartons".**
- **Ship products in locked cages or trunks**, if possible, and be sure to ship to the correct addresses listed under Shipping in the [Exhibitor Manual](#).
- **Make a complete list of all products shipped and on display**, listing model and serial numbers whenever possible.