



GlobalShop 2008

McCormick Place West Building
March 18-20, 2008
Chicago, IL

SAFETY & SECURITY BULLETIN

1. Safety and Security

- a. Show Badges are required for admittance to the Show, Seminars and related functions.
- b. On the night prior to the opening of the show, the hall must be cleared no later than 8:00pm unless your area Floor Manager grants special permission by 4:00pm that day.
- c. Exhibitors must clear the hall when the Show is closed each day. Exhibitors wishing to work any night must obtain permission from Show Management before 4:00pm. Any charges imposed on Show Management in connection with such arrangements will be passed on to the exhibitor concerned; e.g. security, air conditioning, lighting.
- d. Each exhibitor is responsible for his own booth until the hall is clear of all visitors and exhibitors, especially during move-out. On the last day of the show, after 3:00pm all booth material may be packed and properly labeled-bills of lading turned into the Freeman Service Desk.
- e. After the hall is closed, only Show Staff members or people accompanied by a staff member may enter.
- f. Once the Show has opened, all persons must enter and exit only through entrances where security is posted.
- g. Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes or wristbands, are available at Security, the Freeman Service Desk and Exhibitor Registration, and are valid on move-in and move-out days only.
- h. Any and all thefts must be reported to Security and Show Management immediately.
- i. It is recommended that exhibitors take precautionary measures of their own; such as securing small or easily portable items of value and moving them to a place of safekeeping after exhibit hours.
- j. **No children under 16 will be admitted to the show** (including exhibitors' children). Proof of age is required. This policy will be strictly enforced.
- k. **Show Management will provide general perimeter security during setup, show dates, and dismantling. There may be circumstances where an exhibitor may wish to request individual exhibit guard coverage. Individual booth guard service is at the exhibitor's expense. Please refer to the Security Booth Personnel Order Form located in the Official Show Service Provider Order Forms section for this service.**

2. Security Tips

We would like to offer the following as some general guidelines, which may help minimize the incidence of equipment loss:

- a. Small electronic equipment such as video players, monitors, cameras, laptops, etc., should never be left unattended.
- b. In cases where valuable equipment may not be removed to storage on a daily basis, you may wish to engage the services of a private booth guard.
- c. When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship VCR's, PC's and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- d. At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the Exhibitor Service Desk. Do not leave bills of lading in your booth or attached to your crates.

Please note: If an exhibitor sells any equipment and/or supplies from his exhibit, the exhibitor MUST complete a Property Pass for the buyer. This Property Pass is required in order for the buyer to remove the product and will be collected by Show Security at the point of exit. Property Passes may be picked up from the Show Office, Security Guard Personnel or at the Freeman Service Desk.