



June 22-24, 2008  
George R. Brown Convention Center  
Houston, TX

**Exhibitors should be aware of the potential security risks associated with trade shows. Move-in and move-out are high theft periods and extra precautions should be taken.**

An important service to all exhibitors is the perimeter security service provided by the Southwest Foodservice Expo on a continuous, 24-hour basis from move-in through move-out. Every reasonable precaution will be taken to protect property. However, the Southwest Foodservice Expo cannot be responsible for your property in the event of theft, damage by fire, accident, vandalism or other causes. All property of the exhibitor is understood to remain under the control of the exhibitor in transit to, or from, or within the confines of the Convention Center. **The exhibitor is ultimately responsible for the security and insurance of his equipment.** Exhibitors should note that during move-in and move-out, it is not possible to secure the exhibit hall. Please take appropriate precautions during these times.

Small equipment should be kept in a secure location within the booth. The perils of theft can be greatly avoided if the following precautions are taken:

- Do not leave booth unattended while exhibit materials are partially packed or unpacked. This applies especially to the move-in and move-out periods that are very critical from a security standpoint. A booth in a state of disarray is an open invitation to theft.
- Avoid leaving any small items or product samples of significant value in exhibit booths overnight. In the event these items cannot be removed, store out of sight and away from temptation. Use flameproof drop cloths to cover sensitive items when your booth is not manned. The less one sees, the less one tries to take.

Report immediately, to the nearest security officer, any suspicious person(s) in the exhibit hall.

**IF YOU WOULD LIKE TO ORDER PRIVATE SECURITY FOR YOUR BOOTH, YOU MAY DO SO BY COMPLETING THE ORDER FORM IN THE "UTILITIES / ADDITIONAL SERVICES" SECTION OF THIS MANUAL – TAB E.**

**SECURITY ALERT**