



**ANAHEIM CONVENTION CENTER**

**800 West Katella Avenue  
Anaheim, California 92802**

**Telephone Numbers:**

<b>Event Information</b>	<b>(714) 765-8900</b>
<b>Administration</b>	<b>(714) 765-8950</b>
<b>Security</b>	<b>(714) 765-8975</b>

## **EXHIBIT SECURITY**

To maintain a successful security program at the **Anaheim Convention Center**, we need the help of all exhibitors. Our experience shows that, unfortunately, some exhibitors become complacent regarding the protection of their exhibits, thereby inviting theft by their failure to exercise security precautions. Therefore, in the interest of providing maximum security, we offer the following "Security Tips" for this--and any--exhibition facility.

- **DO NOT** ship display material directly to the facility for receipt and storage. Most exhibit facilities do not have adequate secure storage space nor can they take on the added responsibilities of ensuring your property against theft. All exhibit materials should be sent to the decorator/drayage contractor hired for the event both for safekeeping and delivery to the proper location at the proper time.
- **DO** ship exhibit materials in sturdy containers which do **NOT** indicate contents. Your company name and address, the name of the event and booth number should be clearly marked on all cartons and crates.
- **DO NOT** leave unpacked display material unattended during set-up or removal hours. Make sure shipping containers are **EMPTY** prior to being sent to crate storage during the event. During removal, pack, seal and address all containers and consign them to the decorator for return shipment **BEFORE** leaving your booth.
- **DO** securely fasten lightweight high-theft-risk items such as cameras, calculators, stereos, VCR's, and the like to display boards or lock them in showcases. Personal items of value should never be left in an unattended exhibit booth. Small items should not be left out where people can easily take them. Display cases and tethers are also very effective.
- **NEVER** leave **LAPTOP COMPUTERS** unattended, even for a few minutes.
- **DO NOT** store any items of value behind your booth drape or under a counter or table. Keep all brochures and sales material at the front of your booth so you never have to turn your back on your customers. Your booth can get very busy; it is at times like this that losses may occur. Drape your booth with a sheet or dropcloth during closed hours.
- **DO** ask your show manager whether overnight lock-up of high-theft-risk items is available. If not, check with Security or with your drayage contractor about the availability of storage cages. If there is a need to staff a booth security officer, please use the form which follows this page.

Exhibitors are advised that they are responsible for the safety and security of their own booth and the items in it. The City of Anaheim is not responsible for losses incurred by exhibitors. In the event you become the victim of a crime, notify Security immediately. This may be done by dialing ext. 8975 from any house or booth telephone. An officer will take an internal report and assist you in making a formal police report, which will be necessary if you plan to make a claim with your insurer. It is our sincere desire to make your stay here as an exhibitor to be satisfying and protected--please help us to help you do just that!