



## Safety Tips

- Please refer to the [Exhibitor Rules & Regulations](#) section of the Exhibitor Manual for additional Safety Information.
  - [Working at Height](#)
  - [Booth Safety Guidelines](#)

## Security

- **Citadel Security Agency** is the **Official Security Contractor** of NYCC. **Show Management** will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however, the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we suggest that you hire additional security for your booth.

### **BASIC SECURITY RECOMMENDATIONS:**

- Exhibitors are responsible to arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, Show Days and move-out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal