

SAFEGUARDING YOUR EXHIBIT

We are dedicated to making World of Asphalt/AGG1 safe and secure. We make every effort to provide security for World of Asphalt/AGG1 without introducing major roadblocks to the entry and exit of everyone at the shows.

SECURITY IS YOUR RESPONSIBILITY

Although the Convention Center and Show Management will exercise reasonable care for the protection of your materials, neither the Charlotte Convention Center nor Show Management, will be responsible for any bodily injury, damage or loss to your personnel or property during the move-in, show days, or move-out of your contracted booth space.

As a courtesy, security personnel will be provided on a 24-hour basis for the duration of World of Asphalt/AGG1. Charlotte Convention Center, Show Management, nor the Sponsoring Associations will carry insurance on your behalf. If you desire that your booth and/or personnel be insured, you must acquire and maintain such insurance at your expense.

SECURITY DURING INSTALLATION & DISMANTLING

Unsecured entrances and exits to World of Asphalt/AGG1 will be placed under guard's surveillance starting at Sunday, March 11, 2012. Service will continue around the clock until Friday, March 16, 2012. The primary function of the guards is to check attendees' badges, not to guard your products. During installation and dismantling, please place all valuable items in a locked compartment in your stand or remove them from the show floor. Irreplaceable prototypes should be placed under special guard, at your own expense.

Don't leave valuable equipment sitting in your stand unattended. Once your equipment is packed and waiting to be picked up for shipment, responsibility for protecting products rest with you until the Official Show Contractor takes possession of your equipment. **Turning in a bill of lading at the services desk does not constitute "taking possession."** Therefore, expensive equipment left uncaged and unattended is your total responsibility for which there is no recourse except through your insurance company if such equipment is missing.

SECURITY DURING SHOW HOURS

During show days (March 13 – 15) equipment removed from the show floor MUST be accompanied by an Equipment Removal Pass. These passes are available at the Service Desk, from the security office and from the Show Management office. Don't turn your back on personal items stored in your stand! Items placed behind curtains or underneath draped tables are not safe. Also put your name and address on personal items so if they are lost and turned in, they can be returned to you.

SAFEGUARDING EQUIPMENT

Do not leave ANY equipment unattended. Secure all equipment in your stand after the show closes each evening. You have several options to secure your equipment:

- Hire a guard.
- If the equipment in your stand is easily removable, security containers are available for rent from GES, the Official Show Contractor.
- Remove the equipment yourself each evening – Equipment Removal Passes are available from the GES Service Desk, from the security office and from Show Management office.

REPORTING THEFT

If something is missing from your stand, report it immediately to the Charlotte Convention Center Security Office or the Show Management Office. Stolen items may be recovered if an exhibitor reports the theft in time for Security to take action.

LOST AND FOUND

If you have lost any items, please check the lost and found located in the Show Management Office.