



# PITTCON<sup>®</sup> 2017

## CONFERENCE & EXPO

### Security Information

The Pittcon 2017 Security Committee has been working hard to make sure your experience at the Conference is not marred by a lack of safety or security. In the end, the success of all the planning rests with you.

Neither Pittcon 2017 Management nor SOA Security can assume responsibility for loss, damage or theft. We recommend you provide your own theft insurance. This is usually available as a rider to your premise's policy. Ask your agent and take steps to ensure the security of your valuable product display and other property.

**You are responsible for the security of your own equipment.** The following guidelines will help you in achieving that security:

- *Valuable equipment, attaché cases, coats, purses, etc. should not be stored behind your booth or left unattended at any time.*
- *Do not store anything under draped tables when no one is present in your booth.*
- *Be aware of who is in your booth at all times.*
- *Use the free secure overnight storage areas provided by Pittcon 2017 Management.*

**Special Operations Associates, Inc. (SOA)** is the official company to provide general security services for Pittcon 2017. SOA will arrange for private guards to those Exhibitors who require 24 hour security coverage of their booths. Procedures for obtaining private guard services are included in the SOA Security Guard Order Form.

**Access to the Expo Floor** requires the proper credentials at all times. Admission to the Exhibit Floor during set-up will require either an official Pittcon 2017 Exhibitor Badge or a Temporary Set-Up Wristband.

The temporary set-up wristbands may be obtained from the **Security Personnel** in the **Pittcon Security Office located in Room W187b** of McCormick Place West beginning Wednesday, March 1, 2017 at 7:00 AM.

Temporary Set-up Wristbands permit admittance to the Exhibit Floor prior to 9:00 AM on Monday, March 6, 2017 for the following individuals:

- *Exhibitor Appointed Labor* (Installation and dismantling company personnel, florists and any other

miscellaneous service personnel not appointed by or through The Pittsburgh Conference, Global Experience Specialists or McCormick Place)

- *Global Experience Specialist Personnel*
- *McCormick Place Personnel*
- *Exhibitor Booth Personnel* (For convenience, it is recommended that exhibitors pick up an official Pittcon 2017 Exhibitor Badge pre-registered by an Exhibit Manager. Each exhibitor must have his or her official badge to enter the Exhibit Floor after 9:00 AM on Monday, March 6, 2017. See *Registration* for more details)

**Installation** begins Wednesday, March 1, 2017 at 7:00 AM

**Exposition** opens Monday, March 6, 2017 at 9:00 AM and closes Thursday, March 9, 2017 at 3:00 PM

**Dismantling** begins Thursday, March 9, 2017 at 3:01 PM until removal

*Exhibitor booth personnel with proper credentials will be given access to the Exposition Area at 7:00 AM every day until 7:00 PM after the exposition closing each day.*

*Exhibitor admittance to the Exposition Area for meetings or functions before or after the official Exposition hours will require an accompanying security guard; the cost of said guard will be paid by the exhibiting company.*

*No exhibitor is allowed to transport or install exposition equipment during exhibit hours.*

*After the exhibit opens on Monday morning, March 6, 2017, NOTHING may be removed without the Exposition Management's written authorization until the exhibit is officially closed.*

*During set-up and tear-down, all properly badged exhibitor personnel will have access to the Exposition Area. Exhibitor Appointed Labor individual with a Security issued Temporary Set-up Wristband will also be permitted on the floor during set-up and tear-down.*

**Securing Small Equipment** is the responsibility of the exhibitor. Small equipment, material or supplies should be safeguarded against theft before, during, and after the Exposition through the use of security cables, locked storage or other appropriate means. If constant surveillance of exhibit equipment or supplies is necessary, exhibiting companies must make their own arrangements for security.

**Secure Overnight Storage** will be provided free of charge, for Exhibitors to store prototype, one-of-a-kind, and easily stolen merchandise (i.e., computers, VCR's and slide projectors) during off-hours. As in past years, secure overnight storage will be in Room W187b. Floor managers or the Security Committee can assist you in this matter. *If storing a slide projector or a computer, remember to remove the slide tray or the disc at the end of the day.*

**Unsecured Storage** for non-valuable items such as pamphlets, brochures, catalogues, etc. will be available to exhibitors starting Saturday, March 4, 2017. This pipe and draped unsecured storage area will be located behind the GES Servicenter®. Trailer Accessible Storage can be purchased by exhibitors through Global Experience Specialists (GES).

**Uniformed Security Officers**, under the direct management and supervision of SOA Security, will be providing perimeter security on a 24 hour basis.

The Pittcon 2017 Security Committee and SOA will gladly discuss any security issue with you. If you have any questions, please contact SOA or any member of the Pittcon 2017 Security Committee before, during, or after Pittcon 2017.

**Heather Juzwa, Pittcon 2017 Security Chair**

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