

## SECURITY

The Toronto International Boat Show (TIBS) will have perimeter guard service in the facility 24 hours a day during move-in/move-out and show days. You are reminded, however, that the primary responsibility for safeguarding your display and your merchandise is yours.

While TIBS will exercise reasonable care to safeguard your property, neither Canadian Boat Shows, the facility, the City of Toronto, security contractor, nor any of their agents or employees assumes any responsibility for such property.

You should include in or have a rider attached to your insurance policy covering the shipment of merchandise to the exposition, the exposition period and the return of your merchandise to your home base.

Security cages are available for rent in the order forms section of this kit. We strongly encourage you to review your plan for securing your exhibit. Following are some additional suggestions to get you started.

Exhibition Place also provides security tips for Exhibitors.

- Do not identify the manufacturer or product in the cartons you ship. The cartons should be marked by company name and booth number. The cartons should be marked numerically. This serves as a successful deterrent to theft.
- Ship in locked trucks or crates. If cartons are to be used, be sure they are securely taped or banded, and under no circumstances should you mark on the outside the name or type of articles contained therein.
- Ship with a qualified trucker or forwarder and be sure to furnish your shipping company with an accurate and complete bill of lading.
- Do not leave cash boxes, briefcases, laptops, ipads, cell phones, cameras, TV's, etc. in unattended booths.
- You should never display prototype, one-of-a-kind items or irreplaceable samples without having someone present at all times.
- You should cover your display with cloth, tarpaulin, sheets, or even tablecloths at the close of the show every night and remove them at the opening of the show in the morning. This simple task is psychological as well as a physical deterrent and avoids curiosity-seekers.
- Do not leave merchandise under tables or displays.
- Never store excess merchandise in the empties (crates and cartons) that are stored in the storage area or outside the facility.
- At the close of the show, be sure to pack as quickly as possible, and under no circumstances, leave your display unattended during this period.
- Have one of your employees remain with your exhibit at all times, including move-in and move-out.
- If you are conducting retail sales, make change from a belt or waist pack.
- Vehicles left in public parking lots (hotels, Enercare Centre, restaurants) are reminded to never leave anything of value in your vehicle and lock your doors at all times.

## EXHIBITION PLACE – SECURITY TIPS FOR EXHIBITORS

### General Tips:

- Obtain proper insurance coverage for your goods, including transit to and from the show
- Confirm your exhibit materials will arrive at the event within published guidelines and obtain shipping records
- Confirm and make copies of all orders for services (electrical, telephone, internet...)
- Practice standard inventory and sales accounting
- Treat your valuables as irreplaceable. If they are one of a kind, you should consider hiring your own security or partnering with nearby exhibitors to hire security through a licensed security contractor
- The greatest risk of theft is during move-in and move-out. Stay with your materials as much as possible and be especially alert during these times
- Do not leave your exhibit unattended
- Familiarize exhibit employees with the on-site emergency contact number, first aid office, closest emergency exits and what to do in the event of an emergency
- Adhere to all fire codes as per the exhibitor services manual including wiring, plugs and additional lighting
- Ensure all computer equipment, electronics and valuables are secured after hours
- Keep all personal valuable out of plain sight and secured
- Report any suspicious behavior to the events contracted security personnel

### Exhibition Place:

- All Exhibition Place employees are required to wear employee identification, if they are not wearing their identification they do not belong in restricted areas
- Exhibition Place has a security surveillance system throughout many of the building designed for the protection of the facility and not individual exhibit spaces
- All Exhibition Place exhibit facilities have two stage fire alarm systems. During the first stage of an alarm exhibitors must stop all sales and listen to the announcements through the public address system. Exhibitors are encouraged to prepare for an evacuation of the facility as if the alarm goes into a second stage alarm all occupants must leave the facility
- Exhibitors are responsible for obtaining a parking pass which can be purchased in advance by completing the Parking Pass Order Form provided by show management
- The parking lots are enforced 24/7. To avoid a parking ticket, it is important that your pass be displayed in your vehicle as proof of payment.
- If you receive a parking infraction notice you must follow the instructions on the back in order to dispute it. A ticket cannot be taken back once it has been issued without following the instructions on the back of the ticket.
- Any concerns regarding safe practices, accident/injury, property damage lost or found property, theft or any similar concerns should be reported to show management who will request the most appropriate entity to attend and assist with the concern.