

## SECURITY INFORMATION

**If there are any security issues onsite, immediately report it to the Show Management.** Show Management provides general security of the show floor and surrounding exhibit areas. Royal Guard service will be active on a 24-hour basis including move-in, show days, and move-out. Show Management makes every effort within our purview to protect exhibitors' merchandise and displays. Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and merchandise. Exhibitors should carry property insurance to cover your merchandise and personal property in the event of loss or damage. Show Management, The Hanger, agents nor their employees assume any responsibility for property loss or theft.

Below we outline clear guidelines and best practices for keeping yourself, and your merchandise, safe and secure.

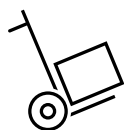
### NO FIREARMS OR WEAPONS ARE PERMITTED AT COUTURE COCONUT GROVE



The safekeeping of your exhibit material and merchandise can only be assured by you and your staff.

### PROTECT YOUR MERCHANDISE DURING MOVE-IN & MOVE-OUT

It is important that personnel from your company be present at your exhibit space during the vulnerable move-in and move-out periods.



- Never leave your merchandise unattended. Freight doors in the back of the hall are open, various vendor staff are moving throughout exhibit areas with materials, and personnel are working in exhibit areas creating additional security risks. The show's security force is not responsible for individual displays. YOU are responsible for the protection of your own exhibit when your merchandise is being unpacked or repacked, as well as all other times during the show.
- Do not leave your exhibit space during set-up or breakdown periods. It is during these vulnerable periods that most problems are encountered. At the close of the show, immediately remove all merchandise and be certain advance arrangements have been made for the dismantling, packing and removal of custom displays.

### BE VIGILANT & ALWAYS BE AWARE OF SHOPLIFTING

The primary cause of losses is shoplifting.

If you are the victim of pilferage or observe someone shoplifting merchandise, immediately report it to Show Management.

**You Can Prevent Shoplifting:**



- Have enough people to properly staff your exhibit space during peak traffic times.
- Booths equipped with security cameras are much less likely to be a target for theft.
- Do not display too much merchandise at one time.
- Report any instances you think might pose a security problem to guards or show officials. Report people in exhibit areas without proper badges, no badge at all or anyone you may know to be registered improperly. Never show merchandise to anyone without a badge.

## VAULT PROCEDURES

A vault area (secure room) is provided for storage of merchandise from Show opening until the afternoon following the close of the Show. The vault is manned by carefully selected armed personnel. While all merchandise is carefully handled, it is essential that you make certain the locks on all pieces checked into the vault are closed and secure. Cardboard cartons or other means of packaging will not be accepted at the vault.

Exhibitors will need official government issued photo ID's, along with a COUTURE issued badge, to enter the event floor and for access to the COUTURE vaults. Personal ID, along with a matching COUTURE Badge, will be systematically checked at the entrances and exits. Both ID's must have identical names to gain access to the vaults. No merchandise will be released without a redemption check, show badge, and signature comparison.

The hours of the vault (subject to change) are detailed in this section. Your exhibitor badge must be worn and visible when storing and withdrawing your merchandise at the vault. Merchandise will not be accepted at or relinquished from the vault without an exhibitor badge.

1. Go to Registration and pick-up your badge. **YOU MUST PICK UP YOUR BADGE BEFORE ADDING OR REMOVING MERCHANDISE FROM THE VAULT.**
2. During vault check-in you will be issued a numbered vault claim check. One part is attached to your bag/case, another is the redemption portion that is handed to you for receipt of your merchandise. Keep the redemption check in order to pick up your merchandise.
3. In the morning, proceed to the vault with your redemption check and exhibitor badge to withdraw your merchandise. No merchandise will be released without a redemption check, show badge and signature.

## VAULT HOURS SCHEDULE

The vault is accessible only during the hours specified below. Please be sure to get to the vault in sufficient time to meet opening schedules. Please note that armored deliveries will not be permitted until Thursday, November 19.

| Day                   | Check In                              | Check Out                      |
|-----------------------|---------------------------------------|--------------------------------|
| Thursday, November 19 | 5:00 PM                               | By 11:00 AM, the Following Day |
| Friday, November 20   | 7:00 PM                               | By 11:00 AM, the Following Day |
| Saturday, November 21 | 7:00 PM                               | By 11:00 AM, the Following Day |
| Sunday, November 22   | <b>**No Vaulting After Show Close</b> |                                |

Please note that the vault will be closed during show hours each day. It will reopen upon the closing of the show floor daily.