

In an effort to assist exhibitors in prevention of asset loss, the Metro Toronto Convention Centre (MTCC) offers some useful guidelines that can be applied during any event.

- A. Ship products in secured crates or boxes.
- B. If boxes are used, be sure they are securely taped or banded for extra protection. Under no circumstances, mark on the outside of the box what the contents are inside. Exhibitors must ensure the name of the show, booth number, complete address and telephone number are shown on the boxes.
- C. Ship with a qualified freight forwarder, courier or material handling company. Review the Exhibitor Manual from the event organizer for the contact information of the material handling provider for the event.
- D. Be sure to provide your shipping company with accurate and complete bills of lading. Ensure you have the proper shipping address. Some material handling providers offer shipment to their advanced warehouse, which is a different address than the MTCC.
- E. Do not leave your booth unattended during the set up/take down period.
- F. If you do need to leave your booth unattended for extended periods and have valuables on display or stored within the booth, consider hiring event security to monitor your booth during those times. Speak with event organizers to obtain additional information.
- G. After set up, cover your display each night before you leave. Do not leave valuables in plain sight.
- H. Do not leave excess merchandise in open boxes under tables or displays. Secured or on-site storage can most often be arranged through event organizers.
- I. Small or one-of-a-kind items which are particularly prone to theft should be specially protected at night.
- J. At the close of the show, be sure that you pack as quickly as possible and under no circumstances leave your space unattended during this period. Move out is a particularly hectic time with added opportunity for products to be misplaced or taken.
- K. If at all possible, have one of your employees remain in your space with your shipment until it is turned over to your shipping company/courier.

While each event organizer strives to provide a reasonable level of security for the show, it remains everyone's responsibility to ensure they are doing their part to prevent asset loss. Exhibitors remain responsible for securing any products or materials that they bring into the facility.

Should you witness any suspicious behaviour or asset loss, please contact Event Security or MTCC Security at (416) 585-8360.