

# Security advice 2019

## No safety without your cooperation!

**1** From the despatch of your exhibits and stand material through to unpacking on your stand, ensure that there are no items that you cannot identify. Mark every parcel several times clearly with your company name and stand number.

**2** Make sure that your stand is never left unattended.

**3** When you arrive at your stand in the morning and after every absence as well as several times a day – preferably at fixed times – check over your stand for any unfamiliar objects that you cannot identify. Delegate this task to a specific member of your staff who will be responsible.

**4** Surveillance cameras are in operation around the exhibition site and in the halls. Personal and bag checks will be carried out at the entrances to the exhibition site. Weapons of all kinds, items resembling weapons and dangerous objects are prohibited on the exhibition site and will be confiscated by the police.

**5** Watch out for briefcases or plastic bags left unattended. Place your wastepaper basket in a position inaccessible to passers-by, i.e. at the back of the stand or in your meeting cubicle.

**6** As far as possible, always lock your cupboards. Mortise locks for bench cabinets can be purchased at the service counters in Hall 4.C.

**7** The closing times of the Fair must be strictly adhered to. Exhibitors are expected to start leaving by 7.30 pm and must have left the exhibition site by 8.00 pm at the latest.

### Do not fail to respond to the following announcements:

 Make a note of the code word "Number 89", which will be announced via loudspeaker. Tell all staff members on your stand what they must do if this announcement is made:

**1** Look immediately for unidentified objects in front of and on your stand (unattended briefcases, bags, etc., including behind curtains, in wastepaper baskets, cupboards, under tables).

**2** Clarify the origin and ownership of an unidentified object. If you are unable to do so and there is reason to be suspicious:

**3** Remain calm. Inform the exhibition site police point immediately by phoning +49 (0) 69 7575-6555 or +49 (0) 69 755-11310. State your hall, gangway and stand number. If you have no telephone on your stand, go to the hall supervisor, the nearest information counter or ask to use the phone at a neighbouring stand.

 As soon as the police or Fair organisers ask you via loudspeaker to do so, all staff and visitors must leave the stand immediately and make their way to the outside area by the shortest route.

Before leaving your stand, make sure you secure your property, whilst observing the following instructions:

- / On leaving the stand, do not lock any doors, cupboards or drawers.
- / Take with you or secure portable cashboxes and/ or notebooks only (movable objects).
- / The stand must be freely accessible to the police at all times, including areas normally used by the stand holders only.

Leave the hall and tell visitors passing your stand to go with you.

Do not run, keep calm.