Security Manager

The Security Manager has primary responsibility for the safety of the exhibits and the dealer stocks. The greatest areas of risk for a show are during the set up and take down periods, but security breaches are possible during all hours of the show, including to dealers and exhibitors after they leave the show. Some of the contractual items listed here may require execution by the Show Chairman.

Pre show security
1. Examine the show site with the Dealer Bourse Manager and discuss dealer move in
2. Locate all entrances and exits to the facility and assess vulnerabilities
3. Meet with facilities contact and discuss what doors to the exhibition and bourse area can be secured with locks, chains, alarms (very important for the first time a facility is used)
4. Contact security firms and local police for quotes and suggestions on security
5. Obtain quotes for security services and compare with past expenditures
6. Obtain show committee approval of one of the quotes and contract for security
7. Obtain quotes for insurance of the show and verify that the releases signed by the exhibitors and the dealers comply with the insurance requirements
8. Obtain show committee approval of one of the quotes and contract for insurance
9. Arrange with Exhibits Manager for a safe place to receive and store mail in exhibits
10. Arrange with Exhibits Manager for safe transport of the exhibits to the show
11. Arrange for ID badges to be worn by all people who will be allowed on the show floor during set up, take down and any non show hours
12. Schedule show committee members to assist with security by observing the dealers and exhibitors as they move in and set up their exhibits and bourse tables
13. Coordinate security efforts with the Exhibits Manager, Facilities and Staging Manager, Bourse Manager and Staffing and Volunteers Manager

Show security
1. Schedule security to work during show hours: uniformed (for deterrence) and plain clothes (to catch the thieves)
2. Establish schedules and contact procedures for security personnel during off hours
3. Check that all frames are secured and all dealer cabinets are locked and observe that no cleaning personnel go behind bourse tables (trash cans in front) or tamper with frames
4. Check all aspects of show security, especially perimeter measures at the close of each day and be there to open the show at the time that dealers are allowed to enter
5. Stay at the show hotel and be available for emergency contact at all hours
6. Establish walkie-talkie or cell phone contact at regular hours with the security personnel during non show hours
7. Provide for food and entertainment (videos etc.) for the security personnel during off hours

Post show security
1. Schedule show committee members to assist with security by observing the dealers and exhibitors as they move out and take down their exhibits and bourse tables
2. Warn dealers and exhibitors to watch to see if they are followed as they leave the show and not to stop with valuables in the trunk, even if rear ended, but to call police
3. Arrange with Exhibits Manager for safe transport of the exhibits from the show and safe shipping of the exhibits after the show