

**CCC 2009 EXHIBITION**  
Shaw Conference Centre (SCC)  
October 24 – 28, 2009

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**Security Precautions**

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Please note the following simple steps you can take to help secure your exhibit materials before, during and after the exhibition:

1. Ship products, materials, equipment, etc. in locked containers or crates. Make sure all labels are properly completed on all materials being shipped.
2. Securely tape all cartons being shipped. Do not indicate the contents on the outside of the cartons.
3. Insure your booth and its contents from the moment they leave your facility until they are returned.
4. Do not leave your booth materials unattended during the move-in and move-out periods.
5. NEVER leave laptops, cell phones, briefcases, and/or purses unattended.
6. Keep small portable products out of sight, locked up or take them with you.
7. Depending on the products, you may want to look at hiring private security personnel (see information in the Exhibitor Manual).
8. Report any suspicious activities to the Exhibition Manager.
9. Take down plasma screen or flat screen monitors immediately during move-out and place in an unmarked crate or carton. Do not leave them unattended.

The Congress provides 24-hour professional perimeter security for the Community Forum from move-in to move-out.

Thank you.

Operational arrangements by / Organisation opérationnelle par

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