

## TAA Property Removal Form

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In order to enhance security for the many products and personal items exhibitors and attendees bring into the exhibit hall, TAA requires anyone removing items of significant value to present a Property Removal Form to the security personnel at the entrance. This form lets security personnel know that the object was not stolen from a booth or otherwise illegally obtained. Copies of this form will be in your packets at show site.

Please let your booth personnel know that if they plan to remove anything from the exhibit hall during the show, or if they plan to give merchandise for removal to visitors, friends, employees, etc. during the show, they will need to complete their portion of the form and have the person removing items present it to security personnel. Please note: If a completed Property Removal form is not presented to the security guard at the exit, the person carrying the merchandise will be asked to wait until it can be determined if the removal of the merchandise is authorized.

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### 2023 TAA ONE EXPO -- PROPERTY REMOVAL FORM

April 19-21 – Fort Worth, TX

Exhibitors Please Note: If you plan to remove anything from the exhibit hall during the show, or if you plan to give merchandise for removal to visitors, friends, employees, etc. during the show, please complete your portion of this form and have the person removing items turn in this form to security personnel. **If a completed property release form is not given to the guard at the exit, the person carrying the merchandise will be detained until it can be determined if the removal of the merchandise is authorized.**

Name/Description of item being removed: \_\_\_\_\_  
\_\_\_\_\_

Person authorizing removal: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_ Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of person removing item: \_\_\_\_\_

**Security Guard: The above-named person has permission to remove merchandise from the exhibit hall as long as identification can be provided matching their name badge.**

Guard Auth: \_\_\_\_\_ Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

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