

SECURITY AGREEMENT

With
(Name of Event)

Your recent invitation to the U.S. Department of the Treasury, Bureau of Engraving and Printing (BEP) to participate in **(name, location, and date of event)**, requires the utilization of sensitive, high value United States currency, engraved plates, and related materials, hereafter referred to as “securities.” Prior to receipt of these securities, the **(event host)** clearly understands and agrees that:

1. The BEP exhibits and displays containing securities are considered sensitive U.S. securities subject to absolute accountability. These securities are, and remain, the property of the United States Government. Unauthorized use or possession of BEP Securities or any part thereof (except as provided by virtue of this agreement) or any image created in any medium from them shall be prosecuted pursuant to Title 18 of the United States Code;
2. BEP securities shall, at all times when not in use, be secured in a locked area or security container which has been approved by the Office of Security, Bureau of Engraving and Printing.
3. The facility (security room) and where the securities are located during business hours shall be manned, at no cost to the U.S. Government, by at least two (2) armed guards on a 24 hour basis. The guards will be equipped with a minimum of two (2) means of communications (e.g. radio, telephone). The facility’s armed guards shall:
 - a. Provide continuous armed security at the BEP display/booth during business hours throughout the day.
 - b. Insure that the security room where the securities are located remain locked from the close of the show/event each day until the show/event begins the following day. No one will be allowed in the room after it is secured at the end of the show/event, without presentation of proper identification. The armed guards will keep a written record (time of entry/exit and reason for entering the room) of all persons entering the room during non-show hours. This log must be available for review at all times by BEP Security representative. All persons entering the secure area must be escorted by the armed guards.
 - c. Conduct and document (Officer/time/status) an hourly inspection, checking for loss, theft and/or damage, of the BEP securities.

4. BEP securities shall not be released outside of your facility without prior notification and written approval from the BEP Show Coordinator and representative of the BEP Office of Security (**phone number**).

5. Any loss, theft and/or damage of the BEP securities shall be immediately reported to the on site BEP, Office of Security Representative, and BEP Show Coordinator; the U.S. Secret Service **???????** Field Office (**phone number**), and the Product Integrity Division, Office of Security, Bureau of Engraving and Printing at (**phone number**) and after hours to the BEP Police Shift Commander (202) 874-7400.

6. The Show Sponsor/Representative will cooperate in any investigation involving the loss, theft and/or damage of U.S. securities and any BEP property. In the event of loss, theft, and/or damage of these materials, the Show Sponsor/Representative will hold the Bureau of Engraving and Printing harmless in any claim, complaint, or course of action arising from protection of U.S. securities, by Non-Government individuals.

7. At the conclusion of the show/event, two (2) BEP Representatives on the show/event premises will inventory all BEP securities and display materials in preparation for shipment to the BEP.

8. Execute this agreement upon receipt, sign and return via fax one copy immediately to the Bureau of Engraving and Printing, Office of Security, Product Security Branch, (**name, location, telephone and fax number of security representative**).

For the Show/Event Security Representative:

 Print Name

 Signature

 Date

 Title

***For the U.S. Department of the Treasury,
 Bureau of Engraving and Printing, Office of Security:***

 Signature
 Chief, Office of Security

 Date