

Event Staffing Order Form



Venue Services Points of Contact:

Tim Postlethwait - tim.postlethwait@kyvenues.com

Brittany Johnston - brittany.johnston@kyvenues.com

Event Name: _____

Company Name: _____ **Booth#:** _____

Address: _____

City, State, Zip: _____

Order Contact: _____ **Phone:** _____

Onsite Contact: _____ **Phone:** _____

Email Address: _____

Deadline Date (for 10% rate increase): _____

Please indicate which type of security/booth staff you prefer:

- **Daytime Security Guard (Unarmed) \$18.50 hr (8am – 11pm)**
- **Overnight Security Guard (Unarmed) \$21.50 hr (11pm – 8am)**
- **Uniformed Off-Duty Police Officer \$38 per hour (at LMPD’s discretion)**

Rates are per hour with a three hour minimum.

Date	No. & Type of Staffing	Hours

***Please visit our online payment portal at: <https://kyexpo.org/PaymentForm.aspx>
Orders received after the above deadline will be subject to a 10% rate increase.
48 hour cancellation required or you will be charged for the 3 hour minimum.***