

WESTMINSTER KENNEL CLUB DOG SHOW 2012 SECURITY REQUEST INFO

Thank you for your request for personal security for your dog. Please complete the "Security Request" form and return with payment to the address provided at the bottom of the form. You will need to know the following information:

On the day that you have requested security, please go to the Event Operations Office to check in with the Event Office Staff and meet your guard. This office is located on the fifth level across the hall from the C-tower elevator at 8 Penn Plaza, which is the Employee and Exhibitors' entrance. There will be signs and staff on hand to direct you to the Event Operations Office from the elevators, benching areas, Arena, or other surrounding areas. Please provide the office staff with a cell phone number in case you need to be contacted during the day. **You are responsible for picking up your guard.** The benching area can get very crowded. It is more expedient for you to find the Event Operations Office than for your guard to locate you and your dog.

MSG security guards are union members and by contract, their shifts must begin and end promptly at the designated times. Your guard will be "on the clock" starting at the time requested, regardless if you are late in picking up your guard. Overtime costs will be incurred for all time worked beyond the (5) hour or (8) hour scheduled shift in half hour increments.

Please note: Unless otherwise instructed, your guard will not automatically walk off post at the end of his or her shift. If you return late, you will be required to pay for overtime, which will be rounded up to the next half hour. **Also, you are responsible for giving your guard a meal break at some point during his or her shift.** This length of the break is a half hour for a (5) hour call and one full hour for an (8) hour call. If your guard does not receive his or her meal break, you will be responsible for additional overtime costs.

Keep Event Operations informed of any delays or cancellations. Once we have processed the order for your guard, you will be liable for payment, even if you no longer require the guard.

If you have any further questions, feel free to leave a message at (212) 631-5350 and your call will be returned. The Event Operations Office phone number for day-of-event inquiries is (212) 465-6292.

FOR THOSE THAT ADVANCE TO TUESDAY: While we will make every effort to fill the last-minute requests for guards for Tuesday, a guard cannot be guaranteed. As soon as you know you will advance to Tuesday and will require a guard, please notify the Event Operations Office. Orders will be filled on a first-come, first-serve basis.

Regards,

Karen M. Hoffman
Manager Event Operations

