

**DEADLINE: MAY 6, 2011**

Use this form if you will require assistance in installing or dismantling your display.

**LABOR RATES PER HOUR (25% surcharge applied to orders received after 05/06/11):**

	<b>Straight Time</b> (8 am-4:30 p.m.: M-F)	<b>Over Time</b> (After 4:30 p.m.: M-F 8 am-4:30 p.m.: Sat)	<b>Double Time</b> (After 4:30 p.m.: Sat All day Sunday)
Carpenter	\$115.70	\$173.55	\$231.40
Electrician	\$107.30	\$160.95	\$214.60

**\*Double Time Rates also apply to carpenter labor after 6:30 p.m. Monday – Friday.**

All labor before 8:00 a.m. and after 4:30 p.m. Monday through Friday, and all hours Saturday, Sunday and holidays will be charged at the posted overtime and double time rates. (One (1) hour minimum per worker thereafter ½ hr. increments.)

**Note: Starting time can be guaranteed only in those instances where personnel are requested for the start of the working day, which is 8:00am, and only for orders placed by the deadline date. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a charge of ½ the total time scheduled, per man ordered (one hour minimum), unless we receive written cancellation 24 hours prior to starting time.**

Please indicate the service desired and number of personnel required.

<b>INSTALLATION</b>	No. of Personnel	Date	Start Time	*Estimated Duration
CARPENTER				
ELECTRICIAN				

\*Type of work to be performed:

<b>DISMANTLE</b>	No. of Personnel	Date	Start Time	*Estimated Duration
CARPENTER				
ELECTRICIAN				

\*Type of work to be performed:

**Exhibitor Information**

Booth: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Mail or Fax this form to: NeoCon® World's Trade Fair 2011, Attn: Maribel Rodriguez  
 222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654, 312.527.7078, FAX: 312.527.7998  
[www.exhibitorinfo.com/operationshelp](http://www.exhibitorinfo.com/operationshelp)

