



## Installation and Dismantling

**DEADLINE: FEBRUARY 4, 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 02/04/11):

	Straight time (8am-4:30 pm: M-F)	Over time (Before 8 am and after 4:30 pm: M-F (all day Sat)	Double time Sunday, Holidays
LABOR RATE	\$135.10	\$203.00	\$271.80
ELECTRICIAN RATE	\$182.50	\$255.90	\$360.00

All labor before 8:00 am and after 4:30 pm 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.

INSTALLATION	No. of Personnel	Date	Start Time	*Estimated Duration
Labor				

\*Type of work to be performed:

DISMANTLE	No. of Personnel	Date	Start Time	*Estimated Duration
Labor				

\*Type of work to be performed:

### Gallery Information

Gallery Name:

Gallery Number:II-

Ordered by:

Telephone Number:

Fax Number:

PLEASE EMAIL OR FAX THIS FORM TO DOUG PFUNDSTEIN  
E-mail: [dpfundstein@mmart.com](mailto:dpfundstein@mmart.com) FAX: (312)527-7998 PHONE: (312)527-3082