



INSTALLATION & DISMANTLING LABOR REQUEST FORM

DEADLINE: July 7, 2010

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 7/07/10):

	Straight Time (8 am-4:30 pm: M-F)	Overtime (After 4:30 pm: M-F 8 am-4:30 pm: Sat)	Double Time (After 4:30 pm: Sat All day Sunday)
Carpenter	\$112.90	\$169.35	\$225.80
Electrician	\$104.70	\$157.05	\$209.40

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

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
CARPENTER				
ELECTRICIAN				

*Type of work to be performed:

DISMANTLE	No. of Personnel	Date	Start Time	*Estimated Duration
CARPENTER				
ELECTRICIAN				

*Type of work to be performed:

Exhibitor Information

Booth Name: _____ Booth Number: 7

Ordered by: _____ Telephone Number: _____

Fax Number: _____

Mail or Fax this form to: **National Prom Market August 2010, Attn: Lauren Serantoni, 222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654, (312) 527-3066, FAX: (312) 527-7998, EMAIL: lserantoni@mmart.com**

