

Key Resources, Inc.
INSTALLTION & DISMANTLING LABOR REQUEST FORM
 Merchandise Mart Properties, Inc. – Fall 2007

DEADLINE: August 20, 2007

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

LABOR RATES PER HOUR (15% surcharge applied to orders received after august 20, 2007)

Straight Time
 (8:00 a.m. – 4:30 p.m., M-F)

Overtime
 (After 4:30 p.m., M-F)
 All day Saturday & Sunday

Materials Handling

\$24

\$36

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 an overtime rate. (One-half (1/2) hour minimum per person). Starting time can be guaranteed only in those instances where personnel are requested for the start of the working day, which is 8:00 a.m., and only for orders placed by the deadline date.

Please indicate the service desired and number of personnel required.

INSTALLATION	NO. OF PERSONNEL	DATE	START	ESTIMATED DURATION
MATERIALS HANDLING				

Type of work to be performed

DISMANTLE	NO. OF PERSONNEL	DATE	START	ESTIMATED DURATION
MATERIALS HANDLING				

Type of work to be performed

EXHIBITOR INFORMATION

SUITES AT MARKET SQUARE

PLAZA SUITES

Suite #: _____

Company _____

Ordered by _____

Telephone Number _____

Fax Number _____

No orders processed without receipt of payment (in advance) by company check. Orders received during Market paid by company check or cash only.

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