



# INSTALLATION & DISMANTLING LABOR REQUEST FORM

**DEADLINE: JANUARY 16, 2018**

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 01/16/18):**

	<b>Straight Time</b> (8 am-4:30 pm: M-F)	<b>Overtime</b> (After 4:30 pm: M-F 8 am-4:30 pm: Sat)	<b>Double Time</b> (After 4:30 pm: Sat All day Sunday)
Carpenter	\$146.00	\$219.25	\$292.00
Electrician	\$136.00	\$204.00	\$272.00
Material Handler	\$30.00	\$45.00	\$45.00

**\*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.

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

\*Type of work to be performed:

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

\*Type of work to be performed:

**Exhibitor Information**

Booth Name: \_\_\_\_\_ Booth Number: 7

Ordered by: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mail or Fax this form to: Chicago Collective February 2018, Attn: Sergio Camargo, 222 Merchandise Mart Plaza, Chicago, IL 60654, PHONE: (312) 527-7587, FAX: (312) 379-6122 or [scamargo@mmart.com](mailto:scamargo@mmart.com)