



Archery Trade Association

Kentucky Exposition Center - Louisville, Kentucky

January 10 - 12, 2019

Event Code: I110370119

Connect With Us!

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Machine Shipping Information

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Email this form and machine diagrams to atlanta@shepardes.com by Saturday, January 00, 1900

If you have questions regarding machines, please contact us!

Step 1: Complete exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone #

Email Address

Step 2: How many machines are you shipping? Crated _____ Uncrated*_____

*Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the warehouse. These items should be delivered directly to the facility on your designated target day and time.

Step 3: What is the weight of each machine?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

Step 4: What are the dimensions of each machine?

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ 7 _____ 8 _____

Step 5: How is your machine being shipped? Flatbed _____ Closed Trailer _____ Container _____

Step 6: Do you need special equipment to unload?

Crane _____ Extended Forklift Blades _____ Rollers _____ Slings _____ Other _____

Step 7: Do you require a forklift in your booth space to unskid, assemble, or spot machinery? Yes _____ No _____

Step 8: Where are the pick points located on your machine? Top _____ Bottom _____

Step 9: What is the weight per square foot of each machine?

Note: 350 pounds per sq ft is the maximum allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

Step 10: Please attach any photos or diagrams you have of your machines.