



Archery Trade Association

Kentucky Exposition Center - Louisville, Kentucky

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 4:30 PM
DT - Double-time: All other hours and holidays

Shepard Blue Supervised Labor **Supervisory fee is 30% of total cost or \$60, whichever is greater.

Table with 5 columns: Code, Discount, Regular, +30%, and values for 68066, 68067, 68068.

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Event Code: I110370119

Connect With Us! email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Blue Supervised Labor

Choose Shepard Blue for your labor needs and leave your worries behind!

Step One:

Choose Your Service

Installation #
Dismantling #
Both #

Step Two:

How Many People?

#
#
#

Step Three:

How Many Hours?

#
#
#

Step Four:

When Should the Build be Complete?

Date: Time:
Date: Time:
Date: Time:

Step Five: Tell Us About Your Exhibit!

(this portion must be completed before Shepard can begin any work on your exhibit)

Inbound Freight

Carrier Name Tracking or Pro # Estimated Weight
of Pieces Advance Warehouse or Direct to Show site? Estimated Arrival Date

Set Up Information:

Company Contact Name: Email Cell Phone #
Contact Arrival Date Time Build Should be Complete
Booth Size: X Carpet: Ordered from Shepard Exhibitor Owned Carpet Carpet Padding

Drawings/Photos/Instructions:

Attached Emailed to Shepard With the Exhibit In crate #

Electrical Placement

(exhibitor is responsible to order) Emailed to Shepard Drawing Attached Drawing with Exhibit

Graphics:

With Exhibit Shipped Separately

Other Services Ordered:

Overhead Rigging Cleaning AV

Outbound Shipping:

of Crates # of Cartons # of Fiber Cases # of Pallets

Ship To:

Phone #

Method: Common Air Van Other

If Your Carrier doesn't show?

Reroute with SLS
Send to warehouse for pick up (\$400 minimum charge)

Must Arrive at Destination By:

Name of Carrier

Date Carrier is Scheduled to Pick Up Freight

*Allow time for empty return when scheduling your pick up

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Estimated SES Blue Labor: \$

NA Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature