



Archery Trade Association

Kentucky Exposition Center - Louisville, Kentucky

January 10 - 12, 2019

Event Code: I110370119

Connect With Us! email logistics@shepardes.com phone (888) 568-8858 fax (404) 596-5620 mail 1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name Booth #

Contact Name Phone # State Zip

Email Address

Step 2: Tell us the Location of items for pick up:

Company

Street Address City State Zip

- Is there a loading dock? Do we need a lift gate on our truck? Is your building in a residential area? Do we need to go inside your office to pick up your items? Any thing else we should know about your building

Step 3: Tell us When we are picking it up:

Date Hours of Operation

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite Tuesday, January 08, 2019

Step 5: Tell us What we are shipping:

Table with columns for Qty, L, W, H, Weight and items: Crates, Cartons, Cases/trunks, Skids/pallets, Carpet, Monitors, Other, Total

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized) Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company Booth #

Street Address City State Zip

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.