



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

Step One: Tell Us About Your Sign Type: Cloth Wood Truss Metal Other
Shape: Square Triangle Rectangle Circle Other
Size: Height _____ Width _____ Length _____ Weight _____

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$90.44	\$117.55	\$
69151	OT		\$135.69	\$176.40	\$
69152	DT		\$180.94	\$235.20	\$

Date of Assembly _____ Start Time _____

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$90.44	\$117.55	\$
69154	OT		\$135.69	\$176.40	\$
69155	DT		\$180.94	\$235.20	\$

Date of Disassembly _____ Start Time _____

Step Three: Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$538.45	\$700.00	\$

Date of Install _____ Start Time _____

*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Event Code: 1110370119

Connect With Us! email atlanta@shepardes.com
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fax (404) 720-8755
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Atlanta, GA 30318

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Hanging Sign & Overhead Rigging

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision 68069 Exhibitor Supervised

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

Exhibitor Contact _____

How many laborers will you require? _____

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision 68073 Exhibitor Supervised

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

Exhibitor Contact _____

How many laborers will you require? _____

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		\$538.45	\$700.00	\$

Date of Removal _____ Start Time _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature