



SHEPARD BLUE Supervised Labor

Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

Event Code: 1198150120

email Indianapolis@shepardes.com

phone (317) 677-1235

fax (317) 389-5524

Discount Deadline Thursday, December 19, 2019

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

Labor Hours

ST - Straight time: ST: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: OT: Monday - Friday: 4:30 pm - Midnight; Saturday-Sunday: 8:00 am - 4:30 pm

DT - Double-time: DT: Holidays and all other hours

Shepard Blue Supervised Install Labor

Code	Discount	Regular	Estimate
68066 ST	\$95.94	\$124.70	
68067 OT	\$144.11	\$187.35	
68068 DT	\$191.88	\$249.45	

Shepard Blue Supervised Dismantle Labor

Code	Discount	Regular	Estimate
68070 ST	\$95.94	\$124.70	
68071 OT	\$144.11	\$187.35	
68072 DT	\$191.88	\$249.45	

Booth Size: _____ X _____

**Pricing includes Supervisory fee of 30% over standard labor .

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 Advance Warehouse Direct to Show site

Carrier Name _____ Tracking or Pro # _____

Estimated Arrival Date _____ # of Pieces _____ Estimated Weight _____

Set Up Information:

Company Contact Name: _____

Email _____

Cell Phone # _____

Drawings/Photos/ Instructions:

- Attached
- Emailed to Shepard
- With the Exhibit
- In crate # _____

Graphics:

- With Exhibit
- Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

Other Services

Ordered:

- Overhead Rigging
- Cleaning
- AV

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Outbound Shipping:

- # of Crates _____
- # of Cartons _____
- # of Fiber Cases _____
- # of Pallets _____

Method:

- Ground
- 2-Day Air
- Next Day Air
- Other

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

- If Your Carrier doesn't show? Reroute with SLS
- Send to advance warehouse for pick up (\$400 minimum charge)

*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 and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: _____

Estimated **SES Blue Labor**: \$ _____

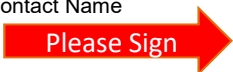
NA Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address



Card Holder Signature