



# Hang Sign Assembly 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.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

#### 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

**Step One:** Tell Us About Your Sign **Type:**  Cloth  Wood  Truss  Metal  Other \_\_\_\_\_

**Shape:**  Square  Triangle  Rectangle  Circle  Other \_\_\_\_\_

**Size:** Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_ # of Feet from floor to top of sign \_\_\_\_\_

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

#### Sign Assembly Labor-Exhibitor Supervised

#### Sign Assembly Labor-Shepard Supervised

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	\$

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69190	ST		\$117.57	\$152.85	\$
69191	OT		\$176.40	\$229.30	\$
69192	DT		\$235.22	\$305.80	\$

Exhibitor Contact \_\_\_\_\_

Rigging Inspection Fee: Applicable rates will be charged accordingly 69127

Date of Assembly \_\_\_\_\_ Start Time \_\_\_\_\_

How many laborers will you require? \_\_\_\_\_

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-Exhibitor Supervised

#### Sign Disassembly Labor-Shepard Supervised

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	\$

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69193	ST		\$117.57	\$152.85	\$
69194	OT		\$176.40	\$229.30	\$
69195	DT		\$235.22	\$305.80	\$

Exhibitor Contact \_\_\_\_\_

Date of Disassembly \_\_\_\_\_ Start Time \_\_\_\_\_

How many laborers will you require? \_\_\_\_\_

**Rigging will be handled through the facility. Please order the rigging of your signs through the facility forms at the end of the manual.**

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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.

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

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

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

Total Overhead Rigging: \$ \_\_\_\_\_

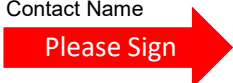
NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature